



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OCT 14 2021

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Shaker Heights

Economic Development

(local government entity)

(unit)

Jeri E. Chaikin

Chief Administrative Officer

October 5, 2021

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Shaker Heights

(216) 491-1334

Records Commission

(telephone number)

3400 Lee Road

Shaker Heights

44120

Cuyahoga

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

10-14-21

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Local Government Records Archivist

11/10/2021

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ED-01	Action Plans (OR)/(RIC)/(DFT): Department annual activities and projected goals.	2 years	Electronic or paper		<input type="checkbox"/>
ED-02	Friday memos (OR) /(RIC)/(DFT): Department biweekly activity reports.	Until superseded, or obsolete, appraise for historical value	Electronic or paper		<input type="checkbox"/>
ED-03	Employee training (OR)/(RIC)/(DFT): Certifications/Classes/Seminars/ conferences.	Place in personnel file	Electronic or paper		<input type="checkbox"/>
ED-04	Appraisals and Engineering studies/reports (OR)/(RIC)/(DFT)	Permanent	Electronic or paper		<input checked="" type="checkbox"/>
ED-05	Maps (OR)/(RIC)/(DFT): Commercial, city buildings and other parcel maps.	Until superseded, or obsolete, appraise for historical value	Electronic or paper		<input checked="" type="checkbox"/>
ED-06	Project files (OR)/(RIC)/(DFT): Ongoing projects and status reports.	Until superseded, or obsolete, appraise for historical value	Electronic or paper		<input checked="" type="checkbox"/>
ED-07	Badges, ID's, key fobs, office keys (OR): Employee identification, office keys and various city building keys	Until superseded, obsolete, or replaced. Turn in upon termination	Plastic or metal		<input type="checkbox"/>
ED-08	Employee Performance review (OR)\(RIC)\(DFT): Original in Human Resources Department. Department copy in personnel file.	Place in Personnel File	Electronic or paper		<input type="checkbox"/>
ED-09	Budget documents, travel reports, invoices and receipts. (OR)\(RIC)\(DFT): Originals in Finance Department. Copies for reference purposes only.	1 year	Electronic or paper		<input type="checkbox"/>
ED-10	Copies of all media (OR)\(RIC)\(DFT): Newspaper, magazine, books, and other literature for reading information and reference purposes only.	Until superseded, obsolete or replaced.	Electronic or paper		<input type="checkbox"/>
ED-11	Attendance/timesheets (OR)\(RIC)\(DFT): Original in Finance Department. Copies for reference purposes only.	3 years	Electronic or paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
ED-12	Departmental Transitory Records: Miscellaneous correspondence, emails, administrative policies, or other documents of short-term relevance or usefulness such as voicemail, telephone messages, text messages, post-it notes, superseded drafts, transmittal documents, schedules, notes, copies of records which originals are stored by other city departments, and paper records stored electronically or vice versa (as long as the stored record is kept for the scheduled period for that specific record) , as well as internal and external audio or video meetings taking place in lieu of in- person meetings.	Until superseded, obsolete or replaced.	Electronic or paper		<input type="checkbox"/>