



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

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

Housing Inspection Department

(local government entity)

William E. Hanson

(unit)

Director

September 8, 2016

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Shaker Heights Records Commission

216-491-1410

(telephone number)

Office of the Mayor, 3400 Lee Road, Shaker Heights, Ohio
 (address) (city)

44120
 (zip code)

Cuyahoga
 (county)

To have this form returned to the Records Commission electronically, include an email address:
 Karin.rosegger@shakeronline.com

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.

Karin A. Rosegger

Sept. 15, 2016

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda D. Pinellan
 Signature

Local Government Records Archivist
 Title

10/11/16
 Date

Section D: Auditor of State

Martin E. Moore
 Signature

Records Manager
 Title

10-26-16
 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
City of Shaker Heights (local government entity)		Housing Inspection (unit)			
HI16-01	Inspection Reports (Point of Sale, Systematic, Complaint) Copies of Interior/exterior violations of housing codes.	5 Years	Paper or Electronic		<input type="checkbox"/>
HI16-02	Annual Inspection Reports Statistic reports relating to inspections performed.	5 Years	Paper or Electronic		<input type="checkbox"/>
HI16-03	Department Action Plans Projected department goals.	3 Years	Paper or Electronic		<input type="checkbox"/>
HI16-04	Vacant Property Letters Letter to Owner, Lender, Court of Common Pleas regarding property maintenance.	3 Years	Paper or Electronic		<input type="checkbox"/>
HI16-05	Certificates of Occupancy Completed forms for Single-Family and Two-Family Rentals, Apartments	3 Years	Paper or Electronic		<input type="checkbox"/>
HI16-06	Nuisance Abatement Files All files related to nuisance abatement activity.	7 Years	Paper or Electronic		<input type="checkbox"/>
HI16-07	Point of Sale Escrow Reports Documents detailing the amounts held and released from established escrow accounts.	5 Years	Paper or Electronic		<input type="checkbox"/>
HI16-08	Cuyahoga Metropolitan Housing Authority Housing Contract Lists Report listing rental agreement with Cuyahoga County.	2 Years	Paper or Electronic		<input type="checkbox"/>
HI16-09	Cuyahoga Metropolitan Housing Authority Proposed Unit Reports Agreement between CMHA and City regarding tenant incident/disturbances.	2 Years	Paper or Electronic		<input type="checkbox"/>
HI16-10	Criminal Activity Nuisance Reports All files related to criminal activity nuisance.	1 Year	Paper or Electronic		<input type="checkbox"/>
HI16-11	Receipt Books Receipts of fees collected associated with services provided by Housing Inspection.	3 Years	Paper or Electronic		<input type="checkbox"/>
HI16-12	Purchase Requisitions All records related to purchasing office supplies.	3 Years	Paper or Electronic		<input type="checkbox"/>
HI16-13	Time Sheets Record of daily attendance (vacation, sick, holiday etc.)	1 Year	Paper or Electronic		<input type="checkbox"/>
HI16-14	Inspection Daily Log Sheets Daily inspection schedule for the Housing Inspectors.	2 Years	Paper or Electronic		<input type="checkbox"/>
HI16-15	Clerical Daily Log Sheets Weekly activity log for the Housing administrative staff.	2 Years	Paper or Electronic		<input type="checkbox"/>
HI16-16	Budget Reports Monthly revenue/expense details.	5 Years	Paper or Electronic		<input type="checkbox"/>
HI16-17	Copies of Personnel Files/Employee Evaluations Files containing employee employment, application, letter of appointment; employment authorization form, tax paperwork; payroll change notices noting promotions, salary increases; etc.; performance evaluations; disciplinary letters; certifications; resignation letter; retirement information and forms.	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HI16-18	Neighborhood Revitalization Committee Minutes/Agenda Agendas, Minutes as approved and items of discussion.	2 Years	Paper or Electronic		<input type="checkbox"/>
HI16-19	Memos/Correspondence Memoranda, correspondence, reports and similar miscellaneous administrative records not coming under another type of record listed.	5 Years	Paper or Electronic		<input type="checkbox"/>

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

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(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
HI16-20	Violation Code Text Housing inspection code narrative text.	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HI16-21	Transient Records Correspondence or other records of short term usefulness, e.g. telephone messages, transmittal documents, schedules, notes, copies of records which originals are stored by other City Departments.	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>