

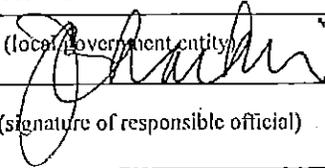


Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

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		HUMAN RESOURCES DEPARTMENT	
(local government entity)		(unit)	
	Jeri E. Chaikin	Chief Administrative Officer/ Director of Human Resources	2/1/16
(signature of responsible official)	(name)	(title)	(date)

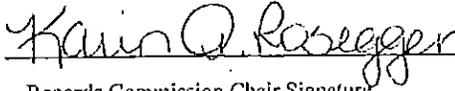
Section B: Records Commission

CITY OF SHAKER HEIGHTS, MAYOR'S OFFICE		(216) 491-1410	
		(telephone number)	
3400 Lee Road	Shaker Heights	44120	Cuyahoga
(address)	(city)	(zip code)	(county)

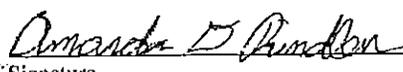
To have this form returned to the Records Commission electronically, include an email address:

karin.rosegger@shakeronline.com

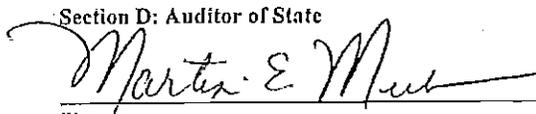
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	Feb. 8, 2016
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	2/23/16
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	3-2-16
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

(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
HUMAN RESOURCES					
HR-2016-01	Employment Applications/Resumes/Cover Letters Employment applications and/or resumes, cover letters, attachments submitted for job openings in the City	2 Years	Paper and/or Electronic		<input type="checkbox"/>
HR-2016-02	Personnel Files/Records Files containing employee employment application; letter of appointment; employment authorization form; tax paperwork; payroll change notices noting promotions, salary increase, etc.; performance evaluations; disciplinary letters; certifications; resignation letter; retirement information and forms.	Permanent	Paper or Electronic		<input type="checkbox"/>
HR-2016-03	Insurance Enrollment Records Health insurance and life insurance internal and external forms completed by employee designating choice of insurance and family coverage information; stored in separate file from personnel file for each employee.	1 Year after employee leaves municipal government	Paper		<input type="checkbox"/>
HR-2016-04	FMLA Records Federal Medical Leave Act records for individual employees where applicable	3 Years	Paper or Electronic		<input type="checkbox"/>
HR-2016-05	Unemployment Compensation Case Files Ohio Department of Jobs and Family Services correspondence and determinations for terminated employee filings	4 Years after date of final payment	Paper or Electronic		
HR-2016-06	Equal Employment Opportunity Forms Forms kept separately from personnel files; form notes race, gender, yes/no question for physical or mental impairment, and how applicant learned of job opening. Optional form.	3 years	Paper		<input type="checkbox"/>
HR-2016-07	Workers' Compensation Claim Files Correspondence, court paperwork, judgments related to individual employee workers' compensation claims	10 Years after date of final payment	Paper or Electronic		
HR-2016-08	Job Position/Descriptions Detailed job description for each position in the City detailing General Description of Work; Essential Functions/Typical Tasks; Knowledge, Skills & Abilities; Education & Experience; Physical Requirements; and Special Requirements (if applicable.)	1 Year after superseded	Electronic		<input type="checkbox"/>

(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
HR-2016-09	Employee manuals, handbooks and directories Non-bargaining Employee Handbook	5 years	Paper or Electronic		<input type="checkbox"/>
HR-2016-10	Records Retention Schedules Completed and approved forms for Human Resources by the Ohio Historical Society -- State Archives, Auditor of State	Permanent	Paper/ Electronic		<input type="checkbox"/>
HR-2016-11	Records Requests Public records requests to Human Resources on variety of topics	2 Years	Paper/ Electronic		<input type="checkbox"/>
HR-2010-12	Training Material DOT training for new Public Works Laborer/Truck Driver employees; various City training materials, e.g. sexual harassment, customer service, diversity, harassment, etc.	5 Years	Video or Paper or Electronic		<input type="checkbox"/>
HR-2016-13	City Hall Reception Desk Visitors Log Sign In Sheet with name, date and time of arrival and departure of visitors to City Hall	1 Year	Paper		<input type="checkbox"/>
HR-2016-14	Department Administrative Documents Memoranda, correspondence, reports, action plans, budgets, invoices, purchase orders, and similar miscellaneous administrative records not coming under another type of record listed in this schedule	5 Years	Paper/ Electronic		<input type="checkbox"/>
HR-2016-15	Bulletins, Posters, Notices to Employees Healthcare related posters and notices; City internal event notifications	Until no longer administratively necessary	Paper/ Electronic		<input type="checkbox"/>
HR-2016-16	Department Organizational Documents Logs, forms, telephone messages, and other tools to assist the Department in its operations for internal department use only.	Until no longer administratively necessary	Paper/ Electronic		<input type="checkbox"/>
HR-2016-17	Policies, Rules, Regulations or Procedures Customer Service Guide, FMLA policy, FLSA policy, Outside Employment policy, Non-Bargaining Dress Code policy, Nepotism policy, Pre-employment Drug Screening policy, etc.	5 Years	Paper or Electronic		<input type="checkbox"/>
HR-2016-18	Grievance Hearing Records / Record of Disciplinary Action Grievance files for City employees including grievance filed, internal and outside hearing materials, correspondence, etc.	4 Years after resolved	Paper / Electronic		<input type="checkbox"/>

(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
HR-2016-19	Job Opening - Posting Information Job postings for job openings in the City and information related to job posting approval, advertisement information, etc.	1 Year after superseded	Paper / Electronic		<input type="checkbox"/>
HR--2016-20	Labor Union Agreements Police Patrolmen & Detectives; Police Supervisors; Police Dispatchers; Fire; Public Works; Recreation	15 Years after termination	Paper / Electronic		<input type="checkbox"/>
HR-2016-21	Internal Human Resources Leave Requests Internal forms requesting vacation, sick and/or comp time by HR employees and approved by HR Manager and/or CAO/Director of Human Resources	3 Years provided balances journalized	Paper		<input type="checkbox"/>
HR-2016-22	Transitory Records Correspondence or other records of short-term usefulness, e.g. voicemail, telephone 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).	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
HR-2016-23	City Telephone Directories	Until Superseded	Electronic		<input type="checkbox"/>
HR-2016-24	General Information and Reference Materials Manuals and any other resource referenced or consulted in the course of the Human Resources Department's general operation	Until no longer of administrative value	Paper and electronic		<input type="checkbox"/>
CIVIL SERVICE					
CS-2016-01	Background Investigations Investigations performed by Police Department for Police and Fire candidates under consideration for hire	2 Years after position eligibility list expires	Paper		<input type="checkbox"/>
CS-2016-02	Civil Service Exams Examinations forms, tests, booklets, score sheets, answer sheets, etc.	2 Years after position eligibility list expires	Paper / Electronic		<input type="checkbox"/>
CS-2016-03	Classified Employee List Police and Fire promotional lists; Police and Firefighter Paramedic entry level and/or lateral entry lists	Until superseded	Paper / Electronic		<input type="checkbox"/>

(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
CS-2016-04	Eligibility Lists Police and Fire promotional lists; Police entry level and/or lateral entry lists; Firefighter/Paramedic lists.	Until list expires	Paper / Electronic		<input type="checkbox"/>
CS-2016-05	Civil Service Employment Information Files Police and Firefighter Paramedic applicant files for promotional process and entry level and/or lateral entry applicant files.	2 Years after the eligibility list expires	Paper / Electronic		<input type="checkbox"/>
CS-2016-06	Hearing Case Files Any and all grievances and protests taken to Civil Service Commission	10 Years	Paper/ Electronic		<input type="checkbox"/>
CS-2016-07	Polygraph/Voice Analysis Exams Report results conducted for Police and Fire candidates under consideration for hire (included in CS-2016-05 files)	2 Years after the eligibility list expires	Paper		<input type="checkbox"/>
CS-2016-08	Civil Service Agendas Agendas for Civil Service meetings	6 Years	Paper/ Electronic		<input type="checkbox"/>
CS-2016-09	Minutes of Civil Service Meetings - Minutes as approved - Audio Recording of meetings	Permanent Until no longer administratively necessary	Paper/ Electronic		<input checked="" type="checkbox"/> <i>(Minutes as approved)</i>
RISK MANAGEMENT					
RM-2016-01	Damage Claims Claims reported to City's Risk Management Manager, e.g. residential property damage, etc. including correspondence, estimates and all supporting material	Until settled and all appeals exhausted	Paper/ Electronic		<input type="checkbox"/>
RM-2016-02	Insurance Policies City's liability insurance policies	2 years after expiration, provided all claims settled	Paper/ Electronic		<input type="checkbox"/>
RM-2016-03	Property/City Vehicle Inventories List of all properties and City vehicles covered by City's insurance policies	3 Years	Paper/ Electronic		<input type="checkbox"/>

(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
RM-2016-04	Accident Reports 1 –Bodily injury to non-employee 2 – Risk management files (damage to municipal vehicles or property or reports of damage to outside vehicles and property)	6 Years provided no action pending 6 Years provided no pending action	Paper or Electronic		<input type="checkbox"/>