



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

Information Technology

(local government entity)	(unit)		
<i>[Signature]</i>	Frank Miozzi	Information Technology Director	October 5, 2021
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Shaker Heights

(216) 491-1377

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.

<i>Alicia M. White</i>	10-14-21
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	11/10/2021
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
<i>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</i>		

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
IT-01	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded or obsolete, appraise for historical value	Electronic or paper		<input checked="" type="checkbox"/>
IT-02	Information Technology Policy Memorandum of Understanding and/or Remote Email Access Request Form: Policy for employee use of city network and approval of remote access.	Place in Personnel File/Retain Backup Copy until termination of employment	Electronic or paper		<input type="checkbox"/>
IT-03	RFP/Bid Documents for purchases greater than \$25,000	5 years	Electronic or paper		<input type="checkbox"/>
IT-04	Bid Tabulations for purchases	3 years	Electronic or paper		<input type="checkbox"/>
IT-05	Contracts and Agreements (Dept Copy)	3 years after expiration of termination	Electronic or paper		<input type="checkbox"/>
IT-06	Equipment Inventories/Disposal Requests	3 years	Electronic or paper		<input type="checkbox"/>
IT-07	Equipment Maintenance Records	Life of the equipment	Electronic or paper		<input type="checkbox"/>
IT-08	Equipment Sign out Forms	Until superseded, obsolete or replaced.	Electronic or paper		<input type="checkbox"/>
IT-09	Attendance Reports/Records	3 years	Electronic or paper		<input type="checkbox"/>
IT-10	Payroll Vouchers/Timesheets	3 years	Electronic or paper		<input type="checkbox"/>
IT-11	Employee training (OR)/(RIC)/(DFT): Certifications/Classes/Seminars/ conferences.	Place in personnel file	Electronic or paper		<input type="checkbox"/>
IT-12	Action Plans (OR)/(RIC)/(DFT): Department annual activities and projected goals.	2 years	Electronic or paper		<input type="checkbox"/>

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(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
IT-13	Statistical Reports – Monthly/Quarterly/Semiannual	Until incorporated into yearly compilation	Electronic or paper		<input type="checkbox"/>
	Statistical Reports – Annual	5 years	Electronic or paper		<input type="checkbox"/>
IT-14	Telephone Records – Charges/Bills/Call Detail Records	2 years	Electronic or paper		<input type="checkbox"/>
	Telephone Records – System Documentation	Life of System	Electronic or paper		<input type="checkbox"/>
	Telephone Records – Service Records	2 years	Electronic or paper		<input type="checkbox"/>
IT-15	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"/>
IT-16	Employee Performance review (OR)\(RIC)\(DFT): Original in Human Resources Department. Department copy in personnel file.	10 years	Electronic or paper		<input type="checkbox"/>
IT-17	Budget documents, travel reports, invoices and receipts. (OR)\(RIC)\(DFT): Originals in Finance Department.	1 year	Electronic or paper		<input type="checkbox"/>
IT-18	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"/>
IT-19	Telephone Records – System Equipment Inventory	Continually updated, retain superseded data 1 year	Electronic or paper		<input type="checkbox"/>
IT-20	Training Material/Lesson Plans	Until superseded	Electronic or paper		<input type="checkbox"/>
IT-21	Database Modification Reports/Log analysis	Until superseded, obsolete or replaced.	Electronic or paper		<input type="checkbox"/>

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(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
IT-22	Software Licenses/Registrations Documentation	2 years after discontinuation of use	Electronic or paper		<input type="checkbox"/>
IT-23	Email – Treat as General Correspondence	Until superseded, obsolete or replaced.	Electronic		<input type="checkbox"/>
IT-24	Departmental Transitory Records: Miscellaneous correspondence such as 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 Electronic or 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"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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