



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

MAYOR'S OFFICE

Earl M. Leiken

EARL M. LEIKEN

MAYOR

SEPT. 15, 2016

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF SHAKER HEIGHTS, MAYOR'S OFFICE

Records Commission

216-491-1410

(telephone number)

3400 LEE ROAD
(address)

SHAKER HEIGHTS
(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

Karin A. Rosegger
Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amara J. Rindler
Signature

Local Government Records Archivist

10/11/16
Date

Section D: Auditor of State

Martin E. Mue
Signature

Records Mgr

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.

City of Shaker Heights, Mayor's Office

(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
M-2016-001	ANNUAL DEPARTMENTAL BUDGET <i>Worksheets, copies of receipts and purchase orders and hand written notes related to preparation of annual budget</i>	4 years	Electronic or Paper		<input type="checkbox"/>
M-2016-002	SPEECHES AND AUDIOVISUAL PRESENTATIONS <i>Research notes & Supporting documents and photos</i>	16 years	Electronic or Paper		<input type="checkbox"/>
M-2016-003	MASTER FORMS <i>Expense Reports, Telephone Conversation Reports, Proclamation Inquiries or Requests, Proclamations, Wedding Inquiries, Wedding Ceremonies, Records Retention Schedules</i>	Until superseded, obsolete or replaced	Electronic or Paper		<input type="checkbox"/>
M-2016-004	OFFICE EQUIPMENT INVENTORY <i>Operating Manuals, Reorder Forms and other product information provided at purchase</i>	Until equipment no longer in use	Booklets or Pamphlets		<input type="checkbox"/>
M-2016-005	STANDARD OPERATING AND OFFICE PROCEDURES <i>Wedding Policies, Proclamation Policies, File Mapping printouts, variety of materials related to use of City facilities or equipment, for internal department reference use only</i>	Until superseded	Electronic or Paper		<input type="checkbox"/>
M-2016-006	MANUALS, HANDBOOKS & DIRECTIVES <i>Employee manuals published by City offices of Human Resources, Chief Administrative Officer and Information Technology; Cuyahoga County Notary Commission; State of Ohio History Connection</i>	Until superseded, obsolete or replaced. Retain one file copy for five years	Electronic or Paper		<input type="checkbox"/>
M-2016-007	GENERAL CORRESPONDENCE <i>Memoranda, correspondence and miscellaneous documents of short-term relevance</i>	Corresponde nce 4 years, (review for history)	Electronic or Paper		<input type="checkbox"/>
M-2016-008	MS OUTLOOK APPOINTMENTS <i>Printouts of Mayor's weekly and/or monthly appointments for internal use only; information is archived automatically, electronically</i>	6 months	Electronic or Paper		<input type="checkbox"/>
M-2016-009	OATHS OF OFFICE OF ELECTED OFFICIALS	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
M-2016-010	RECORDS RETENTION DOCUMENTS <i>Copies submitted citywide of all related forms for Ohio History Connection compliance with all laws and rules</i>	Permanent	Manuals, Electronic or paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Shaker Heights, Mayor's Office

(local government entity)

(unit)

M-2016-011A	VEHICLE MAINTENANCE RECORDS <i>Manuals, instructions and notes related to operation of vehicle</i>	Until Vehicle sold	Electronic or Paper		<input type="checkbox"/>
M-2016-011B	VEHICLE MILEAGE <i>Calendars, maps and supporting notes and invitations to document mayor's business vs. personal use of vehicle</i>	10 years	Electronic or Paper		<input type="checkbox"/>
M-2016-012	RESIDENT COMPLAINT LOGS <i>Steno pad daily call notes, telecon reports, assorted investigative notes related to complaint, printouts of logs from obsolete software</i>	8 years	Electronic or Paper		<input type="checkbox"/>
M-2016-013	PROCLAMATIONS <i>Correspondence with requestor of proclamation, relevant research documents, copy of final document with signature and seal</i>	16 years	Electronic or Paper		<input checked="" type="checkbox"/>
M-2016-014	TRAVEL EXPENSE RECORDS <i>Originals in Finance Department. Copies kept to provide timely response to public records requests, budgetary evaluations and projections, mileage tracking for purposes of Internal Revenue Service reporting</i>	2 years	Electronic or Paper		<input type="checkbox"/>
M-2016-015	EMPLOYEE PERFORMANCE EVALUATION <i>Originals in Human Resources, copies kept to provide quick access to previous review(s) in order to prepare subsequent review(s)</i>	For duration of employee's service	Electronic or Paper		<input type="checkbox"/>
M-2016-016	EMPLOYEE TRAINING RECORDS	Routed to Personnel File	Electronic or Paper		<input type="checkbox"/>
M-2016-017	DEPARTMENTAL TRANSITORY RECORDS <i>Miscellaneous correspondence or other documents of short-term relevance or usefulness such as 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)</i>	3 months	Electronic or Paper		<input type="checkbox"/>
M-2016-018	WEDDINGS <i>County-issued copy of Certificate of Marriage signed by Mayor, dated notes of preparation and copy of final service conducted</i>	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>