



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

SEP 15 2016  
 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

Neighborhood Revitalization Department

(local government entity)

Kamla Lewis

(unit)

Director

September 8, 2016

(signature of responsible official)

(name)

(title)

(date)

*K Lewis*

### 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

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.

*Karin C. Rosegger*

*Sept. 15, 2016*

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

*Amanda D. Dindler*

Signature

*Local Government Records Archivist*

Title

*10/11/16*

Date

### Section D: Auditor of State

*Martin E. Mul*

Signature

*Records Mgr*

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.*

City of Shaker Heights

Neighborhood Revitalization Department

(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
NR16-01	Accident Reports/Files Bodily injury to employees	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
NR16-02	Activity Reports All types	2 Years	Paper or Electronic		<input type="checkbox"/>
NR16-03	Agendas Items of discussion	6 Years	Paper or Electronic		<input type="checkbox"/>
NR16-04	Annual Department Budget Month end and year end reports	5 Years	Paper or Electronic		<input type="checkbox"/>
NR16-05	Action Plans Project department goals.	Permanent at 60 years appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
NR16-06	Attendance Reports/Records Record of daily attendance (vacation, sick, holiday, etc.)	3 years	Paper or Electronic		<input type="checkbox"/>
NR16-07	Audiovisual, PR & Training Materials Various City training materials, e.g. customer service, diversity, etc.	Until information is superseded, obsolete or replaced	Paper or Electronic		<input type="checkbox"/>
NR16-08	Badges and IDs Photo identification	Turn in upon termination	Paper or Electronic		<input type="checkbox"/>
NR16-09	Blank Forms Forms to assist the Department in its operations for department use	Until obsolete or superseded	Paper or Electronic		<input type="checkbox"/>
NR16-10	Blueprints/Vellums Administrative records not coming under another type of record.	Until updated, superseded or obsolete, appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
NR16-11	Compliance Reports All types	6 years	Paper or Electronic		<input type="checkbox"/>
NR16-12	Continuing Education Certifications Class/Seminar/Training Attendance Records Files containing certifications	Permanent – Place in personnel file	Paper or Electronic		<input type="checkbox"/>
NR16-13	Contracts and Agreements Records memorializing the sale, exchange or transfer of goods or services to and from the City, and other agreements between the City and another party.	15 years after expiration or termination	Paper or Electronic		<input type="checkbox"/>
NR16-14	Copies All media – official file copy	Use applicable records series retention period	Paper or Electronic		<input type="checkbox"/>
	Reading/Informational/Reference Copy	Until no longer administratively necessary	Paper or Electronic		
NR16-15	Correspondence Routine form letters General	1 year 2 years	Paper or Electronic		<input type="checkbox"/>
NR16-16	Drafts All media	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
NR16-17	Drawings, Tracings, Mylars Administrative records not coming under another type of record.	Until updated, superseded or obsolete	Paper or Electronic		<input type="checkbox"/>

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NR16-18	Equipment Maintenance Records All records related to repair/preventive maintenance	Life of the equipment	Paper or Electronic		<input type="checkbox"/>
NR16-10	Grant Files Records of funds to and from the City, and other agreements between the City and another party.	5 Years	Paper or Electronic		<input type="checkbox"/>
NR16-20	Licenses, Permits, Certifications Agreement granting a right to another to use property or to conduct an activity for a limited time period and/or use.	1 year after expirations	Paper or Electronic		<input type="checkbox"/>
NR16-21	Mail Unsolicited mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials. Transitory messages, informational brochures, etc.)	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
	Postal Records Registered/Certified/Insured	Until no longer administratively necessary	Paper or Electronic		
	Electronic Mail E-Mail	Retain according to content – see correspondence	Paper or Electronic		
NR16-22	Mailing Lists Addresses of City residents/property owners	Until updated, superseded or obsolete	Paper or Electronic		
NR16-23	Manuals, Handbooks and Directives Manuals and any other resource reference or consulted	Until superseded or obsolete or replaced. Retain one file copy 5 years	Paper or Electronic		
NR16-24	Maps/Plats City maps detailing neighborhood and street locations	Until updated, superseded or obsolete, then appraise for historical value	Paper or Electronic		✓
NR16-25	Memoranda Routine form letters General	Use correspondence retention periods	Paper or Electronic		
NR16-26	Minutes of Meetings Approved Hard copy Audio and Video Recordings Meeting	Permanent 1 year provided information concerning the meeting	Paper or Electronic		✓ (Approved Hard Copy)
NR16-27	Photo File Includes prints, slides, negatives, transparencies and related photographic items	Until information is no longer current, then appraise for historical value	Paper or Electronic		
NR16-28	Project Plans/Drawings/As Built Administrative records not coming under another type of record.	Life of project or obsolete then appraise for historical value	Paper or Electronic		✓
NR16-29	Records Retention Documents RC1, RC2, RC3	25 years	Paper or Electronic		

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NR16-30	Reference/Library Materials Manuals and any other resource reference or consulted	Until superseded, obsolete or replaced	Paper or Electronic		
NR16-31	Requisitions All records related to purchasing supplies/services	3 years	Paper or Electronic		
NR16-32	Research Files Administrative records not coming under another type of record.	5 years	Paper or Electronic		
NR16-33	Speeches/Presentations Research notes and supporting documents, photos	3 years	Paper or Electronic		
NR16-34	Table of Organization Organizational Charts	Until superseded	Paper or Electronic		
NR16-35	Telephone Messages- Telephone Records		Paper or Electronic		
	Charges/Bills/Call Detail Records	2 year provided audited	Paper or Electronic		
	Messages	Until no longer administratively necessary	Paper or Electronic		
NR16-36	Training Material/Lesson Plans Various City training materials, sexual harassment, customer service, diversity etc.	Until superseded	Paper or Electronic		
NR16-37	Voice Mail Messages	Until no longer administratively necessary	Paper or Electronic		
NR16-38	Warranties All records pertaining to repair/replacement of equipment	2 years after expiration	Paper or Electronic		
NR16-39	Complaints Reports, assorted investigative notes related to complaints	2 years, provided no action pending	Paper or Electronic		
NR16-40	Housing, Land Use, Population, and Other Special Studies Administrative records not coming under another type of record.	Until no longer administratively necessary	Paper or Electronic		
NR16-41	Performance Bonds Contractors Nuisance Abatement	10 years after expiration	Paper or Electronic		
NR16-42	Transportation Research Files Administrative records not coming under another type of record.	10 years; appraise for historical value	Paper or Electronic		
NR16-43	Personal or Professional Services Invoice or Statement of Services	3 years	Paper or Electronic		
NR16-44	Purchase Orders Originals - All records related to purchasing supplies/services	3 year	Paper or Electronic		
NR16-45	Request for Proposals (RFP) All records submitted by contractors bidding for a contract with the City.	2 years	Paper or Electronic		
NR16-46	Travel Expense Records Documentation listing of travel related expenditures with necessary approvals.	3 years	Paper or Electronic		
NR16-47	Disaster Plan Administrative records not coming under another type of record.	Until superseded	Paper or Electronic		

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NR16-48	Employee Training Records Various City training materials, sexual harassment, customer service, diversity etc.	Place in Personnel file	Paper or Electronic		
NR16-49	Employee Performance Evaluation Files containing employee evaluation, salary increase, payroll change notices noting promotions	6 years	Paper or Electronic		
NR16-50	Employee Time Cards/Sheets Record of daily attendance (sick, vacation, holiday etc.)	3 years	Paper or Electronic		
NR16-51	Leave Requests All types -Record of daily attendance (sick, vacation, holiday etc.)	3 years provided balances journalized	Paper or Electronic		
NR16-52	Personnel Actions Files containing disciplinary letters, certifications, resignation letter, retirement information and forms.	Place in Personnel file	Paper or Electronic		
NR16-53	Record of Disciplinary Action Record containing disciplinary letters	4 years	Paper or Electronic		
NR16-54	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 or Electronic		