



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

Planning Department

(local government entity)

(unit)

Joyce G. Braverman

Joyce G. Braverman, Director of Planning

9/12/16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Shaker Heights

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

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda D. Binkley
Signature

Local Government Records Archivist
Title

10/11/16
Date

Section D: Auditor of State

Martin E. Murr
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
PL-2016-1	Transitory Records <i>Correspondence or other records of short-term usefulness, e.g. written and electronic (voicemail) telephone messages, superseded drafts, transmittal documents, schedules, notes, and paper records stored electronically or vice versa (as long as the stored record is kept for the scheduled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>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
PL-2016-2	Architectural Board of Review <i>Meeting Agendas, Action Sheets (summarizing Board decision), Minutes</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-3	Architectural Board of Review <i>Copies of paperwork for roofs, windows, and misc. repairs/replacements in an appropriate manner, as approved by department staff.</i>	10 years	Paper		<input type="checkbox"/>
PL-2016-4	Architectural Board of Review <i>Plans/Documentation where not approved and/or no work was completed</i>	1 year	Paper		<input type="checkbox"/>
PL-2016-5	Architectural Board of Review/ Board of Building Code of Appeals <i>Meeting Agendas,, Action Sheets (summarizing Board decision), Minutes, Applications</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-6	Landmark Commission <i>Meeting Agendas, Action Sheets (summarizing Board decision), Minutes</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-7	Landmark Commission <i>Application and Supporting Documentation</i>	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
PL-2016-8	Board of Zoning Appeals/City Planning Commission <i>Meeting Agendas, Action Sheets (summarizing Board decision), Minutes, application and supporting documentation</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-9	Board of Zoning Appeals/City Planning Commission	5 years	Tape or Electronic		<input type="checkbox"/>

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
	<i>Audio recording of meeting</i>				
PL-2016-10	Board of Zoning Appeals/City Planning Commission <i>Draft submission materials (plans not receiving final approval)</i>	2 years or until superseded	Paper or Electronic		<input type="checkbox"/>
PL-2016-11	Zoning Administration <i>Citations, Letters, Research</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-12	Project Files <i>Research, Applications, Surveys, Logs, Plans, Correspondence necessary for explanation of completed project.</i>	10 years or until no longer of administrative value	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-13	Quest Visioning Project <i>Minutes, Reports, Surveys, Interviews, Research, Newsletter, Public Meeting Comments, Public Meeting Product, Invoicing and Support Documentation</i>	8 years	Paper		<input type="checkbox"/>
PL-2016-14	Strategic Investment Plan <i>Final Plan and support documentation</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-15	Public Art <i>Various Locations – RFQ/RFP, documentation of payment and other information related to installations.</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-16	City Boundary Maps <i>Blueprints, Vellums, Maps including streets and parks.</i>	Permanent or until superseded	Paper or Vellum		<input checked="" type="checkbox"/>
PL-2016-17	Census Data <i>From 1960 to present</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-2016-18	Home Maintenance Guide <i>Information booklet for homeowners</i>	Permanent or until superseded	Paper or Electronic		<input checked="" type="checkbox"/>

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
PL-2016-19	Housing Programs Grant Documents <i>Applications, Support Documentation, Bids, Correspondence, Payment Information if funded, Exterior Maintenance Grants, Paint Program, HELP grant documentation.</i>	8 years	Paper or Electronic		<input type="checkbox"/>
PL-2016-20	Housing Programs Documents <i>Certified Shaker documentation including curb appeal suggestions, program applications, correspondence, rental unit information.</i>	5 years	Paper or Electronic		<input type="checkbox"/>
PL-2016-21	Award Program Documents <i>Stars of Shaker Awards Program Documentation</i>	5 years	Paper or Electronic		<input type="checkbox"/>
PL 2016-22	Go Green Program <i>Energy Audit Programming, RFP, Resident Applications, Correspondence</i>	5 years	Paper or Electronic		<input type="checkbox"/>
PL-2016-23	Department Organizational Documents <i>Logs, forms and other tools to assist the Department in its operations for internal department use only.</i>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
PL-2016-24	Department Administrative Documents <i>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.</i>	5 Years	Paper or Electronic		<input type="checkbox"/>
PL-2016-25	Planning Department Employee Files <i>Copies of employee evaluations, memoranda and correspondence to and from supervisors, and other documentation of an employee's employment with the City, other than copies of records held by the Human Resources Department.</i>	5 years after employee leaves employment	Paper or Electronic		<input type="checkbox"/>