



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

DEC 05 2018

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

Public Works Department

(Local Government Entity)

(Unit)

Patricia Speese

Patricia Speese

Director of Public Works

11-16-18

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Shaker Heights

Records Commission

216-491-1490

3400 Lee Road

Shaker Heights

44120

(Telephone Number)

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

Alicia M. White 11/21/18

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Local Government Records Archivist

12/13/18

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

Records Mgr

12-27-18

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

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

See instructions before completing this form.

City of Shaker Heights

Department of Public Works

(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
PW-18-01	Employee Accident and Injury Reports <i>All reports or files pertaining to employee accidents or injuries on the job</i>	Permanent	Electronic or Paper		<input type="checkbox"/>
PW-18-02	Department Administrative Documents <i>Memoranda, administrative correspondence, reports, action plans, budgets -- including preliminary, capital and final documents</i>	5 years	Electronic or Paper		<input type="checkbox"/>
PW-18-03	Public Relations Materials <i>Tree City USA Agenda, Annual Employee Recognition Event, Van Aken Beer Garden, and all other event agendas</i>	Until information is replaced, superseded or obsolete	Electronic or Paper		<input type="checkbox"/>
PW-18-04	Blueprints, Paper vellums, Maps and Plats	Until information is replaced, superseded or obsolete Then appraised for historical value	Paper		<input checked="" type="checkbox"/>
PW-18-05	Correspondence Letters to Residents <i>Nuisance abatement letters, tree nuisance letters, resident notifications, high grass letters, and any other routine form letters</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-06	Transitory Records <i>Correspondence or other records of short-term usefulness, e.g. voicemail, emails, telephone messages, post-it notes, superseded drafts, transmittal documents, schedules, notes, CSR notepads, 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>	Until no longer administratively necessary	Electronic or Paper		<input type="checkbox"/>
PW-18-07	Equipment Records <i>Records regarding the inventorying or maintenance of equipment. Includes vehicle maintenance records, vehicle mileage records, etc.</i>	Life of Equipment or until Equipment is sold	Electronic or Paper		<input type="checkbox"/>
PW-18-08	Personal use Items <i>Records regarding the use of tools, clothes, cell phones and vehicles, i.e. cell phone usage logs, etc.</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-09	Fuel Usage Records <i>Fuel-pump readings and fuel usage logs</i>	3 years	Electronic or Paper		<input type="checkbox"/>

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City of Shaker Heights

Department of Public Works

(Local Government Entity)

(Unit)

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PW-18-10	Licenses and Certifications <i>CDL license documents, E-check documents</i>	2 years after expiration	Electronic or Paper		<input type="checkbox"/>
PW-18-11	Mailing Lists <i>Records of any lists used to mail notifications to residents</i>	Until information is replaced, superseded or obsolete	Electronic or Paper		<input type="checkbox"/>
PW-18-12	Management Operations Reports <i>Director's Files, Bi-Weekly, Monthly, Quarterly, Semiannual operations reports and statistical reports</i>	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
PW-18-13	Manuals, Handbooks and Directives <i>Purchasing manuals, service garage handbooks, preventive maintenance manuals, etc.</i>	Until information is replaced or obsolete	Electronic or Paper		<input type="checkbox"/>
PW-18-14	Material Safety Data Sheets <i>Sheets for the safe handling, use of potentially harmful substances</i>	Until superseded, permanent	Electronic or Paper		<input type="checkbox"/>
PW-18-15	Receipt Books and Petty Cash Records <i>All receipts included in receipt books for payments made through Public Works for right-of-way Permits, Compost Permits, sandstone purchases, lawn bag purchases, sidewalk payments, high grass payments, etc.</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-16	Records Retention Documents <i>All RC-1, RC-2 and RC-3 disposal forms and schedules</i>	25 years	Electronic or Paper		<input type="checkbox"/>
PW-18-17	Requisitions <i>Request for Quotations (RFQs)</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-18	Research <i>All document/files used in researching different strategies, means of operation, etc.</i>	5 years	Electronic or Paper		<input type="checkbox"/>
PW-18-19	Surveying - Field Notes <i>Any surveys done for the city including field notes</i>	Permanent	Paper		<input checked="" type="checkbox"/>
PW-18-20	Surveillance Video <i>All surveillance recordings, including tapes</i>	30 days, then reuse provided no action pending	Electronic		<input type="checkbox"/>
PW-18-21	Organizational Tables and Charts <i>Any chart or table depicting the departmental hierarchy, organizational flow and/or responsibilities, etc.</i>	Until superseded	Electronic or Paper		<input type="checkbox"/>

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PW-18-22	Work Orders and Schedules <i>Includes: Rubbish, Forestry, Brush, Animal Control including Lost and Found dogs/cats, High Grass, Grounds and Parks, Grass Bags, Ice and Snow, Sewers, Streets, Maintenance, OUPS, Service Garage, Yard office logs, Saturday Drop-off logs, Appliance Drop-off logs, Court Worker logs, Visitors log, shift change lists, break sign-in/sign-out sheets. All daily sheets and department assignment sheets; including vehicle inspection sheets</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-23	Sanitary Sewer Records including Downspout Disconnect Permits	Permanent	Electronic or Paper		<input type="checkbox"/>
PW-18-24	Haul Tickets <i>All weight tickets for recycling, scrap metal, brush, leaves, logs and rubbish. Also salt logs and all EPA 2A Forms for incoming rubbish weights and all outgoing EPA 2B Forms for outgoing rubbish, EPA 2D Forms for incoming recycling, Transfer Station Forms, recycling, scrap metal, brush, leaves and logs</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-25	Pesticide Application Records <i>All records relating to the application of pesticides</i>	5 years	Electronic or Paper		<input type="checkbox"/>
PW-18-26	Permits <i>All permits pulled for working in the right-of-way including sidewalks, tree lawns, driveway aprons, street openings, etc. Rubbish hauler permits and compost permits</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-27	Purchase Orders and Receivables <i>A/P Warrants, A/P Invoices, Change Orders, Expenditure Reports, New Vendor Request Forms, W-9s, STAPLES Orders for office</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-28	Travel Expense Records <i>Documents relating to travel expenses occurred including: transportation costs, hotel, meal allowance, etc.</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-29	Animal Complaints <i>Records regarding animals (pets) that were described as being a nuisance or living in conditions described as being a nuisance</i>	3 years	Electronic or Paper		<input type="checkbox"/>

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City of Shaker Heights

Department of Public Works

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PW-18-30	Leave Balances – Reports & Uniform Records <i>Sick leave balances, vacation time balances, comp time balances and overtime reports. All inventory and distribution forms regarding uniforms</i>	5 years	Electronic or Paper		<input type="checkbox"/>
PW-18-31	Personnel Records <i>Applications for employment, letters of appointment, commendations, promotions, exposure to hazardous chemicals, biological hazards, or infectious diseases, performance evaluations, personal sick leave, vacation and comp time balances, time cards/sheets, training certificates, grievance hearing records, leave requests of all types, letters of resignation, personnel actions, records of disciplinary action</i>	Permanent in Personnel File	Electronic or Paper		<input type="checkbox"/>
PW-18-32	Forestry <i>All forestry files excluding work orders and work schedules</i>	Permanent	Electronic or Paper		<input type="checkbox"/>
PW-18-33	Sidewalk and Driveway Apron records for any specific address <i>All sidewalk and apron files referring to any specific address including: notices of sidewalk/apron violation, invoices, notes of meetings with property owners/residents, change order sheets, extension requests, etc.</i>	Permanent	Electronic or Paper		<input type="checkbox"/>
PW-18-34	Sidewalk and Driveway Apron records not regarding a specific address <i>Inspection sheets, Databases, Approved Lists for Contractor to repair, Sandstone Lists, Private Contractor Lists, Systematic Letters, Hazard Letters, Contractor's Invoice Lists, Tree Issues Lists, Sidewalk Inspector working notes/files for particular year/sidewalk season</i>	10 years	Electronic or Paper		<input type="checkbox"/>
PW-18-35	Warranties <i>All types including documents related to building upgrades (HVAC, roofing, etc.), equipment, vehicles, tools, etc.</i>	2 years after expiration	Electronic or Paper		<input type="checkbox"/>
PW-18-36	Compliance reports <i>All types including Cuyahoga County Board of Health, Ohio EPA MS4 permits, NEORSD Community Discharge permits, etc.</i>	10 years	Electronic or Paper		<input type="checkbox"/>
PW-18-37	Bridge plans <i>All plans relating to bridges in the city</i>	Life of bridge	Electronic or Paper		<input checked="" type="checkbox"/>

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PW-18-38	Bridge inspection reports <i>All inspection reports relating to bridges in the city, including Cuyahoga County Dept. of Public Works annual culvert inspection reports</i>	10 years	Electronic or Paper		<input type="checkbox"/>
PW-18-39	Project files <i>All files pertaining to a specific city project including contracts, change orders, specifications, progress reports, project inspection records, etc.</i>	15 years after completion of project	Electronic or Paper		<input type="checkbox"/>
PW-18-40	City property and zoning files <i>Files pertaining to city property, including maps, plans, park property and zoning but not including work orders or schedules</i>	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
PW-18-41	Street resurfacing files <i>Files pertaining to yearly large-scale street resurfacing projects including cost summary records, pay applications, plans and specifications, engineer cost estimate, as built (as required), etc.</i>	3 years	Electronic or Paper		<input type="checkbox"/>
PW-18-42	Disaster Plan <i>All files pertaining to a disaster plan including command structure</i>	Until superseded	Electronic or Paper		<input type="checkbox"/>
PW-18-43	Storage Tank Records <i>All records related to storage tanks and gas and oil disbursement including the aqua salina tank, fuel tanks (diesel and gas) and oil tanks (hydraulic, diesel and motor)</i>	3 years	Electronic or Paper		<input type="checkbox"/>