



# SHAKER HEIGHTS

## Records Commission

DECEMBER 7, 2022 - 2:00 P.M.

IN COUNCIL CHAMBERS AND  
VIA ZOOM PURSUANT TO Chapters 113 and 115 of the Codified  
Ordinances (as amended in Ordinance 22-28), and Resolution 22-29,  
enacted on March 22, 2022

Join Zoom Meeting

<https://us06web.zoom.us/j/89633133038?pwd=eGxKTUhaU0RpM3JlY25VcWpvVnhRZz09>

Meeting ID: 896 3313 3038

Passcode: 135330

Or join by phone: Dial: +1 360 209 5623 US, or 877 853 5257 US Toll-free, or 888 475 4499 US

Toll-free,

or 833 548 0276 US Toll-free or 833 548 0282 US Toll-free

1. Introductions of Members and Attendees
2. Approval of Record Retention Schedules
  - a. All Departments
  - b. Council

Documents:

[RECORDS RETENTION SCHEDULES.PDF](#)

3. Discussion - NextRequest/CivicPlus Public Records Software Program  
<HTTPS://NEXTREQUEST.WISTIA.COM/MEDIAS/O2BPYQ8GS6>
4. Law Department Updates
5. Questions and Concerns from Records Administrators for City Departments
6. Adjourn

*The video of the meeting will be available the following day on the City's website.*

*To request an accommodation for a person with a disability, call the City's ADA Coordinator at 216-491-1440, or Ohio Relay Service at 711 for TTY users.*



## 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

ALL

(local government entity)

(unit)

William M. Ondrey Gruber, Director of Law

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

City of Shaker Heights Records Commission

216-491-1440

telephone number

c/o Law Department, 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:

[Alicia.white@shakeronline.com](mailto:Alicia.white@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.

Records Commission Chair Signature

Date

Alicia White, Chairperson

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

CITY OF SHAKER HEIGHTS

ALL

(local government entity)

(unit)

*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*

(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
ALL -22-01	Video and audio recordings of public meetings, including livestream and through other formats	3 years	Electronic video and/or audio		<input type="checkbox"/>



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> 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

Council

(local government entity)

(unit)

Jeri E. Chaikin

Clerk of Council

November 15, 2022

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

City of Shaker Heights

(216) 491-1424

Records Commission

(telephone number)

3400 Lee Road

Shaker Heights

44120

Cuyahoga

(address)

(city)

(zip code)

(county)

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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.

Records Commission Chair Signature

Date

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

Signature

Title

Date

### Section D: Auditor of State

Signature

Title

Date

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## 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
COU – 1	Agendas (OR)\(RIC)\(DFT): Approved hard copy of Council and committee meeting agendas. Electronic copies are for reference purposes and kept until official hard copy approved	Permanent	Electronic or paper		<input type="checkbox"/>
COU – 2	Badges and ID's (OR): Council and committee member name badges, name plates, or temporary name tents	Until superseded, obsolete or replaced.	Plastic or paper		<input type="checkbox"/>
COU – 3	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 and paper		<input type="checkbox"/>
COU – 4	General Correspondence (OR)\(RIC)\(DFT): memoranda, correspondence, and miscellaneous documents of short term relevance	2 years	Electronic or paper		<input type="checkbox"/>
COU – 5	Meeting Notices (OR)\(RIC)\(DFT): Sunshine Calendar and sunshine meeting notices.	5 years	Electronic or paper		<input type="checkbox"/>
COU – 6	Minutes of Meetings (OR)\(RIC)\(DFT): Approved Hardcopy of Council or committee meeting minutes.	Permanent	Paper		<input type="checkbox"/>
COU – 7	Meeting Minutes (OR)\(RIC)\(DFT): Audio and video recordings necessary to draft Council or committee meeting minutes.	3 years	Electronic files		<input type="checkbox"/>
COU – 8	Minutes of Meetings (OR)\(RIC)\(DFT): Roll call voting book and meeting notes used to draft meeting minutes.	1 year	Electronic or paper		<input type="checkbox"/>
COU – 9	Department copy of Oaths of Office of Elected Officials (OR): Originals maintained by Law Department.	4 years	Electronic or paper		<input type="checkbox"/>
COU – 10	Council Files (OR)\(RIC)\(DFT): Original personnel files in Human Resources.	Term of office then appraise for historical value	Electronic or paper		<input type="checkbox"/>
COU – 11	Council History (OR)\(RIC)\(DFT): Historical reference of Council members service with the city, including committees served on and chaired.	Permanent	Electronic or paper		<input type="checkbox"/>
COU – 12	Charter and Amendments (OR)\(RIC)\(DFT): Originals of Charter, amendments and Codified Ordinances in the Law Department.	Permanent	Electronic or paper		<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
COU – 13	Index to Ordinances\ Resolutions (OR)\(RIC)\(DFT): Index to defeated, adopted or enacted legislation, indicating sponsor and date presented to Council.	Permanent	Electronic or Paper		<input type="checkbox"/>
COU – 14	Ordinances (OR)\(RIC)\(DFT): Signed copy of enacted legislation. Electronic copies are kept for reference purposes only and until the final meeting data is added.	Permanent	Electronic or Paper		<input type="checkbox"/>
COU – 15	Resolutions (OR)\(RIC)\(DFT): Signed copy of adopted legislation. Electronic copies are kept for reference purposes only and until the final meeting data is added.	Permanent	Electronic or Paper		<input type="checkbox"/>
COU – 16	Budget documents, travel reports, invoices and receipts. (OR)\(RIC)\(DFT): Originals in Finance Department. Copies for reference purposes only.	1 year	Electronic or paper		<input type="checkbox"/>
COU - 17	Departmental Transitory Records: Miscellaneous correspondence, emails, 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 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 and paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>