



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

APR - 6 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF SHAKER HEIGHTS

DEPARTMENT OF LAW

(local government entity)

William M. Ondrey Gruber

(signature of responsible official)

William M. Ondrey Gruber, Director of Law

(name)

(unit)

(title)

March 20, 2015

(date)

Section B: Records Commission

CITY OF SHAKER HEIGHTS, MAYOR'S OFFICE

216-491-1410

Records Commission

(telephone number)

3400 LEE ROAD

SHAKER HEIGHTS

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 A. Rosegger

March 30, 2015

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Signature

Spvt. Records Archivist

Title

4/14/15

Date

Section D: Auditor of State

Martin E. Mueh

Signature

4-23-15

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

CITY OF SHAKER HEIGHTS

DEPARTMENT OF LAW

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
	Criminal Investigation and Prosecution				
L14-01a	Misdemeanor Investigation Reviews <i>All records related to the review of investigations of crimes by the Police Dept., including, without limitation, Police reports, witness statements and recordings, phone and computer records, medical records, photos and videos on disks.</i>	2 years	Paper or electronic		<input type="checkbox"/>
L14-01b	Felony Investigation Reviews <i>All records related to the review of investigations of crimes by the Police Dept., including, without limitation, Police reports, witness statements and recordings, phone and computer records, medical records, photos and videos on disks.</i>	6 years	Paper or electronic		<input type="checkbox"/>
L14-01c	Expungement Notices <i>Notices of expungements filed in Municipal Court.</i>	2 years	Paper or electronic		<input type="checkbox"/>
L14-02	Traffic Code Criminal Cases <i>All records related to the prosecution of defendants for offenses classified as traffic violations by Shaker Heights Codified Ordinances or the Ohio Revised Code, including, without limitation, Police reports, dash cam video on disk, LEADS report, and traffic ticket.</i>	5 years after case is closed	Paper or electronic		<input type="checkbox"/>
L14-03a	General Misdemeanor Criminal Cases <i>All records related to the prosecution of misdemeanor crimes under City or State law, including, without limitation, warrants, complaints and summons, probable cause affidavit, Police reports, witness statements and recordings, phone and computer records, medical records, photos and videos on disks.</i>	5 years after case is closed	Paper or electronic		<input type="checkbox"/>
L14-03b	Housing, Building, Zoning, Health, Fire Code Criminal Cases <i>All records related to the prosecution of violations of City Housing, Building, Zoning, Health, and Fire Codes, including, without limitation, warrants, complaints and summons, probable cause affidavit, inspection reports and notices, correspondence, and photos.</i>	5 years after case is closed	Paper or electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
L14-04	Litigation/Civil <i>All pleadings, briefs, discovery, and reports related to non-criminal actions filed by or against the City in municipal, common pleas, appeals, federal or other court, and in which the City intervenes, including Board of Revision cases.</i>	10 years after case is closed	Paper or electronic		<input type="checkbox"/>
L14-05	Claims <i>All records related to requests or demands made to the City for reimbursement or damages, including, without limitation, claim letters and documentation, reports, video on disks, and photos.</i>	2 years after claim resolved	Paper or electronic		<input type="checkbox"/>
	Real Estate Property Files				
L14-06a	Easements <i>All records or filings documenting the formation, existence, or termination of a non-possessory interest in a particular parcel of land.</i>	Permanent	Paper		<input checked="" type="checkbox"/>
L14-06b	Leases <i>All recorded or unrecorded agreements conveying a leasehold estate to another for a period of time.</i>	5 years after lease expires or terminates	Paper		<input type="checkbox"/>
L14-06c	Deeds <i>Documents recording the transfer of a possessory interest in real property.</i>	Permanent	Paper		<input checked="" type="checkbox"/>
L14-06d	Purchase and Development Agreements, Title records, environmental assessments, appraisals <i>Contracts and other records that memorialize or report the conditions for a property conveyance and/or condition of property.</i>	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
	Contracts				
L14-07a	Licenses <i>Agreements granting a right to another to use property or to conduct an activity for a limited time period and/or use.</i>	5 years after license expires	Paper or electronic		<input type="checkbox"/>
L14-07b	Franchise Agreements <i>Agreement authorizing the use or occupation of the right-of-way to conduct a private business.</i>	15 years after franchise expires	Paper or electronic		<input type="checkbox"/>
L14-07c	General Contracts and Agreements <i>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.</i>	15 years after contract expires	Paper or electronic		<input type="checkbox"/>

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L14-08	Legislation Packets <i>Records including legislation to be introduced to City Council, memoranda, forms, and supporting documents.</i>	3 years	Paper and electronic		<input type="checkbox"/>
	Board of Appeals				
L14-09a	Board of Appeals Case Files <i>Records of specific appeals filed with the Board pursuant to Chapter 132 of the City's ordinances, including the appeal letter/email, correspondence, summary of appeal, decision of the board, notes, transcript, and exhibits.</i>	2 years after case closed or after appeal to court completed	Paper and electronic		<input type="checkbox"/>
L14-09ab	Board of Appeals Member Information <i>Member lists, appointment letters, and background information of individuals comprising the Board of Appeals.</i>	2 years after person(s) no longer on the Board	Paper and electronic		<input type="checkbox"/>
L14-09c	Board of Appeals Meeting Agendas, Minutes and Audio Recordings <i>Record of Board meetings and hearings.</i>	5 years	Paper and electronic		<input type="checkbox"/>
	Civil Service Commission				
L14-10a	Civil Service Commission Rules <i>Rules established by the Shaker Heights Civil Service Commission.</i>	Until superseded	Paper or electronic		<input type="checkbox"/>
L14-10b	Civil Service Commission Appeals <i>Records, including appeal letter, correspondence, briefs, hearing notes and transcripts, and exhibits in appeals to the Commission.</i>	2 years after case closed or after appeal to court completed	Paper or electronic		<input type="checkbox"/>
	Fair Housing Review Board				
L14-11a	Fair Housing Review Board Complaints <i>Records of complaints filed with the City, investigatory documents, reports, correspondence, and decisions. Also, hearing records.</i>	2 years after complaint closed or after court	Paper or electronic		<input type="checkbox"/>

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		proceeding completed			
L14-11b	Fair Housing Review Board Member Information <i>Member lists, appointment letters, and background information of individuals comprising the Fair Housing Review Board.</i>	2 years after person(s) no longer on the Board	Paper or electronic		<input type="checkbox"/>
L14-11c	Fair Housing Review Board Administrative Documents <i>Records of the City's fair housing program, including, without limitation, outreach materials, reports, and HUD documents.</i>	3 years	Paper or electronic		<input type="checkbox"/>
L14-11d	Fair Housing Review Board Meeting Agendas and Minutes <i>Records of Board meetings.</i>	5 years	Paper or electronic		<input type="checkbox"/>
	Shaker Heights Development Corporation (SHDC)				
L14-12a	SHDC Corporate Documents <i>Official corporate records, such as Articles of Incorporation and Code of Regulation regarding the City's community improvement corporation.</i>	Permanent or until superseded	Paper		<input type="checkbox"/>
L14-12b	SHDC Administrative Documents <i>Records, including without limitation, applications for IRS status, reports, correspondence, etc.</i>	5 years	Paper or electronic		<input type="checkbox"/>
L14-13	Transitory Records <i>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).</i>	Until no longer of administra- tive value	Paper and electronic		<input type="checkbox"/>
L14-14	Legal Opinions <i>Legal advice and opinions to City officials, the Shaker Heights Municipal Court, SHDC, and City Council.</i>	Permanent or until superseded	Paper or electronic		<input checked="" type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
L14-15	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"/>
L14-16	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 and electronic		<input type="checkbox"/>
L14-17	Attorney and Law Clerk Files <i>Miscellaneous individual attorney records of their daily work not coming under another type of record listed in this schedule, such as notes and copies of records stored elsewhere.</i>	Until no longer of administrative value	Paper and electronic		<input type="checkbox"/>
L14-18	Law Department Employee Files <i>Employee evaluations, and 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 Dept.</i>	5 years after employee leaves employment	Paper or electronic		<input type="checkbox"/>
L14-19	General Information and Reference Materials <i>Reporters, secondary sources, manuals, or any other resource referenced or consulted in the course of the Law Department's general operation.</i>	Until no longer of administrative value	Paper and electronic		<input type="checkbox"/>
L14-20	City Employee Disciplinary and Investigation Records <i>Records of employee issues such as investigations of wrongdoing or complaints, disciplinary hearings, and investigation records.</i>	5 years	Paper or electronic		<input type="checkbox"/>
L14-21	Van Sweringen Documents <i>Records of the Van Sweringen Foundation, including correspondence, agreements to waive deed restrictions, and other miscellaneous records.</i>	10 years	Paper or electronic		<input type="checkbox"/>
L14-22	Investigation Information/Ralph King <i>Records stored from a specific investigation.</i>	Permanent	Paper		<input type="checkbox"/>
L14-23	Civil Litigation Case Files/ Diverter <i>Records stored from specific litigation known as the "diverter" cases.</i>	Permanent	Paper		<input checked="" type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
L14-24	Civil Litigation Case Files/ Campbell Court <i>Records stored from specific litigation involving the development known as "Campbell Court."</i>	Permanent	Paper		<input checked="" type="checkbox"/>
L14-25	Civil Litigation Case Files/ Shaker Town Ctr. <i>Records stored from specific litigation involving the development known as "Shaker Towne Center."</i>	Permanent	Paper		<input checked="" type="checkbox"/>
L14-26	Shaker 100 Original Documents <i>Records stored from a matter/organization known as the "Shaker 100."</i>	Permanent	Paper		<input checked="" type="checkbox"/>
L14-27	General Information/ Reference/ Recodification <i>Records stored labeled "Reference /Recodification"</i>	Permanent	Paper		<input type="checkbox"/>