



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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OHIO HISTORY CONNECTION

OCTOBER 08 2024

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 5

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 Lakewood

City Council

(Local Government Entity)

(Unit/Department)

Maureen M. Bach

Maureen McHugh Bach

Clerk of Council

10/2/2024

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

216-529-6040

(Telephone Number)

12650 Detroit Ave.

Lakewood

44107

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

james.motylewski@lakewoodoh.gov

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), 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.

Jennifer H. Sorensen, Mayor's Designee

Records Commission Chair Signature

10/8/24

Date

Section C: Ohio History Connection – State Archives

Government Records Archivist

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
CC 22-01	Charter & Charter Amendments	permanent	paper electronic		☒
CC 22-02 (a)	Index of proposed legislation	until scanned	paper		☐
CC 22-02 (b)	Index of proposed legislation	permanent	electronic		☒
CC 22-03	Liquor license requests	3 years	electronic		☐
CC 22-04	Signed oaths of office of council members and mayor	10 years after leaving office	paper while serving, then electronic		☐
CC 22-05 (a)	General meeting dockets	until scanned	paper		☒
CC 22-05 (b)	General meeting dockets	permanent	electronic		☐
CC 22-06	Ordinances adopted by Council	permanent	paper electronic		☒
CC 22-07	Petitions: misc. not filed elsewhere	5 years	electronic paper		☐
CC 22-08	Resolutions adopted by Council	permanent	paper electronic		☒
CC 22-09	Misc. councilmember files not including email	end of service	paper electronic		☐
CC 22-11 (a)	General meeting minutes	until scanned	paper		☒
CC 22-11 (b)	General meeting minutes	permanent	electronic		☐

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(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
CC 22-12 (a)	Committee meeting minutes	until scanned	paper		☒
CC 22-12 (b)	Committee meeting minutes	permanent	electronic		☐
CC 22-13	Committee meeting dockets	5 years if minutes were completed. Permanent if no minutes.	paper electronic		☐
CC 22-14	list of legislation discharged from committee at end of biennium	5 years and then until no longer of administrative value	electronic		☐
CC 22-15	Referral lists - lists of legislation pending in committee	4 years	electronic paper		☐
CC 22-16	Board & commission roster - roster of appointees to boards and commissions	10 years	electronic		☐
CC 22-17	Council meeting back up audio files	until minutes are drafted	electronic		☐
CC 22-18	Council meeting video files	4 years	electronic		☐
CC 22-19	Roster of former councilmembers	permanent	electronic		☒
CC 22-20	Roster of current councilmembers and council contact information	until superseded	electronic		☐
CC 22-21	Council office call log	4 years	electronic		☐
CC 22-22	Council office docket item assignment list	until no longer of administrative value	electronic		☐
CC 22-23	Logs of residents signed up to speak at Council meetings	4 years	paper electronic		☐

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(Local Government Entity)

City Council

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
CC 22-24	Applications for board & commission appointments	2 years	electronic paper		☐
CC 22-25	Applications for a vacancy on City Council or in the mayor's office	10 years then appraise for historic value	electronic		☐
CC 22-26	Public-facing outreach materials	until superseded or obsolete	electronic paper		☐
CC 22-27	Press releases	until no longer of administrative value	electronic		☐
CC 22-28	Lakewood Codified Ordinances	until superseded	paper electronic		☐
CC 22-29	Certificate of result of election on question or issue from Board of Elections	15 years, then assessed for historic value	paper for one year, then electronic		☐
CC 22-30	Petitions for recall, referendum or initiative	15 years then assessed for historic value	paper for one year, then electronic		☐
CC 22-31	Drafts - including minutes and legislation	until final version is approved	electronic		☐
CC 22-32	General Meeting annual calendar	until superseded and then assessed for administrative value	electronic paper		☐
CC 22-33	Councilmember certificate of completion of Sunshine Law Training from OAG	end of service	electronic		☐
CC 22-34	New councilmember certificate of completion for training per Article 8.2 of Charter	end of service	electronic		☐
CC 22-35	Applications for vacant staff positions within the Clerk's office	3 years	paper electronic		☐
CC 22-36	Photos of Councilmembers and Council	until no longer of admin value, then assess for historic value	electronic paper		☐

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

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
CC 22-37	New councilmember guide	until superseded	electronic		☐
CC 22-38	Misc plans & reports to be kept on file in the clerk's office	permanent	electronic paper		☒
CC 22-10	subject matter and research files	until no longer of administrative value	paper electronic		☐
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