



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

MAR 30 2015

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 Department of Communications & Marketing

(local government entity) _____ (unit)
Kimberly Golem Kimberly Golem Administrative Assistant 3/25/2015
 (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 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 25, 2015* _____
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Connie Conner _____ *Govt. Records Archivist* _____ *4/13/15* _____
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh _____ *Records Mgr* _____ *4-23-15* _____
 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)*See instructions before completing this form.*

City of Shaker Heights

Department of Communications & Marketing

(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
CO-1	Accident/Injury Reports (copy)	Until no longer employed	paper		<input type="checkbox"/>
CO-2	Activity Reports - web archives, consultants	3 years paper; transient electronic	paper & electronic		<input type="checkbox"/>
CO-3	Agendas - (copy)	3 years: original w/clerk of council	paper & electronic		<input type="checkbox"/>
CO-4	Audiovisual - PR: power point presentations, resident presentations	Until superseded, obsolete, or replaced; appraise for historical value	Electronic or dvd		<input type="checkbox"/>
CO-5	Badges & ID's (employee badges)	Turn in upon termination	paper		<input type="checkbox"/>
CO-6	Bids-Requests for Quotes (printing, photography, misc.)	3 years	paper		<input type="checkbox"/>
CO-7	Bids - Shaker Life printing	3 years (copy) - original with finance	paper		<input type="checkbox"/>
CO-8	Blank Forms - photo release, print requests	Until obsolete or superseded	paper & electronic		<input type="checkbox"/>
CO-9	Budget - Preparation Documents (working papers)	4 years	paper		<input type="checkbox"/>
CO-10	Continuing Education Courses - attendance records	3 years	paper & electronic		<input type="checkbox"/>
CO-11	Continuing Education Courses - course materials, manuals	Until superseded	paper & electronic		<input type="checkbox"/>
CO-12	Contracts & Agreements - photographers, printers, writers, consultants, advertising vendors, ad sales rep	3 years (copy) - original with finance	paper & electronic		<input type="checkbox"/>
CO-13	Correspondence - form letters: new residents; prospective residents; advertisers; corporate contacts; realtors	1 year	paper & electronic		<input type="checkbox"/>
CO-14	Correspondence - general: memos, letters, notices	2 years	paper & electronic		<input type="checkbox"/>
CO-15	Correspondence - email	Until no longer administratively necessary;	electronic		<input type="checkbox"/>

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CO-16	Employee Performance Evaluations (copy)	When no longer employed; original Human Resources	paper & electronic		<input type="checkbox"/>
CO-17	Employee Time Sheets	3 years	paper & electronic		<input type="checkbox"/>
CO-18	Employee Training - classes, certificates (copy)	When no longer employed; original Human Resources	paper		<input type="checkbox"/>
CP-19	Equipment Maintenance Records (fax, copier)	Life of the equipment	paper		<input type="checkbox"/>
CO-20	Certifications/Licenses - web	1 year after expiration	paper		<input type="checkbox"/>
CO-21	Mail - Postal Records (permit renewals, deposits, withdrawals, charges)	2 years	paper		<input type="checkbox"/>
CO-22	Mailing Lists - new residents, prospective residents, realtors, contractors	Until updated, superseded or obsolete	paper		<input type="checkbox"/>
CO-23	Mailing Lists - Shaker Life recipients, new residents, prospective residents, realtors, contractors, advertisers	Until updated, superseded or obsolete	electronic		<input type="checkbox"/>
CO-24	Maps - city, schools, retail, tour maps (scripts)	Until updated, superseded or obsolete	paper & electronic		<input type="checkbox"/>
CO-25	Media Material - advertisements, flyers, postcards, artwork	Until superseded or obsolete, retain one hard copy	paper & electronic		<input type="checkbox"/>
CO-26	Media Material - Press Releases	3 years	paper & electronic		<input type="checkbox"/>
CO-27	Meeting Minutes - Hardcopy (copy)	1 year; original to clerk of council	paper & electronic		<input type="checkbox"/>
CO-28	Meeting Audio Recording	1 year after transcribed to hardcopy	electronic digital recording		<input type="checkbox"/>
CO-29	Municipal Publications - brochures, closer look, postcards, booklets	Until superseded or obsolete, retain one hard copy	paper & electronic		<input checked="" type="checkbox"/>

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CO-30	Municipal Publications - Shaker Life magazine	Permanent paper/1 year electronic	paper & electronic		<input checked="" type="checkbox"/>
CO-31	Municipal Publications - Shaker Life drafts	Until no longer administratively necessary	paper		<input type="checkbox"/>
CO-32	Municipal Publications - Shaker Life advertiser artwork	Until no longer administratively necessary	electronic		<input type="checkbox"/>
CO-33	Municipal Publications - Shaker Life UPC code	Permanent; until superseded or obsolete	electronic		<input type="checkbox"/>
CO-34	Photos	Permanent	dvd or paper		<input checked="" type="checkbox"/>
CO-35	Printing Orders - all department requests & receipts	3 years	paper		<input type="checkbox"/>
CO-36	Requisitions - purchase orders, invoices, receipts (copy)	3 years; original to finance	paper		<input type="checkbox"/>
CO-37	Signatures - council, directors, etc.	Until updated, superseded or obsolete	electronic		<input type="checkbox"/>
CO-38	Templates - city letterhead, memos, logos, business cards	Until updated, superseded or obsolete	electronic		<input type="checkbox"/>
					<input type="checkbox"/>
CO-39	Transient Records: telephone messages, temporary drafts, paid invoices, draft minutes, draft agendas; advertising drafts	Until no longer administratively necessary	paper & electronic		<input type="checkbox"/>