

COMPLIANT 7/21/15

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: John Mills, Secretary, City of Cleveland Records Commission, Telephone Number: 216 664 2800

AUG - 4 2015

FROM: 601 Lakeside Avenue, Room 106, Cleveland 44114, Cuyahoga County
City of Cleveland Cleveland City Council
 (political subdivision) (Department/Division)


STATE AND LOCAL GOVERNMENT RECORDS

 (date)

(signature of responsible official) Patricia J. Britt Clerk of Council
 (name) (title)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 7/23/15 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

 7/23/2015
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Connie Conner 8/8/15
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muth 8-17-15
 For the Ohio Auditor of State Date

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
Office of the Clerk of Council				
15-2	Charter & Amendments	Permanent	Paper & Electronic	RC-3 required
15-3	Ordinances & any attached files	Permanent	" "	RC-3 required
15-4	Resolutions	Permanent	" "	RC-3 required
15-5	Index to Ordinances & Resolutions	Permanent	" "	RC-3 required
15-6	Budget Preparation documents/working papers	4 years	" "	
15-7a	Liquor license requests Approved	3 years	" "	
15-7b	Denied	3 years	" "	
15-8	Petitions - misc. (recall, initiative & referendum)	5 years	" "	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Cleveland Cleveland City Council
(political subdivision) (Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
15-9	City Record – bound copy & on-line	Permanent	Paper & Electronic	<i>RC-3 required</i>
15-10	City Record Index	Permanent	" "	<i>RC-3 required</i>
15-11	Annual Reports to Council	Permanent	" "	<i>RC-3 required</i>
15-12	Oaths of Office	Permanent	" "	<i>RC-3 required</i>
15-13	Certified copies of public utility grants, renewals and extensions and all transfers, mortgages and other documents affecting title or use of public utilities files under Charter Section 187 and Section 113.04 of the Codified Ordinances	Permanent	" "	
15-14	Bulletins, posters, general notices to employees	Until no longer administratively necessary	" "	
15-15	Notices to "all members of Council"; legislative and other "operational notices	6 years	" "	
15-16	Property assessment letters	Until paid and audited; but legislation related to assessment permanent	" "	
15-17	Legislation log book ("Red" book)	Permanent	" "	<i>RC-3 required</i>
15-18a	Committee Calendars	2 years	" "	
15-18b	Caucus attendance, agenda & minutes	2 years	" "	

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: Cleveland City Council
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
15-19	Personnel Policy & Procedures Manuals; Expense Reimbursement Policy Manuals	Until Superseded	Paper & Electronic	
15-20	Subject Files (members of Council – incldg forms filed with clerk (financial/ethics))	6 years	" "	
15-21	Subject files – committees and ad hoc committees administrative/project files	15 years after completion of project	" "	
15-22	Auditor requests and responses	4 years	" "	
15-23	Voice messages, all formats	Until no longer administratively necessary	" "	
15-24	Written phone messages	Until no longer administratively necessary	" "	
15-25	Phone logs	Until no longer administratively necessary	" "	
<u>Members of Council/Executive Assistants</u>				
15-26	Council member subject files	6 years, then send to Council Archives for review & disposal	Paper & electronic	<i>RC-3 required</i>
15-27	Calendar/Schedule	6 years	" "	
15-28	Expense reimbursement forms and expense account documents	6 years	" "	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Cleveland City Council
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
15-29	Financial documents, includg reimbursement reports, cancelled checks, IRS W-3 forms, audit reports	6 years	Paper & Electronic	
15-30	Voicemail messages, all formats	Until no longer administratively necessary	" "	
15-31	Handouts from administration/others during committee hearings (kept by Committee Chair)	6 years	" "	
15-32a	Correspondence: Routine form letters	1 years	" "	
15-32-b	Letters to/from constituents, departmental, administrative and legislative memos/letters	6 years, then send to Council Archives for review & disposal	" "	
15-32c	Notices to "all members"	Until no longer administratively necessary	" "	
15-33a	Mail: Unsolicited (sales materials, informational brochures)	Until no longer administratively necessary	" "	
15-33b	Postal records (registered/certified/insured logs or receipts/postal docs)	6 years	" "	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Cleveland City Council
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
15-34a	Electronic mail: Routine/unsolicited/ electronic notices to "all members"	Until no longer administratively necessary	Paper & Electronic	
15-34b	E-mails documenting the business of Council, incldg departmental, administrative & legislative memo/letters and letters to/from constituents	6 years	" "	
15-35	Phone logs	Until no longer administratively necessary	" "	
<u>Policy/Research Division</u>				
15-36	Notes from committee hearings not for purely personal use, documenting work of committee	5 years	Paper & Electronic	
15-37	Budget preparation documents/working papers	4 years	" "	
15-38	Division's legislative files containing documents not included in above	15 years after project completion	" "	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Cleveland City Council
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
<u>Personnel/Human Resources</u>				
15-39	Personnel files	5 years after termination then review	Paper & Electronic	
15-40	Leave requests (sick/vacation)	4 years provided audited	"	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
15-41	Payroll records	Permanent	"	
15-42	Time sheets	2 years	"	
15-43	Travel expense reports	4 years provided audited	" "	
15-44	Council member reimbursement expense reports	6 years provided audited	" "	
<u>Communications</u>				
15-45	Public Records requests and responsive documents	4 years from date of request	Paper & Electronic	
15-46a	Publications (newsletters, flyers)	6 years, then send to Council Archives for review & disposal	" "	
15-46b	Social Media Postings	One year	" "	
15-46c	Social Media Posting removal log	Two years	" "	
15-46d	Social Media Policy	Until Superseded	" "	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

 FROM: Cleveland City Council
 (political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
<u>Finance</u>				
15-47	Council Contracts	5 years after expiration	Paper & Electronic	
15-48	Purchase orders	4 years provided audited	" "	
15-49	IRS retention schedules	8 years	" "	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
15-50	Travel vouchers, payments, reimbursements	4 years provided audited	" "	
15-51	Invoices	10 years	" "	
15-52	Credit card transaction records	10 years	" "	
<u>General (not members of Council)</u>				
15-53	Project files	15 years after proj. completion	Paper & Electronic	
15-54	Drafts	Until superseded	" "	
15-55	Administrative files	4 years then review	" "	
15-56	Reports to Council – kept by any Division	6 years then review	" "	
15-57a	Correspondence (including e-mail correspondence)	1 year	" "	
15-57b	General/routine	15 years after project completion	" "	
	Project related			