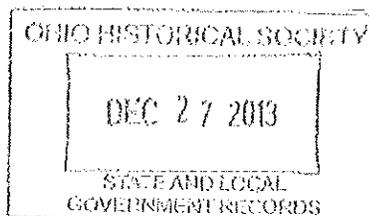




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD

(local government entity)

ALL CITY DEPARTMENTS

(unit)

Michael Summers
(signature of responsible official)

MICHAEL SUMMERS
(name)

MAYOR
(title)

12/4/13
(date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION

216-529-6040

Records Commission

(telephone number)

12650 DETROIT AVENUE
(address)

LAKEWOOD
(city)

44107
(zip code)

CUYAHOGA
(county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

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 those 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.

Michael Summers

12-9-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Short Records Archivist
Title

1/13/14
Date

Section D: Auditor of State

Martin E. Mueh
Signature

2-4-14
Date

Please Note: The State Archives retains RC-2 forms permanently.
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Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

ALL CITY DEPARTMENTS

(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
COL 12-01	Annual reports: Report of duties, goals, staffing, completed and ongoing projects; used as a means of updating Council and other administrative staff. (This record is now incorporated into the Annual Comprehensive Budget document.)	Permanent	Various paper, digital		<input checked="" type="checkbox"/>
COL 12-02	Agendas and dockets: Lists agenda and docket items to be discussed at various meetings of City Council, boards and commissions, etc. Used as a means of notifying public of open public meetings and what will be discussed at those meetings.	5 years	Various paper, digital		<input type="checkbox"/>
COL 12-03	Bids, RFP responses and RFQ responses: Bids and responses to RFPs and RFQs for various professional services. Used to maintain a competitive bidding and a qualification process. Successful bids and responses Unsuccessful bids and responses	8 years after completion of project 2 years after letting of contract	Various paper, digital		<input type="checkbox"/> <input type="checkbox"/>
COL 12-04	Budget preparation documents: Used by all departments and divisions to submit a budget that is then incorporated into the final annual comprehensive budget document approved by City Council. Copies of this record are normally kept by each department or division until the final Annual Comprehensive Budget is approved and passed by an appropriations ordinance. Original and final copy with Finance Department.	Until final budget is approved by Council	Various paper, digital		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
COL 12-11	Legal notices: Includes publication in newspaper for various charter changes, bidding, purchasing, abandoned property, Boards and Commissions notices. Used to notify public of pending changes or procurement matters.	5 years	Various (paper, digital)		<input type="checkbox"/>
COL 12-12	Licenses and certifications: Current licenses and certifications for employees of various departments and divisions.	1 year after expiration	Various (paper, digital)		<input type="checkbox"/>
COL 12-13	Manuals, handbooks and directives: Used by departments and divisions to inform employees. Includes General Orders and Special Orders.	5 years until superseded, obsolete or replaced whichever is shorter	Various (paper, digital)		<input type="checkbox"/>
COL 12-14	Meeting notices: Self-explanatory.	1 year	Various (paper, digital)		<input type="checkbox"/>
COL 12-15	Minutes of meetings, approved Recordings of meetings Drafts and notes All above are used by City Council and various committees, boards, commissions, etc., to keep record of public meetings.	Permanent 1 year provided information has been substantially transcribed Until minutes are approved	Various (paper, digital) Audio, Video, CD Various (paper, digital)		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
COL 12-16	Municipal publications: Used for various reasons to keep citizens informed.	Until superseded or obsolete retain one copy	Various (paper, electronic)		<input type="checkbox"/>
COL 12-17	Parking Violations Bureau documents: Includes reviews, in-person hearings, paid default judgments, appeals, scanned copies of parking citations, etc. Used to manage the duties of parking citations and appeal process.	3 years provided no action pending	Various (paper, digital)		<input type="checkbox"/>
COL 12-18	Press releases: Used to keep media and public informed of various city events, changes in refuse pick-up, special collections, snow bans, etc.	Until no longer of administrative value	Various (paper, digital)		<input checked="" type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
COL 12-19	Real property files: Includes purchase agreements, deeds, leases, easements, and other evidence and instruments of real property conveyances.	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>
COL 12-20	Receipts and receipt books: Self-explanatory.	2 years or until audited whichever is shorter	Various (paper, digital)		<input type="checkbox"/>
COL 12-21	Record requests: Self-explanatory.	2 years	Various (paper, digital)		<input type="checkbox"/>
COL 12-22	Reference materials: Self-explanatory.	Until superseded, obsolete or replaced	Various (paper, digital)		<input type="checkbox"/>
COL 12-23	Transient records: Voice mails, post-it notes, phone messages, appointment books, calendars, drafts and other documents that serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value	Various (paper, digital)		<input type="checkbox"/>
COL 12-24	Record retention documents: RC1, RC2, RC3 forms	25 years	Various (paper, digital)		<input type="checkbox"/>
COL 12-25	Blank forms	Until obsolete, or superseded.	Paper, digital		



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD
(local government entity)

ALL CITY DEPARTMENTS (2)
(unit)

Michael Summers
(signature of responsible official)

MICHAEL SUMMERS
(name)

MAYOR
(title)

(date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION

216-529-6040

Records Commission

(telephone number)

12650 DETROIT AVENUE
(address)

LAKEWOOD
(city)

44107
(zip code)

CUYAHOGA
(county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

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Michael Summers

9-12-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt. Records Archivist
Title

10/20/14
Date

Section D: Auditor of State

Martin E. Merrill
Signature

10-28-14
Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

ALL CITY DEPARTMENTS (2)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or OHS- LGRP	(6) RC-3 Requi red by OHS- LGRP
COL 14-01	Blueprints, Plans & Maps: Used by several different divisions and boards or commissions to evaluate plans for approval to improvements, rebuilds, new buildings etc.	Life of Infrastructure	Various paper, digital		<input checked="" type="checkbox"/>
COL 14-02	Call records: to include the report a problem complaints and phone app complaints. Could include anything from reporting damage to public property or nuisance matters in the community. Both programs generate email to the specific department or division for reporting and resolution.	3 years	Electronic		<input type="checkbox"/>
COL 14-03	Damage to public property reports: Includes date damage was reported, location of damage, type of damage, etc. Used for repairs and restitution to the city if appropriate.	3 years provided no legal action is pending	Various paper, digital		<input type="checkbox"/>
COL 14-04	GIS Mapping Center: includes various maps for underground utilities, pavement conditions, trees, building line maps, housing information, property owner information, Lakewood IMap, etc. used for various reasons by various departments and divisions.	Until updates, superseded or obsolete, evaluate for historical value	Various paper, digital		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or OHS- LGRP	(6) RC-3 Requi red by OHS- LGRP
COL 14-05	<p>Grant Files and Records: includes the RFP, application, any legislation, contracts, purchase orders, programmatic and fiscal reports, close out report and correspondence if any grantor agency. Used for tracking and reporting out on the grant.</p> <p>Monthly Billing for Grants: billing for grant funded services for Aging, Youth and Early Childhood including but not limited to Title III, Family to Family, Passport, CSSP, JABG, Juvenile Diversion Program and CDGB.</p>	<p>5 years provided audited and any disputes resolved or equipment is out of service.</p> <p>3 years</p>	Various, paper, digital		
COL 14-06	<p>Permits: Includes Block Party, Parking, pavement opening permits, Parade or special event, etc. Used by various departments and divisions for purposes of unusual circumstances.</p>	3 years	Various paper, digital		<input type="checkbox"/>
COL 14-07	<p>Rental agreements: for use of city property such as City Hall Auditorium, Lakewood Park Women's Pavilion, Kiwanis Pavilion, Lakewood Park Gazebo. May also include refund requests.</p>	1 year provided audited	Various paper, digital		<input type="checkbox"/>
COL 14-08	<p>Studies, Plans & Reports: Used by various departments and divisions may include land use, traffic, water-flow surveys, statistical reports for various programs etc.</p>	Until no longer of administrative value	Various paper, digital		<input type="checkbox"/>

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.



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 State Archives of Ohio
 Local Government Records Program

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or OHS- LGRP	(6) RC-3 Requi red by OHS- LGRP
COL 14-09	Time cards, division vacation and sick records: Used in specific divisions for proof of hours worked. The information is then input to the finance payroll sheets and sent to the finance department for payroll.	3 years provided audited	Paper		<input type="checkbox"/>
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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Safety- Building & Housing
 (local government entity) (unit)
 Michael Summers Mayor, Director of Public Safety
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
 Records Commission (telephone number)
 12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

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.

Michael Petrus 9-15-14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner Govt. Records Archivist 10/20/14
 Signature Title Date

Section D: Auditor of State

Martin E. Muehl 10-28-14
 Signature Date

Please Note: The State Archives retains RC-2 forms permanently.
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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Safety- Building & Housing

(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
Building & Housing 14-01	Applications/Licenses: includes completed applications and licenses issued for the following- tobacco licenses, peddler/solicitor licenses, coin operated amusement device licenses, housing licenses for 1 and 2 family, housing licenses for commercial (3 family, apartment buildings, condo buildings, business/residential), vacant property registration applications and licenses, entering adjoining property applications and licenses, bowling/billiard licenses, going out of business licenses.	2 years	Various (paper, digital)		<input type="checkbox"/>
Building & Housing 14-02	Census Bureau Reports: Used to report any new residential (1, 2 or 3 family structures) or new commercial residential (4 family or larger) structures and their value. Produced for the census bureau only, not used for city purposes.	2 years	Various (paper, digital)		<input type="checkbox"/>
Building & Housing 14-03	Contractor Registration: Includes copies of certificate of insurance, state licenses held and code of ethics. All contractors working in the city must be registered and show proof of insurance with the city.	2 years	Various (paper, digital)		<input type="checkbox"/>
Building & Housing 14-04	Monthly Statistical Reports: includes Tax Abatement report sent to the County Auditor's Office and State surcharge report on permits generated.	5 years	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Safety- Building & Housing

(local government entity)

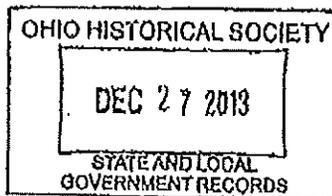
(unit)

(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
Building & Housing 14-05	Yearly Operation Report for State of Ohio Board of Building Standards: includes state licenses and expiration dates of licenses for any employee working in the building department and doing inspections for the calendar year, total # of permits, total # of inspections, Total amount of construction fees collected, state licenses and expiration dates for any outside vendors used as a plans examiner, etc. Required yearly in order to maintain status as a State of Ohio Certified Building Department.	6 years	Various (paper, digital)		<input type="checkbox"/>
Building & Housing 14-06	Receipt books/Deposit Receipts/Construction Drawing: includes receipt books for receipt of payment when processing has to be held for the next day after cash box has been closed for the day, deposit receipts for power washing that are refunded after the job is complete, copies of release forms for construction drawings to be picked up by courier for copying and noted date of return.	2 years	Various (paper, digital)		<input type="checkbox"/>
Building & Housing 14-07	Street Files: includes all permits issued, violation notices, correspondence, complaints, housing license (if applicable) tax abatement information, etc. Used as a housing history on that particular parcel.	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD

(local government entity)

Office of City Council

(unit)

(signature of responsible official)

Brian Powers
(name)

President of Council
(title)

12/16/13
(date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION

216-529-6040

Records Commission

(telephone number)

12050 DETROIT AVENUE
(address)

LAKESWOOD
(city)

44107
(zip code)

CUYAHOGA
(county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.poirue@lakewoodoh.net

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 Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Office of City Council

(local government entity)

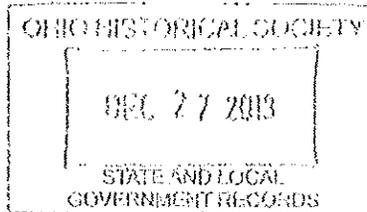
(unit)

(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
City Council 12-01	Charter and Amendments: Self-explanatory.	Permanent	Various (paper, digital)		<input type="checkbox"/>
City Council 12-02	Index to Ordinances and Resolutions: Self-explanatory.	Permanent	Various (paper, digital)		<input type="checkbox"/>
City Council 12-03	Liquor License Requests: Self-explanatory.	3 years	Various (paper, digital)		<input type="checkbox"/>
City Council 12-04	Oaths of Office: Self-explanatory.	10 years after leaving office	Paper		<input type="checkbox"/>
City Council 12-05	Original Reports and Communications to Council Docket: Used to convey the necessity of docket matters	Permanent	Various (paper, digital)		<input type="checkbox"/>
City Council 12-06	Ordinances: Self-explanatory.	Permanent	Paper		<input type="checkbox"/>
City Council 12-07	Petitions: Received in the Clerk of Council Office.	5 years	Paper		<input type="checkbox"/>
City Council 12-08	Resolutions: Self-explanatory.	Permanent	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD
(local government entity)

Civil Service Commission
(unit)

(signature of responsible official)

Kevin Butler
(name)

Law Director
(title)

12/5/13
(date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION

218-529-6040

Records Commission

(telephone number)

12650 DETROIT AVENUE
(address)

LAKEWOOD
(city)

44107
(zip code)

CUYAHOGA
(county)

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12-5-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society : State Archives

Signature

Govt Records Archivist
Title

1/13/14
Date

Section D: Auditor of State

Signature

2-4-14

Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Civil Service Commission

(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
CSC 12-01	Applications for examination: Includes application, all required enclosures, all documentation for extra credit. Used for all competitive and non-competitive examinations.	Life of the eligible list or 2 years whichever is shorter	Various (paper, digital)		<input type="checkbox"/>
CSC 12-02	Class specifications: Used as job description that includes classification and grade for salary band.	1 year after superseded	Various (paper, digital)		<input type="checkbox"/>
CSC 12-03	Eligible lists: Produced and certified after scores are verified and commission sets date of expiration.	Until list expires	Various (paper, digital)		<input type="checkbox"/>
CSC 12-04	Eligible list candidates: Notification of scores and placement on list, certification to appointing authority	Life of eligible list or 2 years, whichever is shorter	Various (paper, digital)		<input type="checkbox"/>
CSC 12-05	Hearing case files: Appeals from suspensions, removals, reductions or abolishment of positions, and by those removed or disqualified from an eligible list.	3 years	Various (paper, digital)		<input type="checkbox"/>
CSC 12-06	Examination forms: Sign-in sheets, test number materials, score sheets, protests for exam questions, random number list, release forms to use Social Security numbers; forms used to finalize exam scores and track extra credit, among other things.	2 years	Various (paper, digital)		<input type="checkbox"/>
CSC 12-07	Surveys: Surveys used to compare city salary, examinations, etc. with those of other municipalities.	1 year	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
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Local Government Records Program

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(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
CSC 12-08	Test company reports: Job analysis information, type of testing, exam recommendations, etc., all used to develop exams.	1 year after expiration of the eligible list	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
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 Local Government Records Program
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OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Planning & Development/ Division of Community Development
 (local government entity) (unit)

Dru Siley Director, P&d/DCD
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
 Records Commission (telephone number)
12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

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9-15-14

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Govt. Records Archivist 10/20/14
 Signature Title Date

Section D: Auditor of State

10-28-14
 Signature Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Planning & Development/Division of Community Dev.

(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
P&D 14-01	Case Files: includes Low interest loans, home improvement grants, rental restorations, HOME, Property Acquisition Rehab and Resale Projects, Neighborhood Stabilization Program. Files include applications, mortgages, low-moderate income proof, income verification, contractor information to include insurance bonds, etc.	5 years after file closure (i.e. loan satisfaction, voided, foreclosure, etc.)	Various (paper, digital)		<input type="checkbox"/>
P & D 14-02	Consolidated Plan: 5 year plan of a community needs assessment for certain areas, includes how the anticipated federal funds will be used. Plan is required in order to access the federal funding.	5 years after the end of the plan period	Various (paper, digital)		<input type="checkbox"/>
P & D 14-03	HUD reports (CAPER) Consolidates Annual Performance & Evaluation Report: Required annually to report on how the funds were spent.	5 years after the end of the plan period	Various (paper, digital)		<input type="checkbox"/> <input type="checkbox"/>



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 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

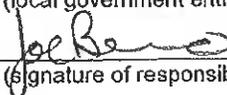
OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Works- Engineering
 (local government entity) (unit)
 Joe Beno Public Works Director
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

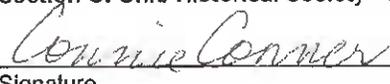
CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
 Records Commission (telephone number)
 12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

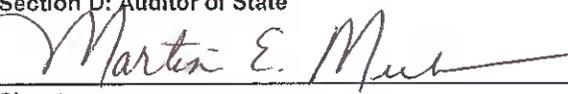
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 9-15-14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Spirit Records Archivist 10/20/14
 Signature Title Date

Section D: Auditor of State

 10-28-14
 Signature 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 LAKEWOOD

Public Works- Engineering

(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
Engineer 14-01	Aerial photographs: self-explanatory	until superseded evaluate for historical value	Various (paper, digital)		<input checked="" type="checkbox"/>
Engineer 14-02	City Property Files: Kept as a record of plans, repairs and maintenance for all city owned property such as parks, buildings, lots etc.	Permanent	Various (paper, digital)		<input type="checkbox"/>
Engineer 14-03	Project & Design files: Both Federal and Municipal to include the bid book (plans, specifications, agreement, correspondence, Prevailing wage reports, utility company drawings, field notes, etc.) used for all projects undertaken in the city for city improvements or projects.	8 years after project completion	Various (paper, digital)		<input checked="" type="checkbox"/>
Engineer 14-04	Special Assessments: self- explanatory	3 years after final payment	Various, (paper, digital)		<input type="checkbox"/>
Engineer 14-05	Survey books: includes field notes, diagrams, measurements used for design of various street projects such as water main replacements, waterline replacements, street resurfacing, etc.	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>

OCT - 9 2014



Ohio Historical Society
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Local Government Records Program

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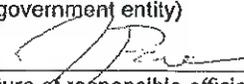
STATE AND LOCAL
GOVERNMENT RECORDS

Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

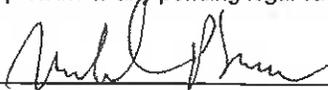
CITY OF LAKEWOOD		FINANCE DEPARTMENT	
(local government entity)		(unit)	
	Jennifer Pae	Finance Director	9/29/14
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION		216-529-6040	
Records Commission		(telephone number)	
12650 DETROIT AVENUE	LAKEWOOD	44107	CUYAHOGA
(address)	(city)	(zip code)	(county)

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9-19-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society : State Archives

	Asst. Records Archivist	10/20/14
Signature	Title	Date

Section D: Auditor of State

	10-28-14
Signature	Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

FINANCE DEPARTMENT

(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
Fin 14-01	<p>Accounts Receivable Records: includes:</p> <p>City issued invoices: for fees, fines, reimbursements, assessments for money owed to the city for various matters</p> <p>Special Assessment Search: the city receives a request from title agency or person inquiring about money owed to city or any pending assessments</p> <p>County Assessments: assessment certified to the County for non-payment of services rendered by the City for placement on homeowners property tax bill.</p>	<p>3 years after final payment</p> <p>2 years</p> <p>3 years after certifying to the county auditor</p>	Various (paper, digital)		<input type="checkbox"/>
Fin 14-02	<p>Accounts Payable Records: includes:</p> <p>Department purchase orders includes back up payment info such as invoices, request for payments, direct pay requests, copies of checks</p> <p>Expenditure approved list report (EAL report): vendor and account distributions</p> <p>Check register</p> <p>Annual run report: includes detail of annual check runs.</p>	<p>3 years</p> <p>3 years</p> <p>3 years</p> <p>3 years</p>	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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(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
Fin 14-03	Audit Documents: including but not limited to account receivable, account payable, accrued payroll and fixed assets.	3 years (audited)	Various (paper, digital)	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.	<input type="checkbox"/>
Fin 14-04	Bank Statements: reconciliation statements and balance sheets.	3 years (audited)	Various (paper, digital)		<input type="checkbox"/>
Fin 14-05	Budget Documents: to include the Tax Budget, Estimate of Expenses, Monthly Financial Reports, etc. Also includes goals, accomplishments, strategic plan, capital plan etc.	5 years then appraise for historical value	Various (paper, digital)		<input type="checkbox"/>
Fin 14-06	CAFR (Comprehensive Annual Financial Report): includes balance of all city accounts or funds (general, special, capital and enterprise), expenditures, revenues. Used for annual reporting to city, auditor and council.	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>
Fin 14-07	Capital Lease Program: includes all property and equipment leased by the city.	2 years after expiration of lease	Various (paper, digital)		<input type="checkbox"/>
Fin 14-08	Community Development drawdowns: includes copies of how the grant programs money was spent and on what projects	5 years	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

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.

(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
Fin 14-09	Debt Documents: including but not limited to rating agency presentations, amortizations schedules, continuing disclosures, transcripts, etc. Official Debt Statement	3 years audited 3 years after debt is retired	Various (paper, digital)		<input type="checkbox"/>
Fin 14-10	General Ledger: Includes monthly reports (trial balance, detailed ledger report, detailed journal entry report), monthly expenditure and revenue reports (detail & non-detail)	3 years	Various (paper, digital)		<input type="checkbox"/>
Fin 14-11	Fixed Asset Log: includes and inventory of all city owned equipment, property, assets. Department and division inventory completed annually	3 years	Various (paper, digital)		<input type="checkbox"/>
Fin 14-12	Indirect Cost Plan: Allocations are determined for those funds such as Enterprise Funds, including but not limited to, Water & Sewer and special revenue funds like CDGB which are by definition self-supporting and add to the cost of the General Fund for those operations. An amount is determined annually as to what those funds pay into the General Fund.	5 years	Various (paper, digital)		<input type="checkbox"/>
Fin 14-13	Municipal Liability Insurance: Self-explanatory.	8 years after expiration	Various (paper, digital)		<input type="checkbox"/>



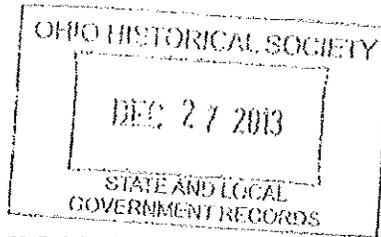
Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
Fin 14-14	Payroll employee files: Includes new hire paperwork, W-4, change in tax withholdings, change of status (i.e. pay-rate, change of address, change of position title) direct deposit information, garnishment information, court ordered deductions, etc.	2 years after retirement	Various (paper, digital)		<input type="checkbox"/>
Fin 14-15	Payroll deduction records: includes W-2's (printable)- report of wages, taxes and withholdings to include insurance, deferred compensation, credit union, etc.	6 years	Various (paper, digital)		<input type="checkbox"/>
Fin 14-16	Payroll records: original signed time sheets (sorted by pay period and then by year), employee reimbursements (i.e. mileage, incidental travel, etc), employee deduction register, earnings, pension hospitalization and other insurance deductions.	3 years	Various (paper, digital)		<input type="checkbox"/>
Fin 14-17	Quarterly Payroll Reports: includes all bi-weekly payroll information referred to in Fin 14-16	Permanent	Various (paper, digital)		<input type="checkbox"/>
Fin 14-18	Retirement System Reports: earnings and withholdings reported to OPERS and Ohio Police and Fire Pension Fund.	50 years	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>CITY OF LAKEWOOD</u> (local government entity)		<u>DIVISION OF FIRE</u> (unit)	
<u>Scott D. Gilman</u> (signature of responsible official)	<u>SCOTT GILMAN</u> (name)	<u>FIRE CHIEF</u> (title)	<u>12/5/13</u> (date)

Section B: Records Commission

<u>CITY OF LAKEWOOD RECORDS COMMISSION</u>		<u>216-529-6040</u>	
Records Commission		(telephone number)	
<u>12650 DETROIT AVENUE</u> (address)	<u>LAKEWOOD</u> (city)	<u>44107</u> (zip code)	<u>CUYAHOGA</u> (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.potrus@lakewoodoh.net

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.

<u>[Signature]</u>	<u>12-5-13</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society: State Archives

<u>[Signature]</u>	<u>Asst. Records Archivist</u>	<u>1/13/14</u>
Signature	Title	Date

Section D: Auditor of State

<u>[Signature]</u>	<u>2-4-14</u>
Signature	Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

CITY OF LAKEWOOD

DIVISION OF FIRE

(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
FIRE 12-01	Ambulance Run Reports- includes EMS run reports, Electronic patient care records used for tracking medical response and care administered.	3 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-02	Alarm Record Books- daily journal of responses, repairs, watch desk Contains general information on daily activity.	5 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-03	Alarm Response Reports- includes fire alarm reports, incident report, lockouts, fire, etc. Contains information on who, what, when where and why the response.	2 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-04	Arson Reports- self explanatory	Permanently	Various (paper, digital)		<input checked="" type="checkbox"/>
FIRE 12-05	Equipment Record Files- includes records on vehicles, pumps, ladders, SCBA equipment, O2 tanks, Life Packs, Defibrillators and other apparatus except hydrants and hoses.	Life of the equipment	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-06	Fire Investigation Files – includes any reports, communication, interviews etc. regarding a fire investigation	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>



Ohio Historical Society
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 Local Government Records Program

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(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
FIRE 12-07	Fire Safety Inspection Reports- record of inspection of all commercial property or residential property with 5 suites or larger for fire extinguishers, smoke detectors, stand pipes, etc. includes any violation notes	Permanent	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-08	Firework Permits – Self explanatory	2 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-09	Gasoline records- information on gas ordered for fire vehicles.	Permanent	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-10	Hose records- Includes record of condition of hoses that are inspected yearly.	3 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-11	Hydrant Testing records- self explanatory	3 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-12	Hydrant Location records	Permanent	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-13	Storage Tank Records includes above and underground	3 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-14	Training Records – includes seminars, in house, off site, continuing education	6 years	Various (paper, digital)		<input type="checkbox"/>
FIRE 12-15	Violation notices – correction notice of fire code violations	2 years after violation correction	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD (local government entity)		Public Works- Fleet (unit)	
	Joe Beno (name)	Public Works Director (title)	 (date)

Section B: Records Commission

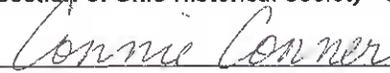
CITY OF LAKEWOOD RECORDS COMMISSION		216-529-6040	
Records Commission		(telephone number)	
12650 DETROIT AVENUE (address)	LAKESWOOD (city)	44107 (zip code)	CUYAHOGA (county)

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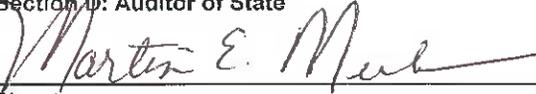
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	8-15-14
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Govt. Records Archivist	10/20/14
Signature	Title	Date

Section D: Auditor of State

	10-28-14
Signature	Date

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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Fleet

(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
Fleet 14-01	Fuel reports: Used to track the amount of fuel used for each vehicle, or piece of equipment. Each vehicle and area has an individual optical card that registers the amount of fuel. Used to bill back to the individual departments, divisions or outside entities. Original report sent to Finance for this function.	3 years provided audited	Various (paper, digital)	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.	
Fleet 14-02	Repair orders: Kept as a record of repairs and maintenance for all fleet vehicles and equipment to include snow blowers, lawn mowers, leaf blowers, chain saws etc. Record includes parts used and time to repair. Tracks costs to repair each piece of equipment.	Life of the equipment	Various (paper, digital)		<input type="checkbox"/>
Fleet 14-03	Vehicle and Equipment Inventory: self-explanatory. Updated yearly or as new equipment or vehicle is acquired.	3 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



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 State Archives of Ohio
 Local Government Records Program

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OHIO HISTORY CONNECTION

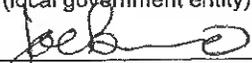
OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD <small>(local government entity)</small>		Public Works- Fleet <small>(unit)</small>	
	Joe Beno <small>(name)</small>	Public Works Director <small>(title)</small>	 <small>(date)</small>

Section B: Records Commission

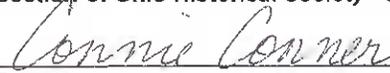
CITY OF LAKEWOOD RECORDS COMMISSION		216-529-6040	
Records Commission		<small>(telephone number)</small>	
12650 DETROIT AVENUE <small>(address)</small>	LAKESWOOD <small>(city)</small>	44107 <small>(zip code)</small>	CUYAHOGA <small>(county)</small>

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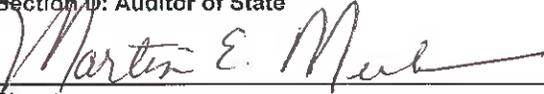
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	8-15-14
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Govt. Records Archivist	10/20/14
Signature	Title	Date

Section D: Auditor of State

	10-28-14
Signature	Date

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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Fleet

(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
Fleet 14-01	<p>Fuel reports: Used to track the amount of fuel used for each vehicle, or piece of equipment. Each vehicle and area has an individual optical card that registers the amount of fuel. Used to bill back to the individual departments, divisions or outside entities. Original report sent to Finance for this function.</p>	3 years provided audited	Various (paper, digital)	<p>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.</p>	
Fleet 14-02	<p>Repair orders: Kept as a record of repairs and maintenance for all fleet vehicles and equipment to include snow blowers, lawn mowers, leaf blowers, chain saws etc. Record includes parts used and time to repair. Tracks costs to repair each piece of equipment.</p>	Life of the equipment	Various (paper, digital)		<input type="checkbox"/>
Fleet 14-03	<p>Vehicle and Equipment Inventory: self-explanatory. Updated yearly or as new equipment or vehicle is acquired.</p>	3 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD (local government entity)		Human Resources (unit)	
	Jean Yousefi (name)	Human Resource Director (title)	 (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION		216-529-6040	
Records Commission		(telephone number)	
12650 DETROIT AVENUE (address)	LAKESWOOD (city)	44107 (zip code)	CUYAHOGA (county)

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9-15-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society : State Archives

	Spvt. Records Archivist	10/28/14
Signature	Title	Date

Section D: Auditor of State

	10 28 14
Signature	Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Human Resources

(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
HR 14-01	Government Compliance Forms and Reports: Includes EEO-4 and VETS-001 forms and OSHA annual report, etc. Use is self-explanatory	5 years	Various (paper, digital)		<input type="checkbox"/>
HR 14-02	Grievance Hearing Files: includes notice of grievance, correspondence regarding hearing, any exhibits presented at the hearing and the decision of the hearing officer. Used to keep a record of the complaint and the proceedings.	Permanent- paper copy can be destroyed if converted to a digital file.	Various (paper, digital)		<input type="checkbox"/>
HR 14-03	Health Insurance enrollment records: Includes application/change form, election form. Used to keep record of enrollment and any dependent status changes.	2 years after employee leaves municipal employment	Various (paper, digital)		<input type="checkbox"/>
HR 14-04	Injury Reports: Includes internal incident report. Used to report any on the job injury or accident where no immediate need of medical care beyond first aid is identified.	2 years	Various (paper, digital)		<input type="checkbox"/>
HR 14-05	Job Descriptions: used provide a job summary, essential job functions, minimum qualifications required, equipment used for the position, required experience.	Until superseded	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
HR 14-06	Job Recruitment Files: includes the job posting, copy of the signed Requisition for Personnel, correspondence with civil service commission if applicable, applicants both internal and external	1 year	Various (paper, digital)		<input type="checkbox"/>
HR 14-07	Mediation/Arbitration files: may include copies of arbitrator decision, fact finding reports, mediation reports, 3 rd party opinions on contract negotiations, grievance matters, etc.	Permanent- paper copy can be destroyed if converted to digital file	Various (paper, digital)		<input type="checkbox"/>
HR 14-08	Monthly Medical Claim Statements: Used to verify current employee/dependent prior to payment of insurance invoice.	5 years	Digital only		<input type="checkbox"/>
HR 14-09	Personnel Files: Includes application for employment, letters of appointment, insurance enrollment cards (life, accident, deferred comp, beneficiary forms), disciplinary forms, performance evaluation forms, employment and termination cards, changes in rate of pay, copy of PERS Personal history form, certification of other public service in Ohio, application for life insurance, application for membership in Police and Fire pension fund, application for membership from elected official, etc.	2 years after employee leaves municipal employment Permanent record to be employment card, salary history and resignation letter	Various (paper, digital)		<input type="checkbox"/>
HR 14-10	Worker's Compensation files: to include the injury report, witness statements, medical record, vouchers for payment, BWC/ICO hearing notices and final orders.	10 years after date of final payment	Various (paper, digital)		<input type="checkbox"/>



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(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
HR 14-11	Unemployment claim files: self-explanatory	4 years after date of final payment	Various (paper, digital)		<input type="checkbox"/>
HR 14-12	Union negotiation files: includes notes from negotiation meetings, may include city reports on various matters such as salaries of other employees, healthcare costs, total compensation information for individual positions, etc.	Until no longer of administrative value	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



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Local Government Records Program

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OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD DEPARTMENT OF HUMAN SERVICES, ALL DIVISIONS
(local government entity) (unit)
Toni Gelsomino TONI GELSOMINO Human Services Director
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)
12650 DETROIT AVENUE LAKWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

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.

Michele Ann

9-15-14

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner *Govt. Records Archivist* 10/20/14
Signature Title Date

Section D: Auditor of State

Martin E. Mub 10-28-14
Signature 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



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 Local Government Records Program

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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Department of Human Services, All Divisions

(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
DOHS 14-01	<p>Client records: files include but are not limited to identifying information, contact information, referral for service, intake assessment, case manager notes, plan of care, health records, clinical and progress notes, correspondence with outside entity (i.e. physician or other agency), release of information forms, income verification forms, assessment,</p>	<p>6 years after last contact</p>	<p>Various (paper, digital)</p>		<p><input type="checkbox"/></p>
DOHS 14-02	<p>Juvenile Diversion case records: Includes police report, notes from the hearing, disposition of the magistrate, records of community service completed. Diversion program is used in lieu of Cuyahoga County Juvenile Court for minor criminal offenses.</p>	<p>1 year after diversion hearing</p>	<p>Various (paper, digital)</p>		<p><input type="checkbox"/></p>
			<p>Various (paper, digital)</p>		<p><input type="checkbox"/></p>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Department of Finance, Division of Information Systems
(local government entity) (unit)

J. Pae Jennifer Pae Finance Director 7/29/14
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

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M. Petrus 9-15-14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Cornie Conner *Joint Records Archivist* 10/20/14
Signature Title Date

Section D: Auditor of State

Martin E. Mus 10-28-14
Signature Date

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 Local Government Records Program

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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Department of Finance, Division of Information Systems

(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
IS 14-01	<p>Employee Computer Use Forms: to include-</p> <p>New-Add-Change Access Form used to set up new employees with computer access and to add or change access to current employees as approved by the department director.</p> <p>Remove Access Form used to remove computer access for employee after separation of employment.</p> <p>Computer Use Policy Form signed off by employee regarding city computer policies.</p> <p>Terminate Computer Account used for Information Systems for tracking when an access account has been terminated.</p>	2 years after separation from employment	Various (paper, digital)		<input type="checkbox"/>
IS 14-02	<p>Back-up to tape: used to back up computer storage in case of malfunction.</p>	21 days No RC-3 required	Digital		<input type="checkbox"/>
					<input type="checkbox"/>



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State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
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OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Department of Finance, Division of Information Systems
(local government entity) (unit)

J. Pae Jennifer Pae Finance Director 7/29/14
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

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M. Petrus 9-15-14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Cornie Conner *Joint Records Archivist* 10/20/14
Signature Title Date

Section D: Auditor of State

Martin E. Mus 10-28-14
Signature Date

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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Department of Finance, Division of Information Systems

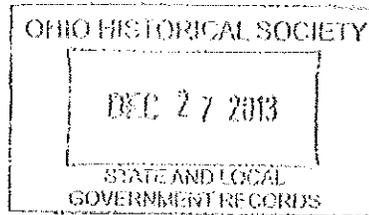
(local government entity)

(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
IS 14-01	<p>Employee Computer Use Forms: to include-</p> <p>New-Add-Change Access Form used to set up new employees with computer access and to add or change access to current employees as approved by the department director.</p> <p>Remove Access Form used to remove computer access for employee after separation of employment.</p> <p>Computer Use Policy Form signed off by employee regarding city computer policies.</p> <p>Terminate Computer Account used for Information Systems for tracking when an access account has been terminated.</p>	2 years after separation from employment	Various (paper, digital)		<input type="checkbox"/>
IS 14-02	<p>Back-up to tape: used to back up computer storage in case of malfunction.</p>	21 days No RC-3 required	Digital		<input type="checkbox"/>
					<input type="checkbox"/>



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 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Law Department
(local government entity) (unit)

Kevin Buller Kevin Buller Law Director 12/5/13
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

12850 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

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Michael P. Sumner 12-5-13
Records Commission Chair Signature Date

Section C: Ohio Historical Society : State Archives

Connie Conner Govt. Records Archivist 1/13/14
Signature Title Date

Section D: Auditor of State

Martin E. Mub 2-4-14
Signature Date

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 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
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Section E: Records Retention Schedule

CITY OF LAKEWOOD

LAW DEPARTMENT

(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
Law 12-01	Administrative files involving damage to or by city property and related insurance claims: Includes police report, internal accident report, communications with insurance company.	2 years from date of loss	Various (paper, digital)		<input type="checkbox"/>
Law 12-02	Billings: Detailed billing of outside counsel used for various city matters.	3 years	Various (paper, digital)		<input type="checkbox"/>
Law 12-03	Building violation hearing files: Includes copy of building violation forms, court summonses, inspector reports, compliance information, etc. Used in prosecution for non-compliant housing violation repairs.	2 years from final disposition	Various (paper, digital)		<input type="checkbox"/>
Law 12-04	Minor-misdemeanor criminal case files, disposed: Includes copy of citations, police reports, disposition forms used in prosecution of court cases.	6 months from final disposition	Various (paper, digital)		<input type="checkbox"/>
Law 12-05	Misdemeanor criminal case files, disposed, except minor-misdemeanors: Includes copies of citations, police reports, criminal history reports, certified driving records, correspondence from opposing counsel, etc. used in prosecution of court cases	2 years from final disposition	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
Law 12-06	Criminal activities nuisance documents: Includes police documentation, letters of notice and declaration, notes of correspondence with property owner, costs to abate nuisance, database and Web Q&A entries etc.	2 years from final disposition	Various (paper, digital)		<input type="checkbox"/>
Law 12-07	Civil case files: Includes pleadings and court filings, briefs, correspondence, transcripts, and any other pertinent information from other internal departments used in court cases, administrative proceedings and arbitrations filed in state or federal courts and all other tribunals.	3 years from final judgment or disposition including expiration of appeal or appeal time	Various (paper, digital)		<input type="checkbox"/>
Law 12-08	Joint entries, mutual agreements or settlement agreements pertaining to any matter covered by Law 12-07, including pre-suit agreements.	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>
Law 12-09	Mediation files: Includes intake sheet, memos, referral history sheets, mediator notes, party agreements, and investigatory materials used in out-of-court mediation.	1 year	Various (paper, digital)		<input type="checkbox"/>
Law 12-10	Formal opinions ^{in memo form} of any in-house or outside City attorney: Self-explanatory.	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>



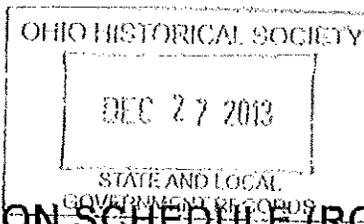
Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
Law 12-11	Requests for Prosecutor Rulings: Includes police reports, animal control reports and summons requests relied on by prosecutors to determine if charges should be filed.	1 year or until no longer of administrative value unless misdemeanor case is filed	Various (paper, digital)		<input type="checkbox"/>
Law 12-12	Legal and legislative research: Research materials related to various matters coming before the department and the drafting of legislation.	1 year or until no longer of administrative value	Various (paper, digital)		<input type="checkbox"/>
Law 12-13	Indigent cremation and ^{and} burial records: State forms/communications and invoices related to the disposition of the remains of decedents not claimed by others.	3 years	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD

(local government entity)

Mayors Office

(unit)

Michael Summers

Michael Summers

Mayor

12/4/13

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION

216-529-6040

Records Commission

(telephone number)

12650 DETROIT AVENUE

LAKESWOOD

44107

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.

Michael Summers

12-4-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Cornner

Govt. Records Archivist

1/13/14

Signature

Title

Date

Section D: Auditor of State

Martin E. Miller

2-4-14

Signature

Date

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Section E: Records Retention Schedule

CITY OF LAKEWOOD

Mayor's Office

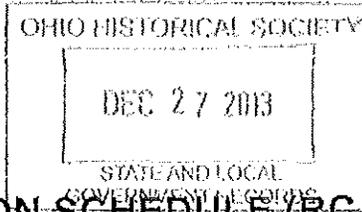
(local government entity)

(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
Mayor 12-01	Executive Directives: Used to convey new policy or procedure to employees until incorporated into policy and procedures manual	Until no longer or administrative value	Various (paper, digital)		<input type="checkbox"/>
Mayor 12-02	Marriage license copies: Kept as a record of marriages performed by the Mayor; original on file with the common pleas probate court	Until no longer of administrative value	Paper		<input type="checkbox"/>
Mayor 12-03	Proclamations: Used to acknowledge persons, services, events, groups or awards	2 years	Various (paper, digital)		<input type="checkbox"/>
Mayor 12-04	Speeches: Self-explanatory.	3 years	Various (paper, digital)		<input checked="" type="checkbox"/>

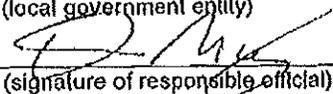


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RECORDS RETENTION SCHEDULE (RG-2)
 See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD DIVISION OF POLICE
 (local government entity) (unit)
 TIMOTHY MALLEY POLICE CHIEF 12/4/13
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

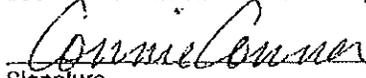
CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
 Records Commission (telephone number)
 12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
 (address) (city) (zip code) (county)

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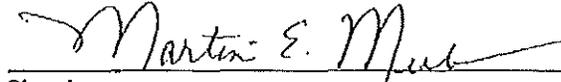
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 12-4-13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society: State Archives

 Corrie Conner
 Signature Title Date
 Spvt. Records Archivist 1/13/14

Section D: Auditor of State

 Martin E. Mue
 Signature Date
 2-4-14

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 800 E. 17th Avenue
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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.

Section E: Records Retention Schedule

CITY OF LAKEWOOD

DIVISION OF POLICE

(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
LPD 12-01	911 audio calls: Self-explanatory.	90 days	Electronic		<input type="checkbox"/>
LPD 12-02	Audio and video recordings: Patrol vehicle, jail booking window, jail cell, security recordings for city hall, police department, municipal court, public parks and public streets.	30 days	Electronic		<input type="checkbox"/>
LPD 12-03	Accident, Ohio traffic crash reports: Used to document traffic accidents; includes statements and photos.	Damage: 2 years Injury: 3 years Fatality: 10 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-04	Activity sheets and daily activity sheets: Self-explanatory.	2 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-05	Animal Control records: Includes animal complaint calls, animal adoption records, animal lost/found records; inventory; used as a tracking tool.	2 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-06	Bicycle license receipts: Self-explanatory.	3 years if audited or whichever is shorter	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
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(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
LPD 12-07	Booking slips: Includes traffic citations, misdemeanor citations, parking tickets.	3 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-08	Bond receipts: Used when bonding out of jail, copy given to defendant, original sent to court.	3 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-09	Breathalyzer records: Includes: Operator permit Test result forms Callbration records	Until renewed 3 years 3 years;	Various (paper, digital)		<input type="checkbox"/>
LPD 12-10	Chief's general files: Includes copies of contracts and agreements, general orders, memos, etc.	3 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-11	Criminal Reports: Includes statements and evidence (i.e., confiscated property, photographs, etc.): Animal bite reports Misdemeanor Felony Homicide	3 years 2 years 6 years Permanent	Various (paper, digital)		<input type="checkbox"/>
LPD 12-12	Departmental reports: Monthly, quarterly, semi-annual and annual reports of Division Commanders.	2 years	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
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(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
LPD 12: 13	Dangerous dog registration applications: Includes application of owner, residence, animal information, photo of animal. Used for residents that were "grandfathered" who own dogs of specific breeds to register the animal with the city and provide all of the information required by city ordinance.	3 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12: 14	Identification jackets: Includes arrest record, fingerprints, picture and identifying information.	50 years unless deceased	Various (paper, digital)		<input type="checkbox"/>
LPD 12-15	Incident reports: Includes Form 1's, used for internal purposes for service of subpoenas, warrants, background checks, etc.	3 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-16	Inmate records: Includes booking photo, visitors, medications dispensed, medical treatment provided while in custody, disciplinary actions, jail menu, daily jail log and inmate property records.	6 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-17	Index card file: Includes addresses in Lakewood with owner contact information as well as other information prior to computerization for informational purposes.	7 years if active;	Various (paper, digital)		<input type="checkbox"/>
LPD 12: 18	Jail records: Includes suicide watch records, administrative correspondence, strip search records, etc. Used for tracking and other purposes as needed for police information.	6 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-19	Junk vehicle forms: Self-explanatory.	2 years	Various (paper, digital)		<input type="checkbox"/>



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... have been audited by the
 Auditor of State and the
 audit report has been
 released pursuant to
 Sec. 117.26 O.R.C.

(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
LPD 12-20	Juvenile records: Includes parental, personal and arrest information.	Until person turns 18 years of age or expungement order is received from Court	Various (paper, digital)		<input type="checkbox"/>
LPD 12-21	Overtime slips and ledgers: Self-explanatory.	1 year if audited	Various (paper, digital)		<input type="checkbox"/>
LPD 12-22	Personnel disciplinary records: Suspension, demotion, dismissal or reprimand of personnel.	10 years after termination	Various (paper, digital)		<input type="checkbox"/>
LPD 12-23	<p>Personnel investigations and complaints: Includes complaint and any reports produced for the investigation, including those:</p> <p>Unfounded</p> <p>Unsustained</p> <p>Sustained level I & II</p> <p>Sustained level III</p>	<p>1 year</p> <p>2 years</p> <p>3 years</p> <p>3 years</p>	Various (paper, digital)		<input type="checkbox"/>



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

Applied under the terms

(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
LPD 12-24	Polygraph records other than pre-employment; Self-explanatory.	6 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-25	Pre-employment background investigations; Includes personal history questionnaire and pre-employment polygraph. Used to screen candidates for hire.	2 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-26	Property room records; Includes property tags and chain of evidence report.	2 years after disposal of property	Various (paper, digital)		<input type="checkbox"/>
LPD 12-27	Shift daily time sheets and records; Includes yearly shift calendars, shift rosters.	1 year	Various (paper, digital)		<input type="checkbox"/>
LPD 12-28	Tow release forms; Includes make of vehicle, all vehicle identifying information, owner, etc. used when releasing vehicles towed for various reasons (parking violations, arrests, etc.).	3 years	Various (paper, digital)		<input type="checkbox"/>
LPD 12-29	Vacation house check records; Used when home owners request their property to be checked while they are out of town.	30 days after owners return;	Various (paper, digital)		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

	(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
LPD 12-30	Computer Aided Dispatch and Law Enforcement Automatic Data System Records- includes type of call, time of call, location of call, responding officer etc. Also includes information entered into CRIS system Paper copies of LPD 12-30	Permanent No longer of administrative value (no RC3 required)	Electronic Paper		



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

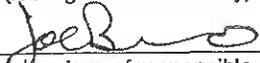
OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

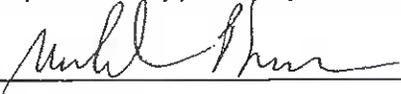
CITY OF LAKEWOOD Public Works- REFUSE AND RECYCLING
 (local government entity) (unit)
 Joe Beno Public Works Director
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

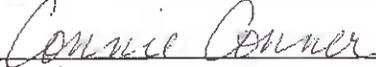
CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
 Records Commission (telephone number)
 12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

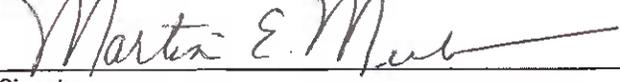
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 9-15-14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Govt. Records Archivist 10/20/14
 Signature Title Date

Section D: Auditor of State

 10-28-14
 Signature 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 LAKEWOOD

Public Works- Refuse and Recycling

(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
Refuse & Recycling 14-01	All Recycled Refuse Tracking: Used to track all types of recycled refuse. Includes yard waste, Single Stream curbside recycling, Drop Off recycling material (i.e. Styrofoam, waste oil, hazardous household waste, etc) Tracks revenue based on tonnage and sales	10 Years	Various (paper, digital)		<input type="checkbox"/>
Refuse & Recycling 14-02	Refuse and Recycle Toter database: Used to track toters assigned to specific address. Tracks compliance with Refuse regulations.	Life of Toter	Various (paper, digital)		<input type="checkbox"/>
Refuse and Recycling 14-03	Vedda Root Reports: A reader that automatically measures the capacity, temperature (inside and outside) and detects leaks of a fuel tank. Used to report to EPA for in-ground tank regulations.	Life of Tank	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Refuse and Recycling

(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
Refuse & Recycling 14-04	Weight Slips for Refuse and Recycling Tonnage: Used to track refuse that is taken to the solid waste facility. Kept to compare monthly report from the solid waste facility and slips that are given to each driver when the load is dropped off.	3 years or until audited and audit report is released	Various (paper, digital)	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.	<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Works- Streets, Traffic Signs & Signals, Forestry
 (local government entity) (unit)

Joe Beno Joe Beno Public Works Director
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
 Records Commission (telephone number)

12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

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Mel Shum 9-15-14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner Govt. Records Archivist 10/20/14
 Signature Title Date

Section D: Auditor of State

Martin E. Mub 10-28-14
 Signature Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Streets, Forestry, Traffic Signs & Signals

(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
Forestry 14-01	Tree Keeper: Used to track public property trees that have been removed, stump removal has been done, new plantings with type of tree, trimming, major pruning of individual trees. This record includes the location of the tree as well.	Life of the tree	Various (paper, digital)		<input type="checkbox"/>
Streets 14-01	Street Repair Records: Kept as a record of repairs and maintenance to streets where other city divisions have opened the street for repairs to utilities. Includes record of inspections before final closure of a street opening by an outside contractor for utility connections. Also records of Street repair cost records.	3 years	Various (paper, digital)		<input type="checkbox"/>
Streets 14-02	Storm street maintenance reports: Cost summary of each storm event. Includes record of number of trucks, amount of salt used, number of man hours. Used to track approximate costs to maintain streets during storm events.	3 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>

Section E: Records Retention Schedule



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

CITY OF LAKEWOOD

Public Works- Streets, Forestry, Traffic Signs & Signals

CITY OF LAKEWOOD

Public Works- Streets, Forestry, Traffic Signs & Signals

(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
Traffic 14-01	Signs & Signals Tracker: Used to track all signs in the city. Includes the type of reflective material used, replacement information and asset tag number.	Life of Sign	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Works- Streets, Traffic Signs & Signals, Forestry
(local government entity) (unit)

Joe Beno Joe Beno Public Works Director
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

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Mel Shum 9-15-14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner Govt. Records Archivist 10/20/14
Signature Title Date

Section D: Auditor of State

Martin E. Mub 10-28-14
Signature Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Streets, Forestry, Traffic Signs & Signals

(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
Forestry 14-01	Tree Keeper: Used to track public property trees that have been removed, stump removal has been done, new plantings with type of tree, trimming, major pruning of individual trees. This record includes the location of the tree as well.	Life of the tree	Various (paper, digital)		<input type="checkbox"/>
Streets 14-01	Street Repair Records: Kept as a record of repairs and maintenance to streets where other city divisions have opened the street for repairs to utilities. Includes record of inspections before final closure of a street opening by an outside contractor for utility connections. Also records of Street repair cost records.	3 years	Various (paper, digital)		<input type="checkbox"/>
Streets 14-02	Storm street maintenance reports: Cost summary of each storm event. Includes record of number of trucks, amount of salt used, number of man hours. Used to track approximate costs to maintain streets during storm events.	3 years	Various (paper, digital)		<input type="checkbox"/>
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Section E: Records Retention Schedule



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

CITY OF LAKEWOOD

Public Works- Streets, Forestry, Traffic Signs & Signals

CITY OF LAKEWOOD

Public Works- Streets, Forestry, Traffic Signs & Signals

(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
Traffic 14-01	Signs & Signals Tracker: Used to track all signs in the city. Includes the type of reflective material used, replacement information and asset tag number.	Life of Sign	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

OCT - 9 2014



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

STATE AND LOCAL
GOVERNMENT RECORDS

Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD FINANCE DEPARTMENT - Division of Tax, Utility Billing and Vital Statistics
(local government entity) (unit)

 Jennifer Pae Finance Director 9/29/14
(signature of responsible official) (name) (title) (date)

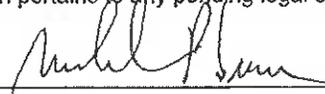
Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

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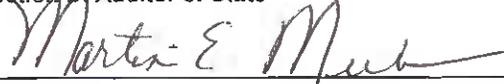

Records Commission Chair Signature

9-15-14
Date

Section C: Ohio Historical Society : State Archives

  10/20/14
Signature Title Date

Section D: Auditor of State

 10-28-14
Signature Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

FINANCE DEPARTMENT- Divisions of Tax, Utility Billing and Vital Statistics

(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
Tax 14-01	Municipal Income Tax Records: to include Student exempt forms, payment receipt vouchers, refund vouchers, tax return forms,	6 years	Various (paper, digital)		<input type="checkbox"/>
UB 14-01	Bad Check Records: includes checks returned as NSF, closed accounts etc.	2 years	Various (paper, digital)		<input type="checkbox"/>
UB 14-02	Homestead Exemption Records: for reduction in water and sewer monthly charges Original application of homeowner plus documents that would show proof of disability, proof of low income or proof of over the age of 65 and low income for qualification. Annual renewal application	3 years after proof of no longer homeowner or immediately upon notification of death 3 years	Various (paper, digital)		<input type="checkbox"/>
UB 14-03	Master Meter Readings: City receives readings from the City of Cleveland and logs into a hand written ledger, spreadsheet mailed to city from City of Cleveland and City receives bill from City of Cleveland for water use. Ledger and spreadsheet are used for reconciliation of billing statement for discrepancies.	1 year (audited)	Various (paper, digital)	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.	<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
UB 14-04	Service Turn On and Turn Off Records: includes- Record of seller, date of last reading, meter reading and any notes from the staff. Also record of purchaser, date for start of service and current meter reading on date of start of service and any notes from staff.	Until property transfers ownership	Various (paper, digital)		<input type="checkbox"/>
UB 14-05	Water Billing Records: includes record of usage charges, sewer charges, meter reading, account number and payment stubs. Used to verify billing printed and mailed by an outside vendor and to record payments.	3 years	Various (paper, digital)		<input type="checkbox"/>
VS 14-01	Burial Permit Stubs: Permits to transport the deceased to cemetery, out of state and out of country.	5 years	Various (paper, digital)		<input type="checkbox"/>
VS 14-02	Certificates: Birth and death Self-explanatory	Permanent	Various (paper, digital)		<input checked="" type="checkbox"/>
VS 14-03	Vital Statistic Reports: Report that is sent to the State of Ohio for verification of the number of births, deaths and burial permits.	5 years	Various (paper, digital)		<input type="checkbox"/>
VS 14-04	Vital Statistic Requests: received in-person or through the mail requesting a certified copy of the birth or death certificate on file. Used to produce a certified copy.	1 year after audit	Various (paper, digital)		<input type="checkbox"/>

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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

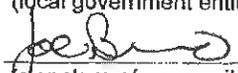
STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Works- Water/Wastewater Collection
(local government entity) (unit)

 Joe Beno Public Works Director
(signature of responsible official) (name) (title) (date)

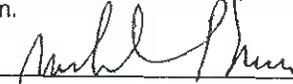
Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

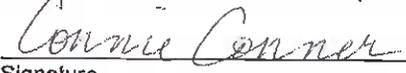
12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

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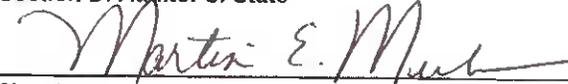
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 9-15-14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Gov't Records Archivist 10/20/14
Signature Title Date

Section D: Auditor of State

 10-28-14
Signature Date

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Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Water/Wastewater Collection

(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
W/WWC 14-01	Sanitary Sewer Records: May include call reports, Home owner inquiries and EPA reports. Used to track calls to specific parcels and track nature of the call or problem.	Permanent	Various (paper, digital)		<input type="checkbox"/>
W/WWC 14-02	Sewer Repair Records: to include log sheets for the type of repair made, materials used for the repair, OUPS dig sheets, etc. Used to track repairs and costs for the repairs.	10 years	Various (paper, digital)		<input type="checkbox"/>
W/WWC 14-03	Sewer Testing Records: records result of dye tests may include home owner inquiries. Used for code compliance	5 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Water/ Wastewater Collection

(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
W/WWC 14-04	Water usage reports: Raw data collected from the parcel and then downloaded to the computer for utility billing to process billings to customers.	2 years or until audited and audit report is released	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT - 9 2014

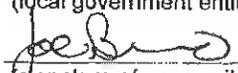
STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Works- Water/Wastewater Collection
(local government entity) (unit)

 Joe Beno Public Works Director
(signature of responsible official) (name) (title) (date)

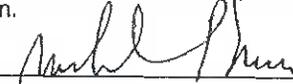
Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

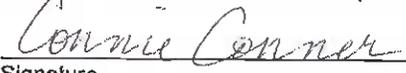
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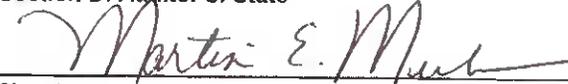
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 9-15-14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Gov't Records Archivist 10/20/14
Signature Title Date

Section D: Auditor of State

 10-28-14
Signature Date

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 State Archives of Ohio
 Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Water/Wastewater Collection

(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
W/WWC 14-01	Sanitary Sewer Records: May include call reports, Home owner inquiries and EPA reports. Used to track calls to specific parcels and track nature of the call or problem.	Permanent	Various (paper, digital)		<input type="checkbox"/>
W/WWC 14-02	Sewer Repair Records: to include log sheets for the type of repair made, materials used for the repair, OUPS dig sheets, etc. Used to track repairs and costs for the repairs.	10 years	Various (paper, digital)		<input type="checkbox"/>
W/WWC 14-03	Sewer Testing Records: records result of dye tests may include home owner inquiries. Used for code compliance	5 years	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Section E: Records Retention Schedule

CITY OF LAKEWOOD

Public Works- Water/ Wastewater Collection

(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
W/WWC 14-04	Water usage reports: Raw data collected from the parcel and then downloaded to the computer for utility billing to process billings to customers.	2 years or until audited and audit report is released	Various (paper, digital)		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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.



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OHIO HISTORY CONNECTION

OCT - 9 2014

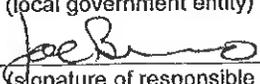
STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF LAKEWOOD Public Works- Wastewater Treatment
(local government entity) (unit)

 Joe Beno Public Works Director
(signature of responsible official) (name) (title) (date)

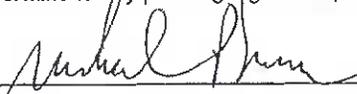
Section B: Records Commission

CITY OF LAKEWOOD RECORDS COMMISSION 216-529-6040
Records Commission (telephone number)

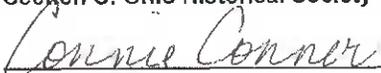
12650 DETROIT AVENUE LAKEWOOD 44107 CUYAHOGA
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: jeannine.petrus@lakewoodoh.net

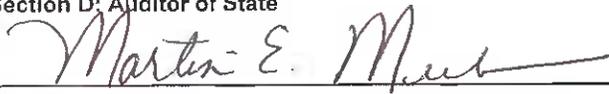
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 9-15-14
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Govt. Records Archivist 10/20/14
Signature Title Date

Section D: Auditor of State

 10-08-14
Signature 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 LAKEWOOD

Public Works- Wastewater Treatment Plant

(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
WTP 14-01	Bio Solids: Includes chain of custody sheets, SVRT Sludge Analysis bench sheets, Sludge Cake Analysis bench sheets, Sludge Analysis bench sheets, Digester Analysis bench sheets, Thickened Sludge Analysis bench sheets and Filter Press bench sheets	5 years	Various (paper, digital)		<input type="checkbox"/>
WTP 14-02	Operations documents: Includes Chain of custody sheets, pH Bench sheets, Ammonia Bench sheets, CBOD Analysis bench sheets, COD Analysis bench sheets, Bacteria Analysis bench sheets, Solids Analysis bench sheets and RAS/MLSS Analysis bench sheets.	3 years	Various (paper, digital)		<input type="checkbox"/>
WTP 14-03	NPDES EPS Annual Report: National Pollutant Discharge Elimination System.	10 years	Various (paper, digital)		<input checked="" type="checkbox"/>
					<input type="checkbox"/>

Section E: Records Retention Schedule