

**The Village of Oakwood
RECORDS COMMISSION**

**Agenda
November 24, 2020
6:55 p.m.**

Committee Members:

Gary V. Gottschalk – Mayor

Jim Climer – Law Director

Debra L. Hladky – Clerk of Council

Johnnie A. Warren – Council President

Brian L. Thompson – Finance Director

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- 1. Call Meeting to Order*
 - 2. Roll Call*
 - 3. Review Records for Disposal or Inclusion*
 - 4. Other items deemed appropriate*
 - 5. Adjournment*

Debra Hladky

Debra L. Hladky

Clerk of Council - Village of Oakwood

Police Dept

Mark Garratt

Contact Person	Cuyahoga
4146	

Telephone Number Cell 904-221-1234

Location

[illegible]



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Village of Oakwood Police Department
(local government entity) (unit)

[Signature] Chief Mark Garratt Police Chief January 7, 2019
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Village of Oakwood 440.232.9988
Records Commission (telephone number)

24800 Broadway Avenue Oakwood Village 44146 Cuyahoga
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: dhladky@oakwoodvillageoh.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature] 2/13/19
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Signature Title Date

Section D: Auditor of State

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

Village of Oakwood Police Department
(local government entity) (unit)



ACCIDENTS, ARRESTS, COMPLAINTS & TICKETS Cont.

Juvenile Records - any record involving person under age of 18	Paper/Electronic	Until age of 18 or when expungement order received from court	MS Word, Excel, PDF's, Photo		
	Paper/Electronic	Until age of 18 or when expungement order received from court	MS Word, Excel, PDF's, Photo		
Parking Citations/Infractions - dealing with parking violations	Paper/Electronic	3 years	MS Word, Excel, PDF's, Photo		
	Video Files	30 days or until case is dissolved	Video Files		
Traffic citations (Void/Withdrawn) - an order which notifies person they are required to appear has been withdrawn	Paper	3 years	MS Word, Excel, PDF's, Photo/Video Files		
	Electronic				
Ticket Book - officers book for writing tickets	Paper	UNLAN	PDF's		
	Electronic				
Crime &/or Criminal Reports - Felonies except homicide	Paper	6 years provided no action pending	CAD Database		
	Electronic				
Crime &/or Criminal Reports - Misdemeanors	Paper	2 years provided no action pending	CAD Database		
	Electronic				
Citizen Complaint Reports	Paper	UNLAN	MS Word, PDF's		
	Electronic				
Animal Complaint Reports, Logs, & Bite Notifications	Paper	2 years provided no action pending	CAD Database		
	Electronic				
Incident Records/Reports - not covered by any other list	Paper	2 years provided no action pending	CAD Database		
	Electronic				