

VILLAGE OF OAKWOOD  
RECORDS COMMISSION MINUTES  
November 24, 2020

ATTENDED

Jim Climer- Law Director

Debra Hladky-Clerk of Council

Brian Thompson-Finance

Jim Climer-Law

ABSENT

Johnnie A Warren – Council President

Mayor Gary Gottschalk

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Meeting opened at 6:55pm by Hladky

**Hladky** explained the Police Dept. has records to be disposed of as listed on the RC-3 submitted. She asked if all had a chance to review the RC-2 comparing the records to be disposed. All agreed.

Motion to approve Police Dept. requested records disposal made by Climer seconded by Thompson.

YES VOTE: Climer, Thompson, Hladky.

Motion Passed

Motion to adjourn made by Thompson seconded by Climer.

Three ayes (Climer, Thompson, Hladky)

Meeting adjourned 6:55p

Minutes submitted by Debra Hladky





## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

**Section A: Local Government Unit**

Village of Oakwood <small>(local government entity)</small>	Police Department <small>(unit)</small>
	Chief Mark Garratt <small>(name)</small>
<small>(signature of responsible official)</small>	Police Chief <small>(title)</small>
	January 7, 2019 <small>(date)</small>

**Section B: Records Commission**

Village of Oakwood	440.232.9988
Records Commission	<small>(telephone number)</small>
24800 Broadway Avenue	Oakwood Village
<small>(address)</small>	<small>(city)</small>
	44146
	<small>(zip code)</small>
	Cuyahoga
	<small>(county)</small>

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

	2/13/19
<small>Records Commission Chair Signature</small>	<small>Date</small>

**Section C: Ohio Historical Society - State Archives**

<small>Signature</small>	<small>Title</small>	<small>Date</small>
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**Section D: Auditor of State**

<small>Signature</small>	<small>Date</small>
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**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 <small>(local government entity)</small>	Police Department <small>(unit)</small>
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**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				