## 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

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

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 2

W W	OHO	HISTORY	
	0	I	

Police Dept Location elephone Number 440-232-1035 Signature Cuyahoga Contact Person Mark Garratt 44146 Oakwood Village Name of Political Subdivision 24800 Broadway Police Dept

addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition For LGRP use (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In Proposed date of (15 business days destruction from receipt by LGRP) Multiple Years 1990 . 20 10 Multiple Years 1990, 2010 Inclusive Dates of 0 Records case 0001-0960 case 1996-2160 case 0007-0843 case 0845-1912 case 0001-1170 case 1180-2258 case 0965-1995 case 1075-1965 case 0006-1068 case 1075-2050 case 0001-1064 case 0069-1556 case 0001-1071 case 1067-2071 From Media Type retained (if to be any) 3 Media Type to be destroyed Paper 0 was approved by Date the RC-2 the Records Commission Authorization for Disposal Schedule Number 2006 Crime Reports Box 10 2006 Crime Reports Box 11 2009 Crime Reports Box 12 2009 Crime Reports Box 13 2010 Crime Reports Box 14 2004 Crime Reports Box 3 2004 Crime Reports Box 4 2007 Crime Reports Box 6 2008 Crime Reports Box 8 2008 Crime Reports Box 9 2005 Crime Reports Box 2 2007 Crime Reports Box 5 2007 Crime Reports Box 7 2005 Crime Reports Box 1 Records Series Title Misc Photos Boxes 16-18 Mug Shot Photos Box 15



## **RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

Village of Oakwood		Police Da	epartment		
(local government entity)		Police Department (unit)			
(il M	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 Commiss	sion	(telephone num	nber)		
24800 Broadway Avenue	Oakwood Village	44146	Cuyahoga		
(address)	(city)	(zip code)	(county) -		
To have this form returned to the Re	ecords Commission electronically, include	e an email address: <u>dhla</u>	dky@oakwoodvillageoh.co		
commission.	ending legal case, claim, action or reques	st. This action is relieble	a ur are timinates veht på turs		
Gara to	Test of the second		2/13/19		
Sair & (a			2/13/19 Date		
Records Commission Chair Signatur	те		2/13/19 Date		
Records Commission Chair Signature Section C: Ohio Historical Society	те		2/13/19  Date		
Records Commission Chair Signature  Section C: Ohio Historical Society  Signature	re - State Archives				
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Records Commission Chair Signature  Section C: Ohio Historical Society  Signature  Section D: Auditor of State  Signature	re - State Archives	? forms permanently.	Date		
Records Commission Chair Signature  Section C: Ohio Historical Society  Signature  Section D: Auditor of State  Signature  Please N  It is strongly recommen	Title  Title  Tote: The State Archives retains RC-2 anded that the Records Commission re	? forms permanently. etain a permanent copy	Date		
Records Commission Chair Signature  Section C: Ohio Historical Society  Signature  Section D: Auditor of State  Signature	Title  Title  Tote: The State Archives retains RC-2 anded that the Records Commission researched.	? forms permanently. Italn a permanent copy	Date		



		Until age of 18 or	T		
Juvenile Records - any record involving person under age of 18	Paper/Electronic	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	7 v/apro			
	Electronic	3 years	MS Word, Excel, PDF's, Photo/Video Files		
Ticket Book - officers book for writing tickets	Paper	UNLAN			
	Electronic	ONLAN	PDF's		, ,
Crime &/or Criminal Reports - Felonies except homicide	Paper	6 years provided no action		17	
	Electronic	pending	CAD Database	,	
Crime &/or Criminal Reports - Misdemeanors	Paper	2 years provided no action			
	Electronic	pending	CAD Database		
Citizen Complaint Reports	Paper	1 12 11 A 2 1	`	4.00 APR 10.00	
	Electronic	UNLAN	MS Word, PDF's		
Animal Complaint Reports, Logs, & Bite Notifications	Paper	2 years provided no action			
	Electronic	pending	CAD Database		
Incident Records/Reports - not covered by any other list	Paper	2 years provided no action			
	Electronic	pending	CAD Database		