

VILLAGE OF OAKWOOD
RECORDS COMMISSION MEETING MINUTES
May 11, 2020

Johnnie Warren – Council President
Jim Climer-Law Director

Debra Hladky-Clerk of Council

ABSENT:

Gary Gottschalk – Mayor
** Arrived after roll call*

Brian Thompson- Finance Director

Hladky opened meeting at 6:48pm

We have to meet twice a year to be in compliance with the State of Ohio. The only thing I have is the Law Dept. The Law Director indicated changes to the record keeping at the firm in which all are kept electronically. No hard copies will be kept. If it is the commission’s pleasure, that can be accepted. The updated RC-2 will then be sent to the State of Ohio for approval. **Climer**: The background entails the firm will quit storing massive amounts of paper. Going forward when a file is closed it will be maintained electronically. Copies will be disposed of within 60 days unless it is specifically requested. I requested the change so our internal policy will not put us at odds with the Ohio Historical Society. This is simply a request for the maintenance of records to be electronically. **Warren**: We are saying, with you changing the files to be electronic, the Village will also store the files electronically which we receive from you. Is there more than one place these records are stored? **Climer**: As far as I know, the only Law Dept. records which exist are kept in our office unless there is communication with the Village which will be kept according to the other retention schedules. If I communicate with the Police Chief, those records of correspondence will be kept according to his retention schedule. We have multiple back ups with our files, and they are maintained on the cloud. **Warren**: I don’t have a problem with it.

Motion to accept the new RC-2 method of storing files under the new retention schedule for the Law Dept made by Climer and seconded by Hladky. VOTE: Warren, Climer, Hladky
Motion approved.

Motion to adjourn by Climer seconded by Hladky VOTE: Warren, Climer, Hladky
Adjourned 6:55pm

Approved: _____

Gary Gottschalk, Mayor

Debra Hladky, Clerk of Council



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

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Village of Oakwood</u> <small>(local government/entity)</small>	<u>Law Department</u> <small>(unit)</small>
 <small>(signature of responsible official)</small>	<u>James Climer</u> <small>(name)</small>
	<u>Law Director</u> <small>(title)</small>
	<u>May 11, 2021</u> <small>(date)</small>

Section B: Records Commission

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

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.

	<u>5/12/21</u>
<small>Records Commission Chair Signature</small>	<small>Date</small>

Section C: Ohio Historical Society - State Archives

<u> </u>	<u> </u>	<u> </u>
<small>Signature</small>	<small>Title</small>	<small>Date</small>

Section D: Auditor of State

<u> </u>	<u> </u>
<small>Signature</small>	<small>Date</small>

*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
 (local government entity)

Law Department
 (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
	Case Files, Civil-cases dealing with disputes between individuals and/or organizations	10 years, provided no action pending	Paper Electronic		<input type="checkbox"/>
	Case Files, Criminal-cases dealing with individuals who threaten, harm or otherwise endanger the safety and welfare of the public	20 years, provided no action pending	Paper Electronic		<input type="checkbox"/>
	City Property Files-any physical or intangible entity that is owned by the municipality	Permanent	Paper Electronic		<input type="checkbox"/>
	Claims for Damages- an interest in, or right to possession, or a claim of title to something of value in regards to damages	2 years after case settled and all appeals exhausted	Paper Electronic		<input type="checkbox"/>
	Court Transcripts-the written record of all proceedings, including testimony, in a trial, hearing or deposition (out of court testimony under oath)	3 years after case settled	Paper Electronic		<input type="checkbox"/>
	Deeds- the instrument used to convey ownership of real property	Permanent	Paper Electronic		<input type="checkbox"/>
	Easements-A right, such as a right of way, afforded a person to make limited use of another's real property.	Permanent	Paper Electronic		<input type="checkbox"/>
	Legal Notices-A formal announcement, notification Tear Sheets-a page in a newspaper or periodical that is cut or perforated so that it can be easily torn out Proof of Publication-The evidence of printed material offered for sale or distribution	2 years 5 years	Paper Electronic		<input type="checkbox"/>
	Legal Opinions from Municipal Legal Counsel-opinions stated by a municipal solicitor or law director in written format	Permanent	Paper Electronic		<input type="checkbox"/>
	Liability Waivers-the intentional and voluntary giving up of legal responsibility for the acts or omissions of another	3 years provided no action pending	Paper Electronic		<input type="checkbox"/>
	Settlements- resolution of lawsuits (or of a legal dispute prior to filing a complaint or petition) without going forward to a final court judgment	3 years	Paper Electronic		<input type="checkbox"/>
	Worker's Compensation Claims-employees' claim for injuries while on the job or illnesses due to the employment	10 years after date of final payment	Paper Electronic		<input type="checkbox"/>



Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR

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

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public 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.