

**RECORDS COMMISSION MEETING AGENDA
OCTOBER 25, 2018 AT 9 A.M.**

ROLL CALL Trevor Hayberger, Hank Solowiej, Dan Poggiali,
Eric Wobser & Kelly Kresser

APPROVAL OF MINUTES April 26, 2018

CURRENT BUSINESS

- 1) RC-2 Records Retention Schedule
 - Division of Code Enforcement

- 2) RC-3 – Records Disposal
 - Division of Engineering
 - Law Department

OLD BUSINESS

NEW BUSINESS

NEXT MEETING February 7, 2019 at 9 a.m.

ADJOURN

**CITY OF SANDUSKY
RECORDS COMMISSION MEETING
THURSDAY, APRIL 26, 2018**

Kelly Kresser called the meeting to order and the following responded to the Roll Call: Trevor Hayberger, Dan Poggiali, Kelly Kresser, Hank Solowiej and Justin Harris.

APPROVAL OF MINUTES

Upon motion of Trevor Hayberger and second of Justin Harris, the members voted to approve the minutes of the October 26, 2017, Records Commission meeting. Ms. Kresser declared the motion passed.

CURRENT BUSINESS

Upon motion of Hank Solowiej and second of Justin Harris, the members voted to approve the RC-3 Disposal schedules from the Police and Public Works/Engineering Departments.

Discussion: Hank Solowiej asked how these records are disposed of and Kelly Kresser said after approval by Ohio History, she will coordinate their pickup and destruction. They are normally all taken to one location and picked up on the same day if there are records from more than one department.

There being no further discussion, Kelly Kresser declared the motion passed.

OLD BUSINESS

None.

NEW BUSINESS

Hank Solowiej asked about the upcoming **records training** for newer employees. Kelly Kresser said an email was distributed to all Department Heads and city records custodians about the training session scheduled at Perkins Township on May 14 and several employees have registered to attend.

The next Records Commission meeting is scheduled for October 25 at 9 a.m.

ADJOURNMENT

Upon motion of Justin Harris and second of Hank Solowiej, the members voted to adjourn at 9:15 a.m.

APPROVED:

ATTEST:

Eric Wobser/Chairperson

Kelly Kresser, Clerk/Member



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Sandusky	Division of Code Enforcement
(Local Government Entity)	(Unit)
Matt Lasko	Chief Development Officer
(Signature of Responsible Official)	(Name)
	8/2/18
	(Title)
	(Date)

Section B: Records Commission

	Records Commission	419-627-5850
	(Telephone Number)	
222 Meigs St	Sandusky	44870
(Address)	(City)	(Zip Code)
		Erie
		(County)

To have this form returned to the Records Commission electronically, include an email address:
kkresser@ci.sandusky.oh.us

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
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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 (RC-2) – Part 2*See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
18-1	Housing/Nuisance/Zoning Complaints	2 years	Multi		<input type="checkbox"/>
18-2	Transient Rental Files	5 years	Multi		<input type="checkbox"/>
18-3	Housing Appeals Board Audio Meetings	Until written minutes approved, erased or destroyed	Audio		<input type="checkbox"/>
18-4	Housing Appeals Board Case Files	2 years and no appeals or claims pending	Multi		<input checked="" type="checkbox"/>
18-5	Housing Appeals Board Written Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
18-6	Housing Appeals Board Meeting Agendas	2 Years	Multi		<input checked="" type="checkbox"/>
18-7	Housing/Nuisance/Zoning Case Files and Photographs	5 Years	Multi		<input type="checkbox"/>
18-8	Rental Registration Files/Invoices	2 Years	Multi		<input type="checkbox"/>
18-9	Housing/Nuisance/Zoning Case Files and photographs (Court)	5 years	Multi		<input checked="" type="checkbox"/>
18-10	Grass and Weed Abatement Billing Blvd. Nuisance Abatement Billing Search Warrant Billing	2 years	Multi		<input type="checkbox"/>
18-11	Weeds and Grass Abatement Appeals Blvd. Nuisance Abatement Appeals	2 Years	Multi		<input type="checkbox"/>
18-12	Price Quotes	2 Years	Paper		<input type="checkbox"/>
18-13	Housing Demo Files	5 Years	Multi		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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 LGRP	(6) RC-3 Required by LGRP
					<input type="checkbox"/>
18-14	General Administrative Files	Until no longer Admin Value	Multi		<input type="checkbox"/>
18-15	Press and News Releases	Until no longer admin value	Multi		<input type="checkbox"/>
18-16	Blank Forms	Until no longer admin value	Multi		<input type="checkbox"/>
18-17	Foreclosure Files (bond/reg)	5 Years	Paper		<input type="checkbox"/>
18-18	Policies, Procedures, Rules, and Regulations	2 years after revised, superseded or discontinued and no longer of admin value or legal value	Multi		<input type="checkbox"/>
18-19	Ohio Public Records Compliance Folder	25 years revised, superseded or discontinued and no longer of admin value or legal value			<input checked="" type="checkbox"/>
18-20	Certificate of Mailing receipts	2 years	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(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 LGRP	(6) RC-3 Required by LGRP
18-21	Land Bank Committee agendas and case files	2 years	multi		<input checked="" type="checkbox"/>
18-22	Land Bank Committee Minutes	Permanent	paper		<input type="checkbox"/>
18-23	Grant applications	2 years	Multi		<input type="checkbox"/>
18-24	Collections Files	2 years	multi		<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

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(Local Government Entity)

(Unit)

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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives - LGRP Use Only
Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) - Part 1

See instructions before completing this form. Must be submitted with PART 2

City of Sandusky Engineering Aaron M. Klein 419-627-5829 City Hall
(Local Government Entity) (Unit) (Contact Person) (Telephone Number) (Location of Records)
222 Meigs St Sandusky 44870 Erie
(Address) (City) (Zip Code) (County) (Date Mailed to LGRP)

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 Records Retention Schedules (RC-2) listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In 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 use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Aaron M. Klein Director of Public Works 419-627-5829
(Signature of Responsible Official) (Title) (Telephone number)

To have this form returned to the Records Commission electronically, include an email address:

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Wage Rate Records	00-00061		Paper		2008	2004		
Statement of Qualifications	00-00067		Paper		1990			
Project Files (Misc. Pavement Repairs, Purchase)	00-00041		Paper		1940	1990		
Demolition Project Files	00-00041		Paper		1986	1990		
Qualification Packages	00-00067		Paper		1990			
Unsuccessful Bids	00-00059		Paper		2013	2014		



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

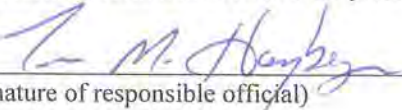
If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

City of Sandusky	Law Department	Paige Doster	419-627-5852	Law Department
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
222 Meigs Street	Sandusky	44870	Erie	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

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 Records Retention Schedules (RC-2)* listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In 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 use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Law Director	419-627-5852
(signature of responsible official)	(title)	(telephone number)

To have this form returned to the Records Commission electronically, include an email address: pdoster@ci.sandusky.oh.us and kkresser@ci.sandusky.oh.us

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with Part 1

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC- 2 was approved by the Records Commission			From	To		
General Administrative Files	00-00015	6/28/06	Paper (3 Boxes)	None	2006 - 2015		12/1/18	
Civil Case Files	00-00036	6/28/06	Paper (1½ Boxes)	None	1997 - 2004		12/1/18	
Legal Research	00-00037	6/28/06	Paper (12 Boxes)	None	2006 - 2012		12/1/18	
Prosecutor Forms Requesting the Filing of Criminal Charges	00-00043	6/28/06	Paper (½ Box)	None	2015		12/1/18	