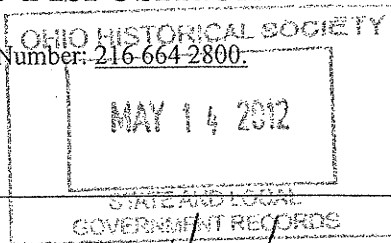


## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: Mark R. Musson, Secretary, City of Cleveland Records Commission, Telephone Number: 216-664-2800  
601 Lakeside Avenue, Room 106, Cleveland 44114, Cuyahoga County



FROM: Cleveland City Council  
 (political subdivision)

(Department/Division)

*Patricia J. Britt*  
 (signature of responsible official)

Patricia J. Britt  
 (name)

Clerk of Council  
 (title)

4/24/12  
 (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on 4/24/12 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

*Maureen Day*  
 Signature

5-1-12  
 Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

*Connie Conner*  
 For the Ohio Historical Society

5/31/12  
 Date

Approved by the Ohio Auditor of State:

*Martin E. March*  
 For the Ohio Auditor of State

6-11-12  
 Date

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
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**REPLACES SCHEUDLE NOS. 10-01 thru 10-56, adopted November 3, 2010**

**Office of the Clerk of Council**

12-1	Charter & Amendments	Permanent	Paper & Electronic	RC-3 Required by OHS
12-2	Ordinances & any attached files	Permanent	" "	RC-3 Required by OHS
12-3	Resolutions	Permanent	" "	RC-3 Required by OHS
12-4	Index to Ordinances & Resolutions	Permanent	" "	RC-3 Required by OHS
12-5	Budget Preparation documents/working papers	4 years	" "	
12-6a	Liquor license requests Approved	3 years	" "	
12-6b	Denied	1 year	" "	
12-7	Petitions – misc. (recall, initiative & referendum)	5 years	" "	

### SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Cleveland City Council  
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2-8	City Record – bound copy & on-line	Permanent	Paper & Electronic	RC-3 Required by OHS
2-9	City Record Index	Permanent	" "	RC-3 Required by OHS
2-10	Annual Reports to Council	Permanent	" "	RC-3 Required by OHS
2-11	Oaths of Office	Permanent	" "	RC-3 Required by OHS
2-12	Certified copies of public utility grants, renewals and extensions and all transfers, mortgages and other documents affecting title or use of public utilities files under Charter Section 187 and Section 113.04 of the Codified Ordinances	Permanent	" "	RC-3 Required by OHS
2-13	Bulletins, posters, general notices to employees	Until no longer administratively necessary	" "	
2-14	Notices to "all members of Council"; legislative and other "operational notices	6 years	" "	
2-15	Property assessment letters	Until paid and audited; but legislation related to assessment permanent	" "	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
2-16	Legislation log book ("Red" book)	Permanent	" "	RC-3 Required by OHS
2-17	Committee Calendars	2 years	" "	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Cleveland City Council  
(political subdivision) (Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2-18	Personnel Policy & Procedures Manuals; Expense Reimbursement Policy Manuals	Until Superseded	Paper & Electronic	
2-19	Subject Files (members of Council – incldg forms filed with clerk (financial/ethics))	6 years	“ “	
2-20	Subject files – committees and ad hoc committees administrative/project files	15 years after completion of project	“ “	
2-21	Auditor requests and responses	4 years	“ “	
2-22	Voice messages, all formats	Until no longer administratively necessary	“ “	
2-23	Written phone messages	Until no longer administratively necessary	“ “	
2-24	Phone logs	Until no longer administratively necessary	“ “	

**Members of Council/Executive Assistants**

2-25	Council member files	6 years, then appraise for historical value	Paper & electronic	RC-3 Required by OHS
2-26	Calendar/Schedule	6 years	“ “	
2-27	Expense reimbursement forms and expense account documents	6 years	“ “	

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Cleveland City Council  
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
12-28	Financial documents, incldg reimbursement reports, cancelled checks, IRS W-3 forms, audit reports	6 years	Paper & Electronic	
12-28	Voicemail messages, all formats	Until no longer administratively necessary	" "	
12-30	Handouts from administration/others during committee hearings (kept by Committee Chair)	6 years	" "	
	Correspondence:			
12-31a	Routine form letters	1 years	" "	<b>RC-3 Required by OHS</b>
12-31b	Letters to/from constituents, departmental, administrative and legislative memos/letters	6 years, then review for historical value	" "	
12-31c	Notices to "all members"	Until no longer administratively necessary	" "	
	Mail:			
12-32a	Unsolicited (sales materials, informational brochures)	Until no longer administratively necessary	" "	
12-32b	Postal records (registered/certified/insured logs or receipts/postal docs)	6 years	" "	

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FROM: Cleveland City Council  
(political subdivision) (Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2-33a	Electronic mail: Routine/unsolicited/ electronic notices to "all members"	Permanent	Paper & Electronic	
2-33b	E-mails documenting the business of Council, incldg departmental, administrative & legislative memo/letters and letters to/from constituents	6 years	" "	
2-34	Phone logs	Until no longer administratively necessary	" "	
<b><u>Policy/Research Division</u></b>				
2-35	Notes from committee hearings not for purely personal use, documenting work of committee	5 years	Paper & Electronic	
2-36	Budget preparation documents/working papers	4 years	" "	
2-37	Division's legislative files containing documents not included in above	15 years after project completion	" "	

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FROM: Cleveland City Council  
(political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
<b><u>Personnel/Human Resources</u></b>				
12-38	Personnel files	5 years after termination then review	Paper & Electronic	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
12-39	Leave requests (sick/vacation)	4 years provided audited	" "	
12-40	Payroll records	Permanent	" "	
12-41	Time sheets	2 years	" "	
12-42	Travel expense reports	4 years provided audited	" "	
12-43	Council member reimbursement expense reports	6 years provided audited	" "	
<b><u>Public Relations</u></b>				
12-44	Public Records requests and responsive documents	4 years from date of request	Paper & Electronic	
12-45a	Publications (newsletters, flyers)	6 years then review for historical value	" "	
12-45b	Social Media Postings	One year		
12-45c	Social Media Posting removal log	Two years		

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 FROM: Cleveland City Council  
 (political subdivision)

(Department/Division)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
<b><u>Financial Division</u></b>				
12-46	Council Contracts	8 years after expiration or termination, provided City's Div. of Accounts retains according to city policy	Paper & Electronic	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
12-47	Purchase orders	4 years provided audited	" "	
12-48	IRS retention schedules	8 years	" "	
12-49	Travel vouchers, payments, reimbursements	4 years provided audited	" "	
12-50	Invoices	10 years	" "	
12-51	Credit card transaction records	10 years	" "	
<b><u>General (not members of Council)</u></b>				
12-52	Project files	15 years after proj. completion	Paper & Electronic	
12-53	Drafts	Until superseded	" "	
12-54	Administrative files	4 years then review	" "	
12-55	Reports to Council – kept by any Division	6 years then review	" "	
12-56	Correspondence (including e-mail correspondence)	1 year	" "	
12-57	General/routine Project related	15 years after project completion	" "	