

CITY OF RICHMOND HEIGHTS, OHIO RECORDS RETENTION POLICY

Purpose

Local government cannot function without the records that serve as an institutional memory. If records are maintained and disposed of in an orderly manner, the records will serve their purpose well and be an asset to the public office that created them. If, on the other hand, records are maintained and disposed of in a haphazard manner, the same records will become a legal liability, a waste of valuable space, cause increased operating expenses, and squander staff time.

It is the goal of this Policy to ensure that City records are maintained and disposed of only pursuant to a standard policy.

It is the purpose of this Policy to provide procedures for the maintenance and disposal of City records.

Records Commission

The City of Richmond Heights has a Records Commission. It is the duty of the Records Commission to adopt schedules of records retention and disposition and to review applications for the disposal of records. It is also the duty of the Records Commission to review the Records Retention Schedule and revise it as it deems necessary.

The City maintains Records Retention Schedules (RC-2) and submits them to the Ohio Historical Society for approval. Records Retention Schedules are available upon request to the Mayor.

Records Retention Schedule

As required by Ohio law and Chapter 165 of the City's Codified Ordinances, the City shall maintain and dispose of City records in accordance with the Records Retention Schedules, as revised by the Records Commission from time to time.

The Records Retention Schedules set forth the recommended minimum retention period for each category of records. The categories are intended to be general and should be interpreted as including all types of records relating to that category.

Records not identified in the Records Retention Schedule should not be disposed of without first consulting the Records Custodian or a supervisor.

This Policy shall apply to all records regardless of the format in which the records are stored (i.e., hard copy, electronic format, microfilm, microfiche, etc.).

Questions

If a City official or employee has a question about this Policy, the Records Retention Schedules, or the maintenance or disposal of City records, he/she should contact the City's Records Custodian or his/her supervisor.

For purposes of this Policy and the Ohio Public Records Act, the City's "Record's Custodian" is defined as the Mayor, or the Mayor's designee, with respect to all City administrative records and the Clerk of Council with respect to all City Council records.

Amendments to this Policy

This Policy shall be reviewed by the Records Commission from time to time and amended as deemed necessary by the Records Commission.

Adoption

This Policy was adopted by the Mayor of the City of Richmond Heights, Ohio, effective as of January 1, 2017.