



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

SEP 05 2019

STATE AND LOCAL  
 GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)– Part 1**

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

**Section A: Local Government Unit**

The City of Madeira, Ohio

City Council/Clerk of Council

(local government entity)

(unit)

*Lori A. Thompson*

Lori Thompson

Asst. City Manager

09/04/19

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

Records Commission

513-561-7228

(telephone number)

7141 Miami Ave

Madeira

45243

Hamilton

(address)

(city)

(zip code)

(county)

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

**lthompson@madeiracity.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.

*Thomas W. Mueller*

09/04/19

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

*Amy Hanson*

Signature

*Govt. Rec. Archivist*

Title

*9/16/19*

Date

**Section D: Auditor of State**

*Martin E. Miller*

Signature

Title

*Records Mgr*

*9-26-19*

Date

*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*

(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
CC-2014-1	Agendas of Council	2 years	Paper or Electronic		<input type="checkbox"/>
CC-2014-2	Annexation Files	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-3	Code of Ordinances (OR) Each Edition/Supplement	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-4	General Correspondence (OR) Mayor, Council Members, Clerk of Council	5 Years	Paper or Electronic		<input type="checkbox"/>
CC-2014-5	Council Committee Reports/Minutes	5 Years	Paper or Electronic		<input type="checkbox"/>
CC-2014-6	Deeds	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-7	Easements	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-8	Home Rule Charter (OR) Each Edition	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-9	Index to Council Minutes, Ordinances, Resolutions	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-10	Legal/Public Hearings & Meeting Notices				<input type="checkbox"/>
	A) Tear Sheets	2 years	Paper or Electronic		
	B) Proof of publication	5 years	Paper or Electronic		
CC-2014-11	Council Meeting Minutes	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-12	Ordinances	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-13	Resolutions	Permanent	Paper or Electronic		<input type="checkbox"/>
CC-2014-14	Petitions	5 years	Paper or Electronic		<input type="checkbox"/>
CC-2014-15	Audio Record of Meetings	Until official documents are prepared and approved	Digital		<input type="checkbox"/>
CC-2014-16	Reports from other Jurisdictions/Agencies	1 year	Paper or Electronic		<input type="checkbox"/>

(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
CC-2014-17	Liquor License Requests & Permits				<input type="checkbox"/>
	A) Approved	3 years	Paper or Electronic		
	B) Denied	1 year	Paper or Electronic		
CC-2014-18	Proclamations	2 Years	Paper or electronic		<input type="checkbox"/>
CC-2014-19	Marriage Certificate Forms	5 years	Paper or Electronic		<input type="checkbox"/>
CC-14-20	Charter Amendments	Permanent	Paper or Electronic		<input type="checkbox"/>

EMAIL DISCLAIMER: Email is a *format* on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* email should be evaluated according to its content and retained in accordance with record series adopted within the is schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)