



Resolution No. 5 20 22

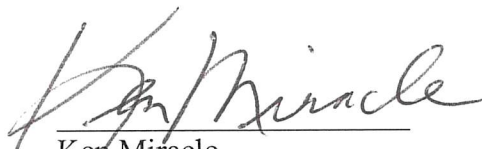
A RESOLUTION APPROVING RECORD RETENTION POLICY FOR CITY COUNCIL'S RECORDS IN THE CITY OF NORWOOD, OHIO

WHEREAS, under Ohio law, the City of Norwood's Records Commission has an ongoing duty to handle City of Norwood public records; and

WHEREAS, the City of Norwood's Records Retention Committee asks that the Council approve a policy for retaining and destroying public records, created and utilized by City Council, based upon their types, and ages, including the records described in the attached documents;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Norwood hereby resolves to authorize the City of Norwood's Records Commission to retain and/or destroy public records, in accordance with the attached schedules, and to forward the schedule to the State of Ohio for final approval by the Norwood Records Retention Committee and the State of Ohio Archives.

PASSED 3/22/2022
Date



Ken Miracle
President of Council

ATTEST:

Joseph S. Geers, the duly appointed Clerk of Council, attests that this resolution was passed at a regular/special meeting of Norwood City Council on the 22nd day of March, 2022 in compliance with the rules of Norwood City Council and the laws of the State of Ohio. This resolution was submitted to the Mayor of the City of Norwood, Ohio for his signature on the 22nd day of March, 2022.


Joseph S. Geers
Clerk of Council

APPROVED 22 MAR 22
Date


Victor Schneider
Mayor

CERTIFICATION OF PUBLICATION:

Joseph S. Geers, the duly appointed Clerk of Council, attests that this resolution was published in the _____ on _____ and _____.
(Name of Newspaper) (date) (date)

Joseph S. Geers
Clerk of Council

RESOLUTION READINGS

1st Reading _____
Date

2nd Reading _____
Date

3rd Reading _____
Date

All 3 Readings 3/28/2022
Date

Tabled _____
Date

Vetoed _____
Date



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

Page ____ of ____

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 Norwood

City Council

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

513-458-4500

(telephone number)

4645 Montgomery Road
 (address)

Norwood
 (city)

45212
 (zip code)

Hamilton
 (county)

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

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

Section C: Ohio History Connection - State Archives

Signature

Title

Date

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

(local government entity)

(unit)

Section D: Auditor of State

Signature

Title

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

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2014

(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
CNCL-2022-01	Council Minutes	Permanent	Paper		
CNCL-2022-02	Council Ordinances & Indexes	Permanent	Paper		
CNCL-2022-03	Council Resolutions & Indexes	Permanent	Paper		
CNCL-2022-04	Council Audio/Video Recordings	5 years	Electronic		
CNCL-2022-05	Council Reports	5 years	Paper		
CNCL-2022-06	Liquor License Requests	5 years	Paper		
CNCL-2022-07	Petitions (misc not filed elsewhere)	5 years	Paper		
CNCL-2022-08	Proofs of Publication – Ordinances, Public Hearing Notices	5 years	Paper		
CNCL-2022-09	Oaths of Office of Elected Officials	10 years after leaving office	Paper		

SAO-/LGRP- RC-2 (Part 1 & 2), Revised August 2014