



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

APR 08 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

City of North Royalton Office on Aging

(local government entity) (unit)
Debra J. Burrows Debra J. Burrows Outreach Specialist

(signature of responsible official) (name) (title) (date)

Section B: Records Commission

Records Commission 440-237-5686
 (telephone number)

13500 Ridge Road, North Royalton, Ohio 44133 Cuyahoga
 (address) (city) (zip code) (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.

Robert Hilde 3-25-19
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amanda Rindler Local Government Records Archivist 4/11/19
 Signature Title Date

Section D: Auditor of State

Martin E. Moore Records Mgr 4-25-19
 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

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
OOA-17	Reference Library Materials	Until updated. Superseded or obsolete (RC3 not required)	Multi		<input type="checkbox"/>
OOA-18	Records Retention Documents RC1, RC2, RC3	25 years after superseded	Paper until microfilmed/s canned		<input type="checkbox"/>
OOA-19	Telephone Records	1 year (RC3 not required) Until vehicle sold	Paper until microfilmed/s canned		<input type="checkbox"/>
OOA-20	Vehicle Maintenance/Mileage	Until vehicle sold	Paper Until Microfilmed/ Scanned		<input type="checkbox"/>
OOA-21	Visitors Log/Sign in	1 year (RC3 not required)	Paper until Microfilmed/Scanned		<input type="checkbox"/>
OOA-22	Van/Transportation – ADA Complaint of non-compliance	1 year	Multi		<input type="checkbox"/>
OOA-23	Van/Transportation – ADA Summary Form of Complaints	5 year	Multi		<input type="checkbox"/>
OOA-24	Registration Cards	3 yrs or until no longer administratively necessary then destroy	Paper until microfilmed/scanned		<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
OOA-25	Office on Aging Newsletter	Until no longer administratively necessary	Paper		<input type="checkbox"/>
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