

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

TO: John Mills, Secretary, City of Cleveland Records Commission, Telephone Number: 216 664 2800.

601 Lakeside Avenue, Room 106, Cleveland 44114, Cuyahoga County

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

Patricia J. Britt Patricia J. Britt Clerk of Council 4/7/17
(signature of responsible official) (name) (title) (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 4/7/17 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 4/7/2017
Signature Date

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

[Signature] 4/24/17
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

[Signature] 5-2-17
For the Ohio Auditor of State Date

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
Office of the Clerk of Council				
17-08	Council member request forms for resolutions and scrolls	Until no longer administratively necessary	Paper & Electronic	
17-09	ADA policies	Until superseded	" "	
17-10	ADA written complaints, appeals, responses	3 years	" "	
17- 0 11	Records requests and responses	4 years	" "	

OHIO HISTORY CONNECTION

APR 13 2017

STATE AND LOCAL
GOVERNMENT RECORDS