



City of Cleveland
Justin M. Bibb, Mayor

Department of Law

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Via Electronic Mail Only: localrecs@ohiohistory.org

July 19, 2022

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

Dear Records Archivist:

The City Records Commission of Cleveland met on July 18, 2022. The Commission received, considered and approved a proposed Records Retention Schedule (RC-2) from Cleveland City Council. For your Program's review and approval, please find attached the following completed form:

- RC-2 from City Council, City of Cleveland: discretionary project applications

I will note that this supplements and amends the existing 2015 records schedule of City Council to add an additional records series under the "Policy/Research Division" section of the RC-2 that was approved by our Commission on July 23, 2015, and is currently utilized.

Upon your approval, please forward this RC-2 to the Auditor of State's Records Officer. A return copy of the approved form to the undersigned Secretary of the City Records Commission is appreciated. Once all signatures have been affixed, the City Records Commission and the originating office listed above will retain permanent copies of this RC-2 to document the legal disposal of public records.

Page 2 of 2
July 19, 2022

Thank you for your kind attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Roberts', with a long horizontal flourish extending to the right.

Kevin P. Roberts, Assistant Director of Law &
Secretary, City Records Commission

Attachment

cc: Elise Hara Auvil, Chief Administrative Officer & Chairperson, City Records
Commission
Patricia J. Britt, Clerk of Council, Cleveland City Council
Rachel Nigro-Scalish, Special Council, Cleveland City Council



JULY 19 2022

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Cleveland

City Council

(Local Government Entity)

(Unit)

Patricia J. Britt

Clerk

7/18/22

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission Secretary, Kevin P. Roberts

(Telephone Number)

601 Lakeside Avenue

Cleveland

44114

Cuyahoga

(Address)

(City)

(Zip Code)

(County)

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

Kroberts2@clevelandohio.gov

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.

[Signature]

7-18-22

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

8/3/2022

Signature

Title

Date

Section D: Auditor of State

Records Manager

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.

City of Cleveland

City Council

(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
15-38a	Discretionary project applications including UDAG, NEF & Casino Revenue funds	6 years from date of funding determination	Paper & electronic		<input type="checkbox"/>
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