



Records Retention Committee

Agenda for May 6, 2025

- I. Open Meeting – 12:00 p.m. – Mayor’s Conference Room
- II. Roll Call
- III. Old Business
- IV. New Business
 - A. Approval of Minutes
 - 1. May 3, 2023 – previously sent for comment on May 5, 2023. No corrections made.
 - B. Approval of RC-2 Schedules
 - 1. Norwood City Auditor
 - 2. Human Resources
 - 3. Water Billing Office
- V. Adjourn

Norwood Records Retention Committee

Meeting of May 3, 2023

Scheduled: 12:00 p.m.

Attendance: Noah Powers, Chair – Representing Mayor Victor Schneider
Tim Garry, Assistant Law Director – Representing Keith Moore, Law Director
Andrew Conlon – Resident

Absent: Marcus Patterson, Deputy Auditor – Representing Jim Stith, Auditor

- 1) Call to Order – 12:11 p.m. by Chair Noah Powers
- 2) Roll Call
 - A) Tim Garry, present
 - B) Andy Conlon, present
 - C) Noah Powers, present
 - D) Marcus Patterson, absent
- 3) Approval of Minutes
 - A) October 28, 2022
 - I) Motion to approve by Mr. Conlon, Second by Mr. Garry
 - II) Approved, all in favor.
- 4) Old Business
 - A) Discussion of the Law Department Storage Area – raised by Mr. Garry
 - I) Mr. Garry indicated that certain public records requests had been received which may or may not require entrance to the former Law Department storage area, which has potentially toxic substances in the room consisting primarily of a large quantity of bird feces. He indicated that he has reviewed NIOSH recommendations and discussed the issue with the Fire Department, but not been able to safely enter the room.
 - II) Mr. Garry indicated the specific requests were for cell phone tower lease documents and documents relative to Marsh Park; the latter being requested by Councilmember Hoover.
 - III) Mr. Powers indicated he will contact the state seeking additional advice on the matter of these records and whether they are disposable due to the health concerns related to them.
 - IV) Mr. Powers indicated he would get photographs of the room to Mr. Conlon and Mr. Garry.
- 5) New Business
 - A) Norwood City Board of Health RC-2 Schedule Approval
 - I) Mr. Garry opined that it may not be necessary for this commission to approve this schedule as the Board of Health is now independent of the city, but that in the interest of expediting the approval we should do so.

- II) Mr. Conlon noted that some of the records on the form would have been created when the Board of Health was the Health Department, and so those would be city records when they were created.
- III) Mr. Conlon moved to approve the schedule, Mr. Garry seconded the motion.
 - 1. All in favor, approved.
- B) Mr. Conlon raised the point that a number of documents in the care of the Mayor's Court had been destroyed by water damage.
 - I) Mr. Powers indicated that Mr. Conlon should prepare a letter denoting the destroyed records and submit that letter to Mr. Powers as Chair of the Records Commission.
- C) Mr. Garry offered by way of information that the Mayor's Court had been creating a record which cancelled warrants by list, due to age or inability to serve said warrants. This list was then approved by the magistrate.
- 6) Motion to excuse Mr. Patterson
 - A) Made by Mr. Garry, seconded by Mr. Conlon.
 - B) All in favor, approved.
- 7) Motion to Adjourn
 - A) Made by Mr. Conlon, second by Mr. Garry.
 - B) Approved, all in favor.



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

City of Norwood, Ohio	Auditor
(Local Government Entity)	(Unit / Department)

	Mary Yeager	Deputy Auditor
(Signature of Responsible Official)	(Name)	(Title)
		(Date)

Records Commission
 (Local Government Entity) (Telephone Number)

(Address) (Ci ty) (Zi p Code) (Count y)

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

Chio Revised Code, §121.22, 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
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Signature	Title	Date
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Signature	Title	Date
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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 Norwood

Auditor

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only</u> RC-3 Required
AUD-001	Transient: All communications which convey information of temporary importance including voicemail, chats, posts, instant, text messages, post-it notes, drafts, generic emails, social media posts, and shared departmental calendars. These communications have very little administrative value as they do not set policy, establish guidelines, define procedures, certify a transaction, or become a receipt.	Until no longer of administrative value, then destroy	Paper & Electronic		☐
AUD-002	Copies of Records: Internally duplicated records created for administrative convenience or reference	Until no longer of administrative value, then destroy	Paper & Electronic		☐
AUD-003	Blank Forms: Unused forms	Until obsolete or superseded, then destroy	Paper & Electronic		☐
AUD-004	Permits/Licenses: solicitors/peddlers, yard sale, bond, dealers, barbershops, salons, etc.	term of permit plus 2 yrs	Paper & Electronic		☐
AUD-005	Pay-In/Deposit records	Until 3 yrs after applicable fiscal year ends	Paper & Electronic		☐
AUD-006	Non-Debt Expense Records: Requisitions, purchase orders, invoices, copies of checks, and other relevant supporting documentation.	Until 3 yrs after applicable fiscal year ends	Paper & Electronic		☐

AUD-007	Voided Checks	Until 3 yrs after applicable fiscal year ends	Paper & Electronic		☐
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Section E: Records Retention Schedule (RC-2) - Part 2

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City of Norwood

Auditor

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC- 3 Required
AUD-008	Fixed Asset Records	until asset is disposed plus 3 yrs	Paper & Electronic		☐
AUD-009	Lease Records	Until paid off plus 3 yrs	Paper & Electronic		☐
AUD-010	Credit Card Records	while card is active plus 3 yrs	Paper & Electronic		☐
AUD-011	Damage Claims	Until settled and/or all appeals exhausted plus 3 yrs	Paper & Electronic		☐
AUD-012	Insurance Records	while policy is active plus 3 yrs	Paper & Electronic		☐
AUD-013	Grant Records	while the grant is active plus 5 yrs after the grant period ends	Paper & Electronic		☐
AUD-014	Manuals, Handbooks, Directives, Internal Procedures	Until superceded, obsolete, or replaced. Retain 1 file copy 3 yrs	Paper & Electronic		☐
AUD-015	Departmental Budget	Until 5 yrs after fiscal year-end	Paper & Electronic		☐
AUD-016	Annual Audit Reports	Until 5 yrs after fiscal year-end	Paper & Electronic		☐

AUD-017	Original Appropriations & Changes to Appropriations	Until 5 yrs after fiscal year-end	Paper & Electronic		☐
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Auditor

(Local Government Entity)

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AUD-018	Annual Certificate of Estimated Resources	Until 5 yrs after fiscal year-end	Paper & Electronic		☐
AUD-019	County Settlement Sheets	Until 5 yrs after fiscal year-end	Paper & Electronic		☐
AUD-020	Payroll - Application for PERS Refund or Waiver	Permanent	Paper & Electronic		☐
AUD-021	Payroll - Court Orders for Payroll Deduction	Until employee terminates or Order Rescinded	Paper & Electronic		☐
AUD-022	Payroll - Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly.	Paper & Electronic		☐
AUD-023	Payroll - Employee Income Tax Withholding Certificate	3 yrs. after termination of employment	Paper & Electronic		☐
AUD-024	Payroll - Employee Withholding Payment Record	6 yrs. after termination of employment	Paper & Electronic		☐
AUD-025	Payroll - Employee Pay Records	Continually updated until termination then place into personnel file.	Paper & Electronic		☐

AUD-026	Payroll - Employee Withholding Requests	Until replaced or revoked by employee	Paper & Electronic		☐
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Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

City of Norwood

Auditor

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
AUD-027	Payroll - Employer Quarterly Federal Tax Return	4 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-028	Payroll - Garnishment Orders	Until employee terminates or Order Rescinded, plus 3 yrs.	Paper & Electronic		☐
AUD-029	Payroll - Bi-Weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	Paper & Electronic		☐
AUD-030	Payroll - Annual Employee Leave Use\ Balances Report	5 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-031	Payroll - Annual Leave Use and Balances by Muni Unit	25 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-032	Payroll - Individual Employee Leave Use and Balances	Continually maintained and updated in personnel file. Purge 3 yrs. after termination provided no outstanding balances.	Paper & Electronic		☐
AUD-033	Payroll - Notification of Pay\ Pay Step Increase	Until superceded. Copy in personnel file.	Paper & Electronic		☐

AUD-034	Payroll - Overtime authorization	3 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-035	Payroll - Overtime reports	3 yrs. after fiscal year-end	Paper & Electronic		☐

Section E: Records Retention Schedule (RC-2) - Part 2

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(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC- 3 Required
AUD-036	Payroll - Payroll Journal\Record Annual Cumulative Printout	50 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-037	Payroll - Weekly\Monthly Payroll Journal	3 yrs. and provided cumulative employee payroll data retained in personnel file	Paper & Electronic		☐
AUD-038	Payroll - Reports to Retirement Systems	50 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-039	Payroll - State Income Tax Report	25 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-040	Payroll - Tax Withholding Reports	6 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-041	Payroll - W-2 Forms	6 yrs. after fiscal year-end	Paper & Electronic		☐
AUD-042	Payroll - W-4 Forms	Until superceded or employee terminates	Paper & Electronic		☐
AUD-043	Payroll - Timesheets	3 yrs. after fiscal year-end	Paper & Electronic		☐



Ohio History Connection
State Archives of Ohio
Local Government Records
Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

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, Ohio Human Resources
(Local Government Entity) (Unit/Department)

Lori Zorbek Human Resources Director
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

Records Commission
(Local Government Entity) (Telephone Number)

(Address) (City) (Zip Code) (County)

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

Ohio Revised Code, §121.22, 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 D: Auditor of State

Signature Title Date

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Section E: Records Retention Schedule (RC-2) - Part 2*See instructions before completing this form.*

City of Norwood

Auditor

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
HR- 2025-01	Personnel File/Records	Purge 2 years after employee leave service except. Retain as permanent: service time, salary, promotion history, resignation letters, retirement information. See auditors for payroll and time retention requirements.	Paper or Electronic		☐
HR- 2025-02	Employee Performance Evaluations	5 years	Paper or Electronic		☐
HR- 2025-03	Discipline actions	3 years	Paper or Electronic		☐
HR- 2025-04	Grievance hearing records	1 years after resolved	Paper or Electronic		☐
HR- 2025-05	Job/ Positions descriptions	Until superseded	Paper or Electronic		☐
HR- 2025-06	Employment applications	if hired retain in personnel file, if not hired- 2 years.	Paper or Electronic		☐

Hr- 2025-07	Background checks	3 years	Paper or Electronic		☐
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Section E: Records Retention Schedule (RC-2) - Part 2

See instructions before completing this form.

City of Norwood

Auditor

(Local Government Entity)

(Unit / Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by</u> <u>LGRP only.</u> RC- 3 Required
HR-2025-08	Training records	retain while in service and 3 years after no longer employed	Paper or Electronic		☐
HR- 2025-09	Drug screens	If hired and active employees- 10y rs, if not hired 2 years.	Paper or Electronic		☐
HR-2025-10	Unemployment files/ forms	4 years after final payment	Paper or Electronic		☐
HR- 2025-11	Workers Compensation	10 years after final payment	Paper or Electronic		☐
HR- 2025-12	Medical Incident Reports and Accident Reports	6 years	Paper or Electronic		☐
HR- 2025-13	Manuals, Handbooks, Directives, Internal Procedures	Until superseded, obsolete, or replaced. Retain 1 file copy -3 yrs	Paper or Electronic		☐
HE- 2025-14	Service time, salary, promotion history,resignation letters, retirement information. See auditors for payroll and time retention requirements.	Retain as permanent	Paper or Electronic		☐



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

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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 - Water Billing Office

(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

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(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
2025-01	ACH AUTOPAY FORM – Customer Requests to have their utility bill auto debited from their bank account	3 years	Electronic		☐
2025-02	CASH RECEIPT BATCHES – The backup for daily batches of payments collected	2 years Provided audited	Paper		☐
2025-03	METER READING RECORDS/BLUE CARDS – Report of water usage	5 years	Paper		☐
2025-04	NEW METER INSTALLATION SHEETS – Installation of a new meter	1 year Provided completed	Electronic		☐
2025-05	NOTIFICATIONS TO WATER DEPARTMENT – Request to have the water/sewer bill put in their name	2 years Provided audited	Paper or Electronic		☐
2025-06	RATE SCHEDULES – the schedule showing the amounts to be charged for water and sewer based on the water usage	1 year Provided audited	Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

(local government entity)

(unit)

2025-07	SHUT-OFF LISTS – Report of customers that is to be shut-off each month for non-payment	1 month or until payment is made	Electronic		
2022-08	UTILITY BILLING REPORTS – Reports from the utility billing software system	5 years	Paper or Electronic		
	DAILY, MONTHLY, QUARTERLY, SEMI-ANNUAL REPORTS – Reports From the utility billing software system		Electronic		
	ANNUAL – Reports from the utility billing Software system		Electronic		
2022-09	WATER DEPOSIT RECORDS – Deposit amount for water and sewer service to be started	2 years or until customer moves, whichever is less	Paper or Electronic		
2022-10	WATER \ SEWER ASSISTANCE PROGRAM FILES – Application and documentation of program assistance rates on the utility bills of program participants	2 years	Paper or Electronic		
2022-11	WATER SYSTEM ASSET MANAGEMENT SOFTWARE SYSTEM REPORT – Report showing location of all water system assets	Permanent	Electronic		
2022-12	WORK ORDERS – Notices of work that needs completed related to water meter/account	Until work is completed and noted on customers account in Utility Billing software system	Paper or Electronic		