



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

AUGUST 12 2025

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 3

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

<u>City of Lorain</u> (Local Government Entity)	<u>Lorain City Council</u> (Unit/Department)
<u>Breanna Dull</u> (Signature of Responsible Official)	<u>Breanna Dull</u> (Name)
	<u>Clerk of Council</u> (Title)
	<u>7/10/25</u> (Date)

Section B: Records Commission

<u>Records Commission</u>			
<u>(440) 204-2002</u> (Telephone Number)			
<u>200 W Erie Ave.</u> (Address)	<u>Lorain</u> (City)	<u>44052</u> (Zip Code)	<u>Lorain</u> (County)

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

alonna-lopez@cityoflorain.org

I hereby certify that our records commission met in an open meeting, as required by the 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.

<u>J Bradley</u> Records Commission Chair Signature	<u>8/4/25</u> Date
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Section C: Ohio History Connection - State Archives

<u>Local Government Records Archivist</u>	<u>8/12/2025</u>
Signature	Title
	Date

Section D: Auditor of State

<u>Records Manager</u>		
Signature	Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.***City of Lorain, Ohio****Lorain City Council**

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retentio n Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
GF 13-1	Agendas	5 years	Paper/Electronic		
GF 13-2	Auditor Correspondence/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-3	Building/Housing Planning Corr/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-4	Cable Provider Correspondence	5 years	Paper/Electronic		
GF 13-5	Civil Service Commission Correspondence	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-6	Clerk of Court/Municipal Court Corr/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-7	Public Comment Sign In Sheets	5 years	Paper		
GF 13-8	Clerk of Council Corr/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-9	County Departments- Filings/Corr	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-10	Engineering Correspondence/Reports	5 years	Paper/Electronic		
GF 13-11	Law Department- Corr/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-12	Law Department- Legal Opinions	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-13	Legislation Published- Copies	5 years	Paper/Electronic		
GF 13-14	Mayor's Correspondence/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-15	Minutes (Regular/Pub. Hrgs/Special) Copies	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-16	Misc. Correspondence to Council	5 years	Paper/Electronic		
GF 13-17	Misc. Correspondence from Council	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-18	Public Properties Dept. Correspondence	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-19	Misc. Petitions Copies	5 years	Paper/Electronic		
GF 13-20	Public Record Requests & Log	2 years	Paper/Electronic		<input type="checkbox"/>
GF 13-21	Police Department Corr/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-22	Port Authority Correspondence	5 years	Paper/Electronic		
GF 13-23	Safety/Service Correspondence/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-24	Treasurer's Office Corr/Reports	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-25	Utilities Dept. Correspondence/Reports	5 years	Paper/Electronic		
GF 13-26	Individual Councilmember Files	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-27	Committee Files- Corr/Report, Etc.	5 years	Paper/Electronic		<input type="checkbox"/>
GF 13-28	Certificate of Election Results	5 years	Paper/Electronic		
GF 13-29	Legislative Index- Ords & Resos (Prior 1992)	Permanent	Paper/Electronic		✓ <input type="checkbox"/>
GF 13-30	Liquor Control Notifications/Objections	5 years	Paper/Electronic		<input type="checkbox"/>
VA 13-31	Minutes- Original (bound)	Permanent	Paper		✓ <input type="checkbox"/>
VA 13-32	Ordinances- Original	Permanent	Paper		✓ <input type="checkbox"/>
VA 13-33	Resolutions- Original	Permanent	Paper		✓ <input type="checkbox"/>
VA 13-34	ZCA Applications/Correspondence	5 years	Paper/Electronic		
VA 13-35	Planning Commission Recs/Corr	5 years	Paper/Electronic		<input type="checkbox"/>
VA 13-36	Codified Ordinance Update Packets	3 years	Paper/Electronic		<input type="checkbox"/>
OL 13-37	Audio/Video Recordings of Meetings	1 year	Electronic		
VA 13-38	Schedules of Records Retention	Permanent	Paper/Electronic		<input type="checkbox"/>
OL 13-39	Email/Voicemail, etc. (Non-Transient)		Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.***City of Lorain, Ohio****Lorain City Council**

(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
GF 13-40	Magazines, publications, rosters, copies, etc.	Destroy when of no admin value	Paper/Electronic		<input type="checkbox"/>
DF 13-41	Purchase Orders, Payroll Sheets, etc	2 years /After Audit	Paper/Electronic		<input type="checkbox"/>
DF 13-42	Affidavits of Publication	5 years	Paper/Electronic		<input type="checkbox"/>
VA 13-43	Petitions to Vacate, Pave, etc.	5 years	Paper/Electronic		<input type="checkbox"/>
VA 13-44	Committee Minutes	Permanent	Paper/Electronic		✓ <input type="checkbox"/>
VA 13-45	Draft/Withdrawn/Obsolete Legislation	2 years	Paper/Electronic		<input type="checkbox"/>
VA 13-46	Oaths of Office	5 years	Paper/Electronic		<input type="checkbox"/>
DF 13-47	Ohio Ethics Comm. Correspondence	2 years	Paper/Electronic		<input type="checkbox"/>
VA 13-48	Chronological Index of Ordinances	Permanent	Paper/Electronic		✓ <input type="checkbox"/>
VA 13-49	Chronological Index of Resolutions	Permanent	Paper/Electronic		✓ <input type="checkbox"/>
OL 13-50	Digital Council Packets on City Website	1 year	Electronic		<input type="checkbox"/>
VA 13-51	Special Assessments Record	3 years after final payment & audit	Paper/Electronic		<input type="checkbox"/>
				Audited means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>
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