



Records Commission AGENDA

Monday, January 26, 2026 at 2:00 p.m.

1. Meeting Call to Order
2. Roll Call
3. Approval of Minutes
 - a. August 1, 2025 Meeting Minutes
4. New Business
 - a. Treasurer's request for approval of the Records Retention Schedule (RC-2).
 - b. The Public Property Department's request for approval of the Records Retention Schedule (RC-2).
5. Old Business
6. Miscellaneous Concerns
 - a. Tentative Meeting Date: Monday, July 20, 2026, at 2:00 P.M.
7. Adjournment



CITY OF LORAIN

Records Commission

3. a.

Meeting Date: 01/26/2026

Subject:

August 1, 2025 Meeting Minutes

Attachments

Minutes

CITY OF LORAIN
RECORDS COMMISSION
MINUTES
Friday – August 1, 2025 – 9:30 A.M.

1. **MEETING CALL TO ORDER**

Records Commission Meeting of August 1, 2025, called to order at 9:34 a.m.

2. **ROLL CALL**

Present: Mayor Jack Bradley, Safety/Service Director Rey Carrion, John Strader on behalf of Auditor Koziura, Rocky Radeff on behalf of Law Director Riley, Frank Sipkovsky, Maggie Partin, Breanna Dull, Councilwoman Beth Henley, Councilwoman Victoria Kempton, and Alonna Lopez.

3. **APPROVAL OF THE MINUTES**

- a. January 30, 2025, Meeting Minutes.

John Strader made a motion to approve the minutes of January 30, 2025. Frank Sipkovsky seconded the motion. Motion carried unanimously.

Discussion: The meeting minutes for today's meeting (August 1, 2025) will be available after approval at the records commission meeting tentatively scheduled for January 2026. This commission has oversight by the Ohio History Connection and the Ohio State Auditor. Items approved at the City of Lorain Records Commission are forwarded to the other two entities for review and approval. This commission follows the Ohio Revised Code and laws applicable to the Records Commission.

4. **NEW BUSINESS**

- a. **Clerk of Council's request for approval of the Records Retention Schedule (RC-2).**

Discussion: This is a request to update the current RC-2 for the Clerk of Council's Office. This update comes as a result of the training the Clerk of Council's office attended in March 2025. It was recommended at that training that RC-2 schedules be updated every eight years. The current schedule being used is from 2013 but is not deficient in any way. Changes or additions to the current RC-2 are highlighted in yellow. The department is updating the RC-2 to include additional documents that have been started in recent years such as public comment sheets. This update includes changes to department names. This is not a request to destroy any documentation. The updated schedule will get the department on a yearly schedule following the Ohio

Municipal Records Manual recommendations. Some items/documents will be kept longer than the recommended retention period. City Council meeting minutes are maintained permanently. DF-13-41 has been amended to say 2 years or until a state audit for that year has been released.

Motion to approve the request as amended- John Strader; Seconded- Safety Service Director Rey Carrion. Motion carried unanimously.

5. **Old BUSINESS-**

None.

6. **MISCELLANEOUS CONCERNS**

Councilwoman Kempton questioned how a citizen would locate records after they are destroyed. Not every record has a backup that is maintained permanently. Some records are maintained electronically for a period of time after the paper document is destroyed. A department's RC-3 outlines the documents, media type(s), and year ranges for documents requested to be destroyed. Unless a document is required to be maintained permanently there is a chance that the paper and electronic records will be destroyed based on the department's RC-3. Any records approved to be destroyed cannot be requested after the set destruction date. Breanna Dull shared that the City Council meeting minutes are verbatim and maintained permanently. Councilwoman Kempton raised the question of maintaining the Council meetings that were held and filmed virtually during the Covid 19 shutdown. She questioned if for historical purposes those meeting recordings should be maintained permanently. Records requested to be destroyed are reviewed by three entities. First by the Lorain Records Commission (which is the process taking place today). The documents are then submitted to the Ohio History Connection and Ohio State Auditor. Once submitted each entity has 60 days to review the RC forms submitted. The Ohio History Connection reviews items for historical value and if they believed those records should be maintained permanently or submitted for further review, they would have notified the city. The city did not receive any notification from the Ohio History Connection for meetings held virtually during the pandemic. Councilwoman Henley thanked Breanna and Maggie for their great work.

The tentative date of the next Records Commission meeting will be Thursday, January 29, 2026, at 2:00 p.m.

7. **AJOURNMENT**

The Records Commission Meeting of August 1 adjourned at 10:01 a.m.



CITY OF LORAIN

Records Commission

4. a.

Meeting Date: 01/26/2026

Subject:

Treasurer's request for approval of the Records Retention Schedule (RC-2).

Attachments

RC-2 Treasurer



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 Lorain	Treasurer/Income Tax Office
(Local Government Entity)	(Unit)
Terri M Soto	Treasurer
(Signature of Responsible Official)	(Title)
	1/7/2026
	(Date)

Section B: Records Commission

City of Lorain Records Commission	Records Commission	(440) 204-1002
		(Telephone Number)
200 W Erie Ave	Lorain	44052
(Address)	(City)	(Zip Code)
		Lorain
		(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 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 D: Auditor of State

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
2026-1-IT	Final Returns with attachments 2018-2019	6yrs, provided audit	Paper		<input type="checkbox"/>
2026-2-IT	Payroll Reconciliatons including: W2's and 1099's 2018-2019	6yrs, provided audit	Paper Electronic		<input type="checkbox"/>
2026-3-IT	Quarterly estimated tax forms	6yrs, provided audit	Paper		<input type="checkbox"/>
2026-4-IT	Employer's withholding tax forms	6yrs, provided audit	Paper Electronic		<input type="checkbox"/>
2026-5-IT	Emails, faxes, and other correspondence pertaining to income tax information	Printed and placed in related file	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>



CITY OF LORAIN

Records Commission

4. b.

Meeting Date: 01/26/2026

Subject:

The Public Property Department's request for approval of the Records Retention Schedule (RC-2).

Attachments

RC-2 Public Property

RC-2 Public Property (2023)



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

(Local Government Entity)

(Unit/Department)

Lorain *LORI R GARCIA* *Pub Prop Mgr* *1/16/20*
 (Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

Records Commission

440.204.2002
 (Telephone Number)

200 W. Erie Ave *Lorain* *44052* *Lorain*
 (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 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.

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.

(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 LGRP only</u> RC-3 Required
PP-012	CDL/Non CDL Pretrip Inspection	3 years	paper		<input type="checkbox"/>
PP-013	Vehicle Write Up Sheets	3 years	paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>



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

*amended
7/20/2023
BOW*

Section A: Local Government Unit

City of Lorain, Ohio

Public Property Department

(Local Government Entity)

(Unit)

Lori Garcia

Lori Garcia

Public Property Manager

7/20/2023

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

440.204.2002

(Telephone Number)

200 W. Erie Ave.

Lorain

44052

Lorain

(Address)

(City)

(Zip Code)

(County)

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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]

7/20/2023

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

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 Lorain, Ohio

Public Property Department

(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
PP-001	Accident Reports – Damage to vehicle or property	6 years w/ no action pending	Paper		<input type="checkbox"/>
PP-002	Activity Reports – Daily work orders & weekly callouts	3 years	Paper		<input type="checkbox"/>
PP-003	Delivery / Packing Slips	2 years	Paper		<input type="checkbox"/>
PP-004	Fuel Usage Records	3 years	Paper		<input type="checkbox"/>
PP-005	Invoices	3 years	Paper		<input type="checkbox"/>
PP-006	Parks Pavilion & Field Permits	2 years	Paper		<input type="checkbox"/>
PP-007	Pesticide Application Records	5 years	Paper		<input type="checkbox"/>
PP-008	Purchase Orders (copies)	3 years	Paper		<input type="checkbox"/>
PP-009	Receipt Books	3 years	Paper		<input type="checkbox"/>
PP-010	Vouchers (copies)	3 years	Paper		<input type="checkbox"/>
PP-011	Employee Time Cards	3 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>