

164.06 DEPARTMENT HEAD AS A MEMBER.

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- Skip to main content
- Search
- Sitemap
- Login
- Select Language
- Resources
- Skip to code content (skip section selection)
- 2025-04 (current)
- Sheffield Lake Overview
- Codified Ordinances of Sheffield Lake, OH
- CODIFIED ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- CERTIFICATION
- ROSTER OF OFFICIALS
- ADOPTING ORDINANCE NO. 116-84
- COMPARATIVE SECTION TABLE
- TABLES OF SPECIAL ORDINANCES OF SHEFFIELD LAKE
- CHARTER

PART ONE - ADMINISTRATIVE CODE

TITLE ONE - General Provisions

TITLE THREE - Legislative

TITLE FIVE - Administrative

CHAPTER 121 Mayor

CHAPTER 123 Treasurer

CHAPTER 127 Department of Law

CHAPTER 129 Department of Finance

CHAPTER 131 Department of Public Safety

CHAPTER 133 Division of Police

CHAPTER 135 Division of Fire

CHAPTER 137 Division of Building Inspection

CHAPTER 138 Division of Health

CHAPTER 139 Department of Public Service

CHAPTER 141 Division of Water

CHAPTER 143 Division of Sewers

CHAPTER 145 Division of Streets and Roads

CHAPTER 147 Division of Sanitation

CHAPTER 149 Department of Taxation

CHAPTER 151 Engineer

CHAPTER 153 Forester

CHAPTER 155 Animal Control Officer

CHAPTER 157 Civil Service Commission

CHAPTER 158 Block Grant Grievance Board

CHAPTER 159 Economic Development Advisory Board

CHAPTER 161 Board of Zoning and Building Appeals (Repealed)

CHAPTER 163 Park-Recreation Board (Repealed)

CHAPTER 164 Records Commission

164.01 ESTABLISHMENT.

164.02 FUNCTION.

164.03 DISPOSAL APPROVAL.

164.04 OHIO HISTORICAL SOCIETY.

164.05 CITY RECORDS COMMISSION APPROVAL.

164.06 DEPARTMENT HEAD AS A MEMBER.

164.07 QUORUM.

164.08 RECORDS RETENTION SCHEDULE.

CHAPTER 165 Rate Review Board

CHAPTER 167 Planning Commission

CHAPTER 168 Board of Control

CHAPTER 169 Employment Provisions

CHAPTER 171 Community Center Board of Trustees

CHAPTER 173 Legal Defense and Indemnification

CHAPTER 175 ADA Coordinator

CHAPTER 177 Part-Time Grant Administrator

TITLE SEVEN - Judicial

TITLE NINE - Taxation

PART THREE - TRAFFIC CODE

PART FIVE - GENERAL OFFENSES CODE

PART SEVEN - BUSINESS REGULATION CODE

PART NINE - STREETS, UTILITIES AND PUBLIC SERVICES CODE

PART ELEVEN - PLANNING AND ZONING CODE

PART THIRTEEN - BUILDING CODE

PART FIFTEEN - FIRE PREVENTION CODE

OH

Sheffield Lake

Codified Ordinances of Sheffield Lake, OH

164.08 RECORDS RETENTION SCHEDULE.

CHAPTER 164 Records Commission

CHAPTER 164

Records Commission

164.01 Establishment.

164.02 Function.

164.03 Disposal approval.

164.04 Ohio Historical Society.

164.05 City Records Commission approval.

164.06 Department head as a member.

164.07 Quorum.

164.08 Records Retention Schedule.

CROSS REFERENCES

Photostat or microfilm recording - see Ohio R.C. 9.01

Municipal Records Commission - see Ohio R.C. 149.39

164.01 ESTABLISHMENT.

There is hereby established, in and for the City of Sheffield Lake, Ohio, a Municipal Records Commission which shall be composed of the Mayor and/or the Mayor's appointed representative as Chairman, the Chief Fiscal Officer of the City, the Chief Legal Officer of the City, and a member of Council to be appointed by the President of Council. The Clerk of Council shall serve as the Secretary of the City Records Commission. The Commission may employ but need not employ an Archivist to serve under its direction. The Commission shall meet at least once every six months and also shall meet upon the call of its Chairman.

(Ord. 40-96. Passed 5-14-96.)

164.02 FUNCTION.

The function of the Commission shall be to provide rules for retention and disposal of records of the municipal corporation and to review applications for one-time records disposal and schedules of records retention and disposition submitted by Municipal offices. Records may be disposed of by the Commission pursuant to the procedures outlined in this chapter. The Commission may at any time review and schedule it has previously approved, and for good cause shown may revise that schedule. (Ord. 40-96. Passed 5-14-96.)

164.03 DISPOSAL APPROVAL.

When municipal records have been approved for disposal, a list of such records shall be sent to

the Auditor of State and/or the Ohio Historical Commission as may be required by law or to such other Officer or Commission as may be required by law. If the appropriate Officer or Commission or Department of the State of Ohio disapproves of the action by the Municipal Records Commission, in whole or in part, the Commission shall be informed by the disapproving Officer or Agency within a period of sixty days and those records shall not be destroyed. (Ord. 40-96. Passed 5-14-96.)

164.04 OHIO HISTORICAL SOCIETY.

Before any public records are disposed of, the Ohio Historical Society shall be informed and given the opportunity, for a period of sixty days, to select for its custody such public records as it considers to be of considering historical value.

(Ord. 40-96. Passed 5-14-96.)

164.05 CITY RECORDS COMMISSION APPROVAL.

No records of the City or any of its Departments shall be destroyed or otherwise disposed of without the prior approval of the City Records Commission.

(Ord. 40-96. Passed 5-14-96.)

164.06 DEPARTMENT HEAD AS A MEMBER.

In addition to the foregoing members of the City Records Commission, the Records Commission shall have, as its members for any particular disposal project, the head of the Department whose records are to be destroyed. (Ord. 40-96. Passed 5-14-96.)

164.07 QUORUM.

A quorum for the meeting of and conducting of the business of the City Records Commission shall consist of any three members of the City Records Commission.

(Ord. 40-96. Passed 5-14-96.)

164.08 RECORDS RETENTION SCHEDULE.

Council of the City of Sheffield Lake approves the Record Retention Schedule (attached to original Ordinance 49-08) as adopted by the Records Commission of the City of Sheffield Lake. (Ord. 49-08. Passed 6-24-08.)

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- Ordinances of Sheffield Lake, OH
- ORDINANCES OF THE CITY OF SHEFFIELD LAKE, OHIO
- ORDINANCE NO. 116-84
- ORDINANCES OF SHEFFIELD LAKE
- Repealed)
- ords Commission
- ORDS COMMISSION APPROVAL
- ORDS RETENTION SCHEDULE
- ordinator
- ords Commission approval
- ords Retention Schedule
- ording - see Ohio R
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- Ord. 40-96
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- Ord. 49-08
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