

_____ COUNTY LAND REUTILIZATION CORPORATION

PUBLIC RECORDS POLICY

Introduction:

The _____ County Land Reutilization Corporation (the "CLRC") hereby acknowledges that it is subject to the provisions of Chapter 149 of the Ohio Revised Code (the "Revised Code" and Chapter 149 thereof, the "Public Records Law"). It is the policy of the CLRC that transparency in conducting public business leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the CLRC to strictly adhere to its obligations under the Public Records Law. It is also the policy of the CLRC that exemptions from disclosure established by federal or State of Ohio (the "State") law must be applied when and where applicable, particularly where the laws are intended to protect the rights of third parties.

Section 1. Public Records Defined. The CLRC, in accordance with Sections 149.011(G) and 149.43 of the Ohio Revised Code, defines a "public record" for the purposes of this Policy as: any item that is kept by the CLRC that: (1) is stored on a fixed medium; (2) created, received, or sent under the jurisdiction of a public office; and (3) documents the organization, functions, policies, decisions, procedures, operations, or other activities of the CLRC. Public records under this Policy do not include any of the records described in: (i) items (a) through and including (z) of subdivision (A)(1) of Section 149.43 of the Revised Code and (ii) items (1) and (2) of division (A) of Section 1724.11 of the Revised Code.

Section 1.1. Policy regarding Availability of Public Records. It is the policy of the CLRC that, as required by Ohio law, public records will be organized and maintained so that they are available for inspection and copying in accordance with the Public Records Law. The CLRC shall designate a public records manager to whom requests for public records of the CLRC should be directed. The contact information of the CLRC's public records manager shall be included on the publicly available website of the CLRC.

Section 1.2. Policy regarding Record Retention Schedules. The CLRC shall cause to be prepared in accordance with the rules and regulations of the Cuyahoga County Records Commission record retention schedules and shall make such schedules available to the public in accordance with the policy set forth in Section 1.1 hereof.

Section 2. Public Record Requests. Each request for public records should be evaluated for a response using the following guidelines:

Section 2.1. Sufficiency of a Public Record Request; Clarification. Although no specific language is required to make a public record request, the requestor must at

least identify the public records requested with sufficient clarity to allow the public office to identify, retrieve, and review the public records. If it is not clear what public records are being sought, the records custodian must contact the requestor for clarification, and should assist the requestor in revising the request by informing the requestor of the manner in which the office keeps its public records.

Section 2.2. Form of Public Record Request. The requestor of the public record does not have to make his/her public record request in writing and does not have to provide his or her identity or the intended use of the requested public record. It is the general policy of the CLRC that the foregoing information may be requested only if: (a)(i) the written request or the disclosure of identity of the requestor or (ii) the intended use of the record would benefit the requestor by enhancing the ability of the CLRC to identify, locate or deliver the requested public record and (b) the requestor is informed that the written request or disclosure of identity of the requestor or intended use of the record is not mandatory.

Section 2.3 Availability of Public Records. Public records are to be available for inspection during regular business hours. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Section 2.4. Routine and Non-routine Public Record Requests. Each public records request should be evaluated for an estimated length of time required to gather the public records. Routine requests for public records should be satisfied immediately, if feasible to do so. Routine requests include meeting minutes, budgets, salary information, forms and applications, and such other public record requests that the CLRC determine are "routine". If any of these records contain information exempt from disclosure under subdivision (A)(1) of Section 149.43 of the Revised Code or subdivisions (A)(1) or (A)(2) of Section 1724.11 of the Revised Code, such as social security numbers or other confidential information, a request for such information cannot be handled as a "routine request." If fewer than 20 pages of copies are requested or if the public records are readily available in an electronic format that can be e-mailed or downloaded easily, these public records should be made available as quickly as practicable, taking into account the time required for legal review or redaction of the public records requested, when applicable. The CLRC will strive to acknowledge all requests for public records and provide an estimate of the number of business days it will take to satisfy the request within three business days following the records custodian's receipt of the request.

Section 2.5. Explanation of Basis for Denial of a Public Record Request. Any denial of a public record request must include an explanation, including legal authority, of the basis for the denial. If portions of a record are public and portions are exempt from being requested, the exempt portions are to be redacted and the rest of the public record released. If there are redactions, each redaction must be

accompanied by a supporting explanation, including legal authority, for the redaction. If the initial request was in writing, the explanation shall also be provided in writing.

Section 3. Costs for Public Records. Those seeking a copy of a public record will be charged only the actual out-of-pocket cost of making each of the copies.

Section 3.1. Out-of-Pocket Cost of Paper Copies. The charge per page for a paper copy is ____ cents (\$.__) per page.

Section 3.2. Out-of-Pocket Cost of CD-ROM Copy. The charge for downloading and burning computer files to a CD-ROM disc is \$._ per CD-ROM disc.

Section 3.3. No Cost for Documents Directly Deliverable by E-Mail. There is no charge for delivery of a copy of a document by e-mail if the document is held in the form of a downloadable computer file needing no additional formatting.

Section 3.4. Delivery of Paper Copies by U.S. Mail or Private Delivery Service. Requestors may ask that paper copies of public record documents be sent to them via U.S. Mail or private delivery service. Such persons will be charged, in addition to any cost for the paper copies, the actual cost of the U.S. postage or, if specifically requested, the actual cost of a private delivery service, plus the actual cost of any mailing supplies used in connection with the delivery.

Section 3.5. Payment for Delivery in Advance. The CLRC may require the requestor of a copy of Public Records to pay in advance the actual cost involved in delivery of the copies, including postage, if any.

Section 4. E-mail.

Documents held by CLRC in electronic mail format are public records when their content relates to the business of the CLRC. E-mail documents are to be treated in the same fashion as records in other formats and should follow the same record retention schedules.

Section 4.1. Use of Private E-Mail Accounts. Directors, officers or employees of the CCLRC who use private e-mail accounts to conduct public business create records that may be subject to disclosure in accordance with the Public Records Law. All directors, officers and employees or representatives of the CLRC shall be instructed to comply with the records retention policy of the CLRC with regard to all e-mails in private accounts that document the organization, functions, policies, decisions, procedures, operations, or other activities of the CCLRC, and to make them available to the records' custodian of the CCLRC in a timely manner, if so requested.

Section 4.2. Treatment of E-Mails from and in Private Accounts. The records' custodian shall be instructed to treat the e-mails from private accounts that document the organization, functions, policies, decisions, procedures, operations, or other activities of the CLRC as public records of the CLRC, filing them in the

appropriate way, retaining them in accordance with established records' retention schedules and making them available for inspection and copying in accordance with the Public Records Law.

Section 5. Failure to Respond to a Public Records Request. The CLRC recognizes that the consequences of failing to properly respond to a public records request in accordance with State law may result in a court ordering the CLRC to comply with the law and to pay the requestor attorney's fees and statutory damages.

SAMPLE RECORDS RETENTION SCHEDULE

1. _____ County Land Reutilization Corporation - Board of Directors

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
1101	Minutes of Board Meetings	Permanent	Paper or Digital	
1102	Agenda	2 years	Digital	
1103	Public Notices	1 year	Digital	
1104	Public Comment Request Form	2 years	Paper	
1105	Resolutions	Permanent	Paper and Digital	
1106	Media Request Forms	1 year after expiration	Paper	
1107	Annual Board Meeting	Permanent	Paper or Digital	
1199	Unclassified Board Meeting Documents	1 year	Paper or Digital	
1201	Board Manual	Permanent	Digital	
1202	Staff Reports	Permanent	Digital	
1203	Board-Adopted Policies	Permanent	Paper or Digital	
1296	Board - Memoranda	5 years	Paper or Digital	
1297	Board – Unclassified Reg. Correspond.	3 years	Paper or Digital	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
1298	Board – Unclassified E-mail Correspond.	3 years	Digital	
1299	Unclassified Board Records	Permanent	Paper or Digital	

RECORDS RETENTION SCHEDULE

2. _____ County Land Reutilization Corporation - Administration

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RECORDS RETENTION SCHEDULE

3. _____ County Land Reutilization Corporation - Personnel

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
3101	Officer Applications/ Resumés	Permanent	Digital or Paper	
3102	Staff Applications/ Resumés	Permanent	Digital or Paper	
3197	Correspondence Regular - Employment	5 years	Digital or Paper	
3198	Correspondence E-mail - Employment	5 years	Digital or Paper	
3199	Unclassified Employment Applications/ Resumés	5 years	Digital or Paper	
3201	Position Descriptions	Permanent	Digital or Paper	
3202	Salary Schedules	Permanent	Digital or Paper	
3203	Time Sheets and Form	Permanent	Digital	
3204	Personnel Manual	Permanent	Digital	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
3205	Staff Organizational Chart	Permanent	Digital	
3299	Unclassified Position Classification/Salary Structure Documents	Permanent	Digital	
3401.99	Unclassified Employee Documents	Permanent	Digital or Paper	
3501	Independent Contractor Contracts	Permanent	Digital or Paper	

RECORDS RETENTION SCHEDULE

4. _____ County Land Reutilization
Corporation - Finance

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
4101	Chart of Accounts	Permanent	Digital	
4102	Financial Statements	Annual – Permanent; Interim – until audited	Digital	
4103	Financial Audits	Permanent	Digital or Paper	
4104	General Ledger	Permanent	Digital	
4105	Accounts Payable Ledger	Permanent	Digital	
4106	Accounts Receivable Ledger	Permanent	Digital	
4107	Revenue Journals	Permanent	Digital	
4108	Purchase Orders	5 years after expiration provided audited	Digital	
4108.01	Purchase Order Procedures	Permanent	Digital	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
4108.02	Blanket Purchase Order Procedures	Permanent	Digital	
4109	CCLRC Budgets			
4109.01	Fiscal Year Budgets	Permanent	Digital	
4109.02	Temporary Budgets	Permanent	Digital	
4109.03	Programmatic Budgets	Permanent	Digital	
4109.04	Appropriation Budget v. Actual Expense Reports	Permanent	Digital	
4110	Invoices			
4110.01	Invoices – Accounts Payable	3 years after payment provided audited	Digital and Paper	
4110.02	Invoices – Accounts Receivable	3 years after receipt of payment provided audited	Digital and Paper	
4111	Check Registers	Permanent	Digital	
4112	Checking Account Statements; Canceled Checks	Permanent	Digital	
4113	Deposit Slips; Receipts	Permanent	Digital	
4114	Cash Receipt Book	Permanent	Digital	
4115	Vendor Lists/Codes	Permanent	Digital	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
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4116	Petty Cash Account	Permanent	Digital	
4117	Investment Ledger	Permanent	Digital	
4118	Bond Register	Permanent	Digital	
4119	Federal Grant Agreements	5 Years after the Compliance Audit	Paper	
4119.01	NSP 1 Funds	5 Years after the Compliance Audit	Paper	
4120	State Grant Agreements	10 Years after Termination provided audited	Paper	
4121	Private Grant Agreements	5 Years after Termination provided audited	Paper	
4122	Fixed Asset Ledger	Permanent	Digital	
4123	Travel Expenses	2 years after audit	Digital	
4123.01	Transportation, Lodging and Meal Expenses	2 years after audit	Digital	
4123.02	Mileage Expense Report	2 years after audit	Digital	
4124	Check Requests	2 years after audit	Digital	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
4124.01	Check Issuance Procedures	Permanent	Digital	
4125	Investment Policy	Permanent	Digital	
4126	Internal Control Procedures	Permanent	Digital	
4127	Requisition Procedures	Permanent	Digital	
4127.01	Sample Requisition Procedures	1 year after obsolescence	Digital	
4127.02	Sample Direct Award Purchasing Procedures	1 year after obsolescence	Digital	
4127.03	Sample Requisition Procedures – Direct Award Under \$1,000	1 year after obsolescence	Digital	
4127.04	Sample Purchasing Procedures against Requirements Contract	1 year after obsolescence	Digital	
4128	LRC Credit Card Procedures	Permanent	Digital	
4129	Vendor Approval Procedures	Permanent	Digital	
4197	Corporate Finance Regular Correspondence	5 Years	Digital	
4198	Corporate Finance E-Mail Correspondence	5 Years	Digital	
4199	Unclassified General Finance Records	Later of 5 Years or 3 years after audit	Digital	
4201	Loan Agreements	Permanent	Digital and Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
4202	Loan Commitments	5 years after maturity and full payment of Loan	Digital and Paper	
4203	Bond Documents & Transcripts	Permanent	Digital and Paper	
4204	Credit Card Agreements	5 years after termination and full payment of Credit Card balance	Digital and Paper	
4205	Loan/Bond Disclosure Documents	Permanent	Digital and Paper	
4206	Submissions to RFP for Underwriting Services	2 years after end of related contract for Underwriting Services	Paper	
4207	Bond Counsel Engagement Letters	Permanent	Digital and Paper	
4208	Financial Advisory Engagement Letters	Permanent	Digital and Paper	
4299	Unclassified Corporate Credit Records	5 years after termination and full payment of related Credit Facility	Digital and Paper	
4301	Payroll Ledgers	Permanent	Digital and/or Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
4302	Payroll Reports (Bi-monthly; Quarterly)	Permanent	Digital and/or Paper	
4303	Employee Vacation; Personal Leave Records	Permanent	Digital or Paper	
4304	W-2 Reports; W-4's (Employer copy)	Permanent	Digital or Paper	
4305	Bureau of Employment Services Quarterly Reports	Permanent	Digital or Paper	
4306	Federal Withholding & Deposit Reports	Permanent	Digital or Paper	
4307	State Withholding & Deposit Reports	Permanent	Digital or Paper	
4308	City Withholding & Deposit Reports	Permanent	Digital or Paper	
4309	Payroll Service Add/Delete Employee Forms	5 years after termination provided audited	Digital or Paper	
4310	Employee Absence Forms	Permanent	Digital or Paper	
4311	Employee Time Sheets	Permanent	Digital or Paper	
4312	Payroll Bank Account Statements	Permanent	Digital or Paper	
4313	Payroll Check Register	Permanent	Digital or Paper	
4397	Payroll/Tax Regular Correspondence	10 years	Digital or Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
4398	Payroll/Tax E-Mail Correspondence	10 years	Digital	
4399	Unclassified Payroll Records	5 years after audit of period	Digital or Paper	

RECORDS RETENTION SCHEDULE

5. _____ County Land Reutilization Corporation - Risk Management

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
6101	Property Insurance	Permanent	Digital or Paper	
6102	Liability Insurance	Permanent	Digital or Paper	
6103	Insurance Reports re Acquisitions	3 years after disposition of property	Digital or Paper	
6197	Insurance Regular Correspondence	5 years	Digital or Paper	
6198	Insurance E-Mail Correspondence	5 years	Digital	
6199	Unclassified Insurance Records	10 years	Digital or Paper	
6201	Employee Bonds	5 years after expiration	Paper	
6299	Unclassified Employee Bonds	5 years after expiration	Paper	

RECORDS RETENTION SCHEDULE

6. _____ County Land Reutilization Corporation - Information Technology

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
7101	Computer Network Design Information	Permanent	Digital	
7102	Computer Reports	6 months after obsolescence	Digital	
7103	Computer/Communication Equipment Manuals	At the disposal of hardware	Digital or Paper	
7104	Archives Documentation	Permanent	Digital	
7105.01	Software Manuals (Non-proprietary)	At the time of disposal of software	Digital or Paper	
7105.02	Software Manuals (Proprietary)	3 years after the disposal of software	Digital or Paper	
7106	System Security Logs	Permanent	Digital	
7107	Business Continuity Plan	Permanent	Digital	
7108	Hardware Contracts	3 years after termination of hardware contract	Digital or Paper	
7109	Software Contracts and Licenses	3 years after termination of software contract	Digital or Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
7110	Cuyahoga County Information Systems Service Order	1 year after completion of service order	Digital or Paper	
7197	Computer System Regular Correspondence	5 years	Paper	
7198	Computer System E-Mail Correspondence	5 years	Digital	
7199	Unclassified Computer System Records	5 years	Digital	
7201	Website Format and Information	Permanent [most current version only]	Digital	
7202	Website Instructions	Permanent [most current version only]	Digital	
7299	Unclassified Website Documents	2 years after removal from website, replacement or obsolescence	Digital	
7301	Project Information	5 years after completion of Project	Digital or Paper	
7302	Project Contracts	5 years after completion of Project	Digital or Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
7303	Project Manual	Permanent	Digital or Paper	
7399	Unclassified Computer Project Reports	Permanent	Digital or Paper	

RECORDS RETENTION SCHEDULE

7. _____ County Land Reutilization Corporation - Fixed Asset Mgm't.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
8101	Office Lease	Permanent	Paper	
8102	Fixtures - Documentation	6 months after removal of fixture	Digital or Paper	
8104	Other Equipment - Documentation	6 months after disposal of equipment	Digital or Paper	
8104.01	Other Equip. Maintenance Contracts	3 years after termination of contract	Digital or Paper	
8199	Unclassified Fixed Asset Documents	1 year after obsolescence or disposal of fixed asset	Digital or Paper	
8201	Parcel Schedule - Programmatic	Permanent	Digital	
8202	Parcel Schedule -Other	Permanent	Digital	
8203	Property File Procedures	Permanent	Digital	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
8299	Unclassified Parcel Documents	1 year after disposal of parcel	Digital	
8301	Delinquent Tax Lien Certificates	Permanent	Digital or Paper	
8399	Unclassified Delinquent Tax Lien Certificate Documents	5 years after foreclosure or redemption of tax lien certificate	Digital or Paper	

RECORDS RETENTION SCHEDULE

8. _____ County Land Reutilization Corporation - Reporting

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
9101	Annual Financial and Audit Report (R.C. §1724.05)	Permanent	Digital or Paper	
9102	Special Reports to State Legislature	Permanent	Digital and Paper	
9199	Unclassified State Reports	Permanent	Digital or Paper	
9201	NSP 1 Report	Permanent	Digital or Paper	
9202	NSP 2 Report	Permanent	Digital or Paper	
9299	Unclassified Federal Reports	Permanent	Digital or Paper	
9301	Miscellaneous Formal Staff Reports	Permanent	Digital or Paper	
9399	Unclassified Miscellaneous Reports	Permanent	Digital or Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
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