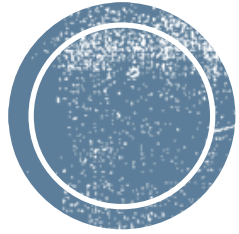


Records Retention Strategies for Everybody

STAYING LEGAL WITH PAPER AND MEETINGS

Sarah G. Norman & Jacqui Knettel





**“CCLRC Document support staff” =
the gal managing 9,000 file folders
and all of the documents in them
so that people who want to
come see them, can.**

RECORD RETENTION TRUISMS

- YOUR LAND BANK IS A “PUBLIC OFFICE.”
- “SUNSHINE LAWS” APPLY TO YOU.
- BOARD OF DIRECTORS & COMMITTEES MUST MEET “OPENLY” AND WITH NOTICE. MUST KEEP RECORDS.
- “PUBLIC RECORDS” IS A BROAD CONCEPT; INCLUDES ELECTRONIC OR PAPER DOCUMENTS OR COMMUNICATIONS ABOUT YOUR BUSINESS.
- PUBLIC RECORDS MEANS YOU ARE SUBJECT TO THE RECORDS RETENTION PROCESS; KEEP IT “ORDERLY AND ACCESSIBLE.”



www.OhioAttorneyGeneral.gov/Sunshine

Downloadable (200+ pages)
or request a paper copy

Free Online
"Sunshine Law"
Training



Tool #1:

A Sunshine Law
"Yellow Book"
from the Ohio
Attorney
General's Office



www.ohiohistory.org/learn/archives-library/state-archives/local-government-records-program



Step-by-step
checklist for getting
started, but...

Tool #2:

Ohio History
Connection
Webpage





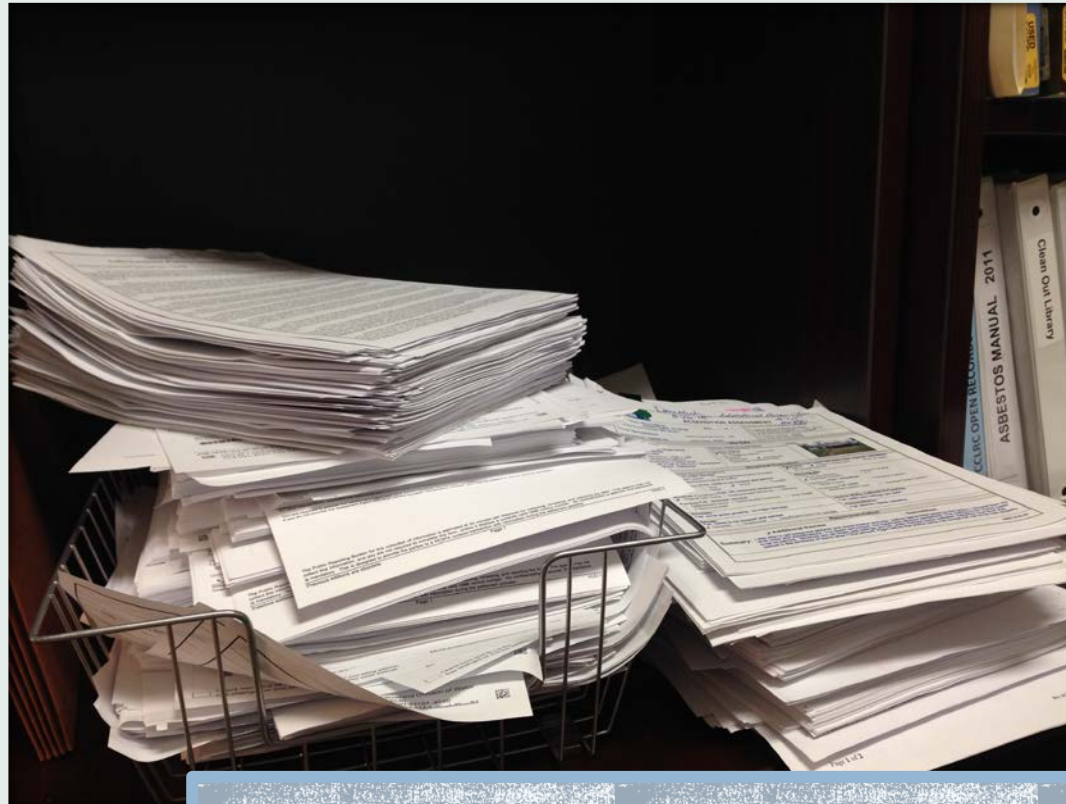
Whether electronic or paper, make all of them retrievable by parcel number.

CCLRC

PROGRAMS/
PROPERTY FILES:

- ACQUIRED
- DISPOSED/
REJECTED
- PURGED

Arranged by parcel
number



FINANCIAL
FILES:

Arranged
chronologically
and boxed
by year

"18 Filing Rules For Proper Alphabetizing"

www.filemate.com



This is an electronic list generated in Excel.

One MASTER LIST kept in "real time" (as they are made)

One version kept by PARCEL NUMBER

One version kept alphabetically by value



| | | | |
|------|------------|---------|-------|
| 1097 | 020-14-112 | SOURCE: | |
| 1098 | 020-14-112 | SOURCE: | TAX F |
| 1099 | 020-14-121 | SOURCE: | TAX F |
| 1100 | 020-14-153 | SOURCE: | |
| 1101 | 020-15-101 | SOURCE: | |
| 1102 | 020-15-107 | SOURCE: | |
| 1103 | 020-15-135 | SOURCE: | FO |
| 1104 | 020-16-039 | SOURCE: | TAX F |
| 1105 | 021-07-046 | SOURCE: | |
| 1106 | 021-10-010 | SOURCE: | TAX F |
| 1107 | 021-21-039 | SOURCE: | |
| 1108 | 021-21-041 | SOURCE: | FA |
| 1109 | 021-21-051 | SOURCE: | |
| 1110 | 021-22-018 | SOURCE: | |
| 1111 | 021-22-019 | SOURCE: | |
| 1112 | 021-22-021 | SOURCE: | N |
| 1113 | 021-22-050 | SOURCE: | |
| 1114 | 021-22-106 | SOURCE: | TAX F |
| 1115 | 021-23-041 | SOURCE: | |

Tool #3:

MASTER LIST of all files made



Generated in P

Files checked o
to "Disposed."



25 files

RECORD RETENTION LIST OF FILES TO PURGE AS OF JANUARY 2016

| | Municipality | Acq/disposal | Property Source | Date Acquire | Date Sold | BFL/ PPS | Purged |
|-------|--------------|--------------|-----------------|--------------|-----------|----------|---------|
| E AVE | Cleveland | Disposed | Tax Foreclosur | 12/7/2012 | 1/2/2013 | ✓ ✓ | 2-22-16 |
| | Euclid | Disposed | HUD | 8/7/2012 | 1/3/2013 | ✓ ✓ | 2-22-16 |
| VE | Cleveland | Disposed | HUD | 8/17/2011 | 1/4/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | HUD | 9/23/2010 | 1/4/2013 | ✓ ✓ | 2-22-16 |
| | Euclid | Disposed | HUD | 4/6/2012 | 1/4/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Fannie Mae | 11/16/2010 | 1/7/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland He | Disposed | HUD | 4/4/2012 | 1/7/2013 | ✓ ✓ | 2-22-16 |
| | Maple Heigh | Disposed | HUD | 7/29/2011 | 1/7/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Tax Foreclosur | 7/26/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | HUD | 4/23/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Tax Foreclosur | 11/28/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Tax Foreclosur | 11/29/2011 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | HUD | 7/5/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Tax Foreclosur | 8/8/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Tax Foreclosur | 5/21/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |
| | Cleveland | Disposed | Tax Foreclosur | 5/21/2012 | 1/8/2013 | ✓ ✓ | 2-22-16 |

4:
ED
ES list



Generated in Word.

A table of each kind of document we have, assigning a number code and retention period.



SMEAD.com- "4 ways to avoid misfiled records"

IRONMOUNTAIN.com— "Return on Information—is it the new ROI?"

TREENOSOFTWARE.COM- "The 5 Keys to a Successful Document Management System"

Tool #5:

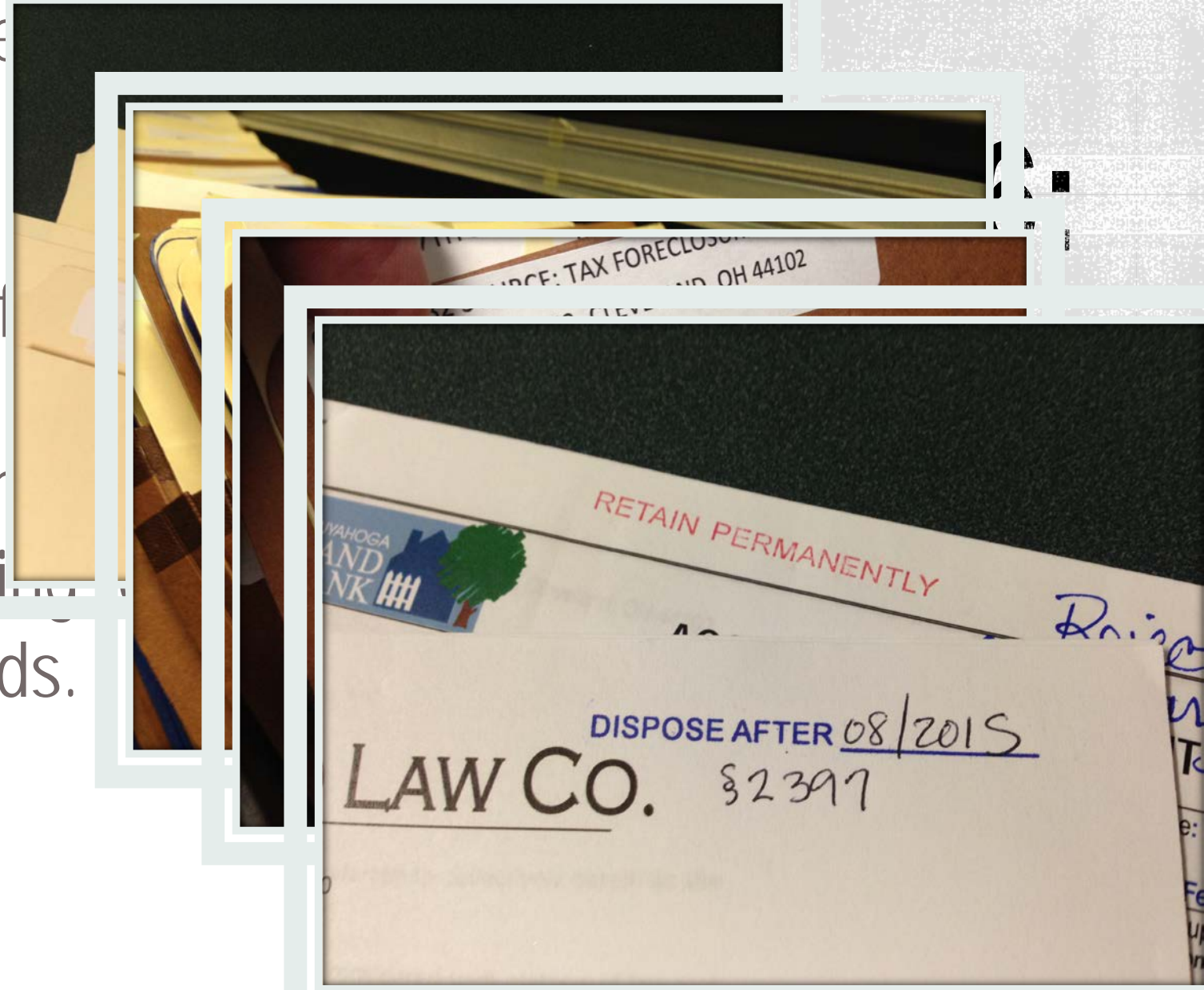
RRNS/RC- 2



“Skeleton” file folders (evenly made consistently).

Colored labels to identify

Pre-
mark
periods.

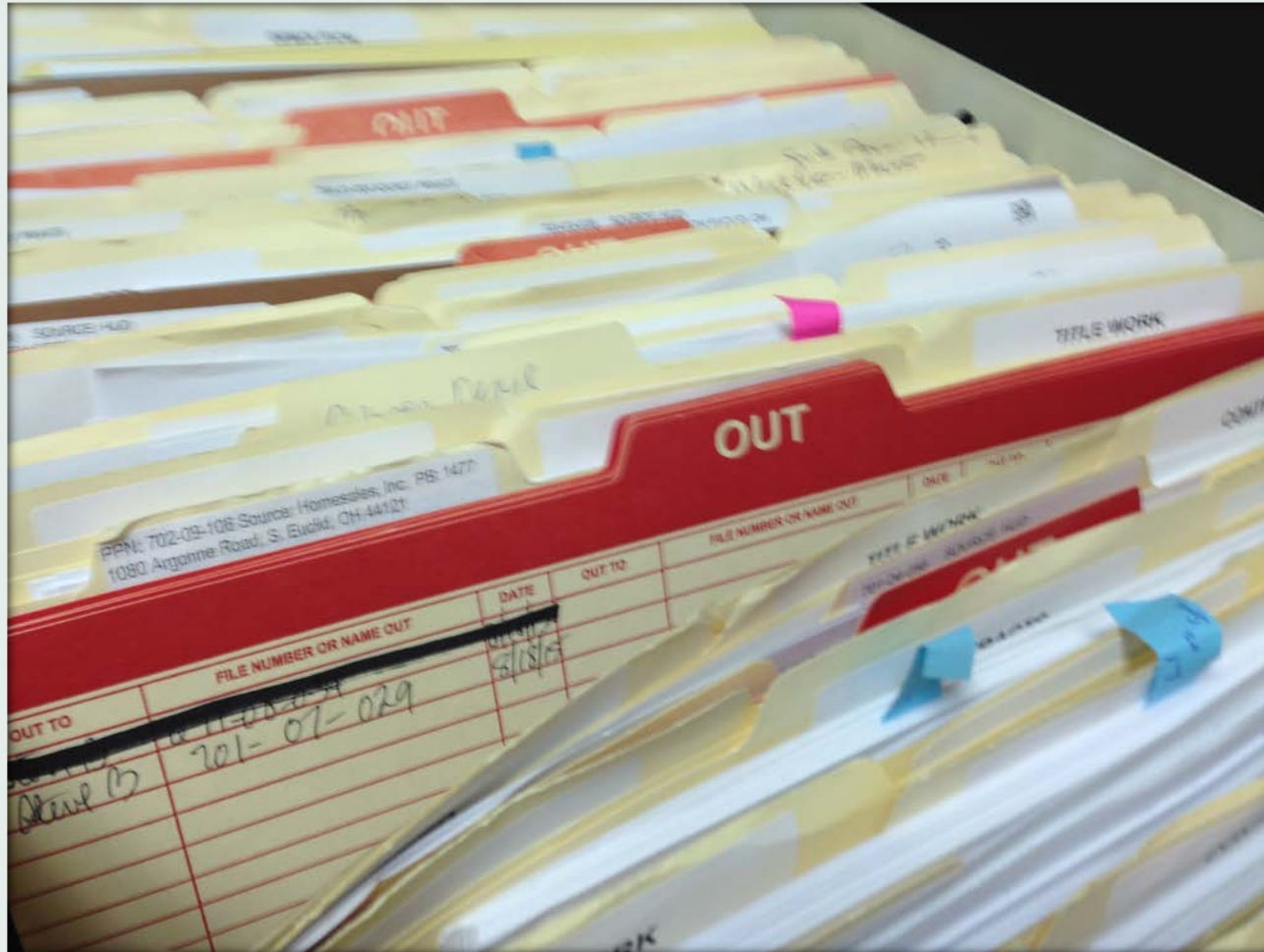


Building a Property File

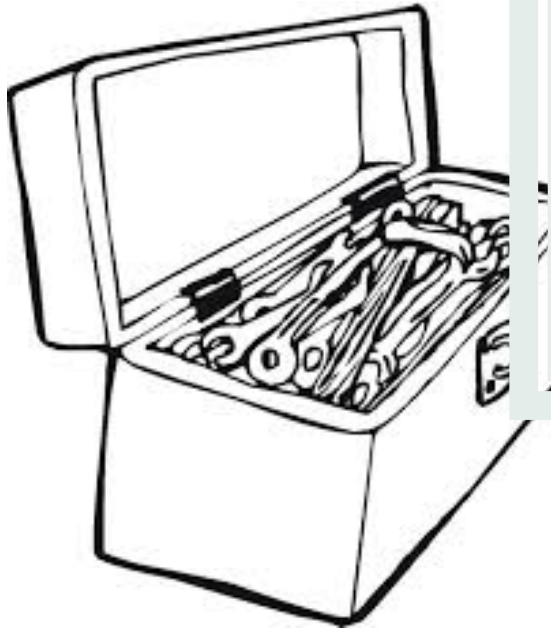
- 3 IDENTIFYING STICKERS IN LARGE FONT ON THE RIGHT SIDE
- SKELETON FOLDER: PARCEL
- SKELETON FOLDER: CONTRACTS
- SKELETON FOLDER: TITLE WORK
- SKELETON FOLDER: DEED
- SKELETON FOLDER: DEMO/REHAB
- SKELETON FOLDER: UTILITIES
- THE CATCH-ALL
- AGREEMENTS, APPS, CONTRACTS, ETC
- RESEARCH, REPORTS, COMMITMENTS, INSURANCE POLICIES
- DOCUMENTS THAT AFFECT THE FEE INTEREST
- IT'S EITHER ONE OR THE OTHER
- HELPFUL IF OWNED >6 MONTHS



CRITICAL
WHERE
WHEN IT
DRAWER



ool #7:
OUT
CARDS



Embrace the Antiquity!!



“Although the Ohio History Connection, which administers the State Archives of Ohio, acknowledges the utility of maintaining digital images for access and retrieval purposes, **it does not support the permanent maintenance of records solely in electronic image formats.** Technological changes are rapid and constant. With no standards in existence for ensuring the long-term validity and survivability of digital images, it is nearly impossible to predict whether those imaged records will be retrievable in the future. Even well-implemented migration plans cannot assure that data will not be lost. With this in mind, the **State Archives strongly recommends maintaining an eye-readable backup of any records deemed of permanent value** that have been digitally imaged for electronic storage.”

--Ohio History Connection FAQs

www.makeuseof.com/tag/five-technologies-data-lives-forever/

- CD-ROMS (aluminum backing) = 10+/- years (but ruined if placed in sunlight)
- Magnetic tape = several decades
- Archive-quality optical CD (gold backing) = 100 years
- Archival Blue Ray disks = 200-300 years (if you can still buy a disk reader in 2216)
- M-disk (mineral composite disk) = 1,000 to 10,000 years (Not in your budget.)
- Custom DNA with imbedded data artificially fossilized = 100,000 years. (This is also not in your budget.)

Frolic & Detour A:

How long can we really store electronic records?



Write the process you decide upon down so that others can easily assist or comply.



"Each week..."
"Each month..."
"Each quarter..."
"Each year..."

Tool #8:

Records
Retention
"Recipe"



Have a plan.
Stick to the plan.

Public Records Requests:
--might be "in writing."
--might be verbal.
--might walk in the front
door.



Tool #9:

Procedures for
Responding to
PRR



Building a Public Records Response

KNOW YOUR RESPONSIBILITIES:

- Acknowledge every request promptly.
- Assemble the requested documents.
- Communicate with the requestor related to fulfilling the request.
- Document all communications related to the request.
- Use Attorney General's, Auditor's, Ct of Claims resources for questions or conflicts—don't guess!

HELPFUL TIPS:

- Post information of general interest (meeting notices, agendas, minutes) online to avoid PRR for those items.
- Use DropBox for electronic transmission of large amounts of documents.
- Do not editorialize in responses.
- Research remedies—a strategic maneuver!



- BE "POETICALLY" & "COMMUNICATIVELY"
DESCRIPTIVE – ACCURATE!
- THE UNRECORDED SPOKEN WORD
"EVAPORATES" AFTER IT IS SPOKEN
- DO NOT MIX "JOKES" WITH YOUR OFFICIAL
BUSINESS
- DO NOT USE PERSONAL EMAIL ACCOUNTS
FOR WORK/BUSINESS (and vice versa)

Frolic & Detour B:

MANAGING
THE NATURE OF
RECORDS



PAPER MANAGEMENT NEEDS A SOUNDTRACK!

<https://app.napster.com/playlists/playlist/mp.180986767>

"Brick House," "Our House," "Demolition Man," "Lien on Your Dreams"
"Don't Let The Green Grass Fool Ya," "Little Pink House," "Bulldozer," "People In Your Neighborhood," "Rehab," "The Sheriff," "Forfeit," "Taxman," "This Old House," "Century Home," "Empty Spaces,"

"Don't Fix Up The Doghouse," "If I Had My Way, I Would Tear This Old House Down," "Wrecking Ball," "Dirty Work," "Fool For The City," "Get Outta My Yard," "Contractor Blues," "Foreclosure On The House Of Love," ...and many more!



Tool #10:

LAND
BANK
GROOVE

