

December

2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 6:15 pm Tech & Comm Committee - canceled 7:00 pm City Council	2	3	4	5	6
7	8 6:30 pm Electric Comm- canceled 6:30 pm BOPA-canceled 7:00 pm Water & Sewer Comm.- canceled 7:30 Muni Prop. Comm.-canceled	9 8:00 am Records Commission 4:30 pm BZA-canceled 5:00 pm Planning Commission-canceled	10	11	12	13
14	15 6:00 pm Tree Commn. 6:00 pm Parks & Rec Comm. 7:00 pm City Council	16	17	18	19	20
21	22 6:00 Finance & Budget Comm. 7:30 Safety & Human Resources Comm.	23 4:30 pm Civil Service	24	25 CHRISTMAS OFFICE WILL BE CLOSED	26 FLOATING HOLIDAY OFFICE WILL BE CLOSED	27
28	29	30	31 6:30 pm Parks & Rec Board	1 NEW YEARS OFFICE WILL BE CLOSED		



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Board of Public Affairs
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: December 5, 2025
Subject: Board of Public Affairs-Cancelation

The regularly scheduled meeting of the Board of Public Affairs for Monday, December 8, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

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Memorandum

To: Electric Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: December 5, 2025
Subject: Electric Committee-Cancelation

The regularly scheduled meeting of the Electric Committee for Monday, December 8, 2025, at 6:30 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

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Memorandum

To: Water, Sewer, Refuse, Recycling and Litter Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: December 5, 2025
Subject: Water, Sewer, Refuse, Recycling and Litter Committee -
Cancellation

The regularly scheduled meeting of the Water, Sewer, Refuse, Recycling and Litter Committee for Monday, December 8, 2025, at 7:00 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

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Memorandum

To: Municipal Properties, Buildings, Land Use, and
Economic Development Committee
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: December 5, 2025
Subject: Municipal Properties, Buildings, Land Use, and
Economic Development Committee-Cancelation

The regularly scheduled meeting of the Municipal Properties, Buildings, Land Use, and Economic Development Committee for Monday, December 8, 2025, at 7:30 pm has been **CANCELED** due to lack of agenda items.

City of Napoleon, Ohio

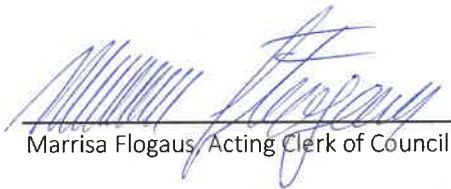
RECORDS COMMISSION

Meeting Agenda

Tuesday December 9, 2025, at 8:00 am

Location ~ Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes – June 17, 2025 (In the absence of any objections or corrections, the Minutes shall stand approved).
- 2) Review of Records Retention Forms
 - a) RC-2 Code Enforcement/Zoning Department
 - b) RC-2 Engineering Department
 - c) RC-2 Finance Department
- 3) Any other matters to come before the Commission.
- 4) Adjournment.



Marrisa Flogaus, Acting Clerk of Council

City of Napoleon, Ohio
Records Commission
Tuesday, June 17, 2025, at 8:15 am

PRESENT

Committee Members

Kevin Garringer, Lori Siclair, Andy Small, Billy Harmon

ABSENT

Joe Bialorucki

Recorder

Ann Harper

CALL TO ORDER

The Records Commission meeting was called to order by City Manager, Lori Siclair at 8:15am.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the December 10, 2024, Records Commission meeting were approved as presented.

Motion: Garringer

Second: Small

Motion to approve the corrections from the minutes from June 18, 2024

Roll call vote on the above motion:

Yeah – Garringer, Small, Siclair, Harmon

Nay – 0

Yeah-4, Nay-0. Motion Approved

REVIEW OF RECORDS RETENTION FORMS

RC-3 Fire and RC-3 Waste Water

Motion: Garringer

Second: Harmon

Motion to approve the retention forms

Roll call vote on the above motion:

Yea- Garringer, Small, Siclair, Harmon

Nay-0

Yea-4, Nay-0. Motion Approved

Siclair: Any other matters come with this commission. Garringer: I presented with you the RC-3 form for the Finance department. I apologize that it came in late. It's basically standard items that we try to get to or remove every year as the years come up and I'd ask the Records Commission to approve the RC-3 for the Finance Department. The other way that it

Motion: Small

Second: Harmon

To approve the RC-3 form for the Finance Department

ADJOURNMENT

Motion: Small

Second: Garringer

to adjourn the Records Commission meeting at 8:18am.

Roll call vote on the above motion:

Yea- Garringer, Small, Siclair, Harmon

Nay-0

Yea-4, Nay-0. Motion Approved

Joseph Bialorucki-Mayor

DRAFT



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

Page 1 of 5

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 Napoleon, Ohio

Engineering

(Local Government Entity)

(Unit/Department)



Chad E. Lulfs, P.E., P.S.

Director of Public Works

(Signature of Responsible Official)

(Name)

(Title)

2025.11.12
(Date)

Section B: Records Commission

City of Napoleon, Ohio Records Commission

419-592-4010

(Telephone Number)

P.O. Box 151, 255 W. Riverview Ave.

Napoleon

43545

Henry

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: rdietrich@napoleonohio.com

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

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 Napoleon, Ohio		Engineering			
(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
ENG-01	Addressing Information	Permanent <small>Paper may be destroyed after transferred to electronic</small>	Electronic		<input type="checkbox"/>
ENG-02	Alley Vacations	Permanent	Electronic		<input type="checkbox"/>
ENG-03	Project Files (contracts, specifications, correspondence, change orders, reports, etc.)	15 Years After Completion of Project <small>Paper may be destroyed after transferred to Electronic</small>	Electronic Paper		<input type="checkbox"/>
ENG-04	Proposals and Professional Service Agreements/Contracts	15 Years After Completion of Project <small>Paper may be destroyed after transferred to Electronic</small>	Electronic Paper		<input type="checkbox"/>
ENG-05	Correspondence (sent and received)	2 Years	Paper Electronic		<input type="checkbox"/>
ENG-06	Copies of Records (informal notes, drafts and transient records)	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
ENG-07	Grant Project Files (State/Federal)	5 Years After Completion of Project <small>Provided Audited and Any Disputes Resolved</small>	Paper Electronic		<input type="checkbox"/>
ENG-08	Certified Payroll Reports (Prevailing Wage)	5 Years	Paper Electronic		<input type="checkbox"/>
ENG-09	Certificate of Liability Insurance	3 Years After Expiration	Paper Electronic		<input type="checkbox"/>
ENG-10	News/Press Releases	1 Year	Paper Electronic		<input type="checkbox"/>
ENG-11	Master Plan Information	Permanent	Electronic		<input type="checkbox"/>
ENG-12	Permits	Permanent <small>Paper may be destroyed after transferred to Electronic</small>	Electronic Paper		<input type="checkbox"/>
ENG-13	Photographs	1 Year after Warranty	Paper Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

City of Napoleon, Ohio		Engineering			
(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
ENG-14	MSDS Sheets	30 Years	Paper		<input type="checkbox"/>
ENG-15	Sectionals and Atlases Sanitary Sewer, Storm Sewer, Water Main	Permanent	Electronic		<input type="checkbox"/>
ENG-16	Sewer Tap Information Sanitary Sewer and Storm Sewer	Permanent	Electronic		<input type="checkbox"/>
ENG-17	Sidewalk Inspection Reports	1 Year After New Inspection	Paper Electronic		<input type="checkbox"/>
ENG-18	Standard Forms	Until revised	Paper Electronic		<input type="checkbox"/>
ENG-19	Studies, Surveys and Reports	5 Years <small>Paper may be destroyed after transferred to Electronic</small>	Paper Electronic		<input type="checkbox"/>
ENG-20	Plans	Until Filing of Record Drawings	Paper Electronic		<input type="checkbox"/>
ENG-21	Records Drawings/Construction Plans	Permanent	Electronic Paper		<input type="checkbox"/>
ENG-22	Subdivision Plats	Permanent	Electronic Paper		<input type="checkbox"/>
ENG-23	Shop Drawings	30 Years	Electronic		<input type="checkbox"/>
ENG-24	Scanned Maps	Permanent	Electronic		<input type="checkbox"/>
ENG-25	Computer Drawing Files (Electronic GAD Files)	Permanent	Electronic		<input type="checkbox"/>
ENG-26	GIS (Geographic Information Systems) Mapping. Data maps created using GIS technology.	Continually Updated.	Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.*

City of Napoleon, Ohio		Engineering			
(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
ENG-27	Surveyor's Field Notes (condensed record of survey and measurement date from which plans are compiled)	Permanent	Electronic		<input type="checkbox"/>
ENG-28	Traffic Counts	5 Years	Paper Electronic		<input type="checkbox"/>
ENG-29	Statements of Qualifications	Two Years	Paper Electronic		<input type="checkbox"/>
ENG-30	Water Tap Information	Permanent	Electronic		<input type="checkbox"/>
ENG-31	Utility Service Permits	Permanent	Electronic		<input type="checkbox"/>
ENG-32	Vehicle Maintenance Records	Until vehicle is sold or disposed of	Paper Electronic		<input type="checkbox"/>
ENG-33	Tree Information	1 Year After Tree Removal	Paper Electronic		<input type="checkbox"/>
ENG-34	Telephone Messages/Voicemail	Immediately	Electronic		<input type="checkbox"/>
ENG-35	RC2, RC3 Records Retention	NR – Located in Finance Dept.			<input type="checkbox"/>
ENG-36	Assessment Records	NR – Located in Finance Dept.			<input type="checkbox"/>
ENG-37	Budget Information	NR – located in Finance Dept.			<input type="checkbox"/>
ENG-38	Continuing Education (Certifications, Seminar, Training Attendance Records)	NR -put in Personnel File			<input type="checkbox"/>
ENG-39	Easement Descriptions (Permanent and Temporary)	NR- Located in Finance Dept.			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

City of Napoleon, Ohio		Engineering			
(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) For use by LGRP only RC-3 Required
ENG-40	Email	NR – Original in MIS Dept.	Electronic		<input type="checkbox"/>
ENG-41	Grievance / Injury Reports	NR – In Personnel File	Paper		<input type="checkbox"/>
ENG-42	Itemized Equipment Listing	NR-Located in Finance Dept.			<input type="checkbox"/>
ENG-43	Open Cut Agreements	NR – Located in Finance Dept.	Paper		<input type="checkbox"/>
ENG-44	Software License Agreements	NR – Located in Finance Dept.			<input type="checkbox"/>
ENG-45	Requisitions and Purchase Orders	NR – Located in Finance Dept.	Electronic		<input type="checkbox"/>
ENG-46	Reimbursement Authorization for City Usage for Personal Cell Phone	NR – Original in Finance Dept.	Paper		<input type="checkbox"/>
ENG-47	Video Recordings	NR – Original in MIS Dept.	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio History Connection by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio History Connection – State Archives

- The reviewing agent from the Ohio History Connection Local Government Records Program (LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (for example: six years), an action (for example: until audited), or both (six years after audit).
- 4) Include the formats of the record series (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the LGRP. LGRP will mark the records series that will need an RC-3 prior to disposal.
- 6) For use by LGRP only. LGRP will mark the records series that will need an RC-3 prior to disposal – Please leave this column blank.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact State Archives - LGRP at: localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section [121.22 ORC](#). See Ohio Revised Code Section [149.38](#) (counties), [149.39](#) (municipalities), [149.41](#) (school districts), [149.411](#) (libraries), [149.412](#) (special taxing districts) and [149.42](#) (townships) for the composition of your records commission. Your records commission completes section B and sends the form to LGRP at:

localrecs@ohiohistory.org

OR

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OR

[RC Forms Upload Submission](#)

--- The LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. LGRP will return a copy of the approved form to the Records Commission.
The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.



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

Page 1 of ____

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

Section A: Local Government Unit

City of Napoleon Ohio

(Local Government Entity)

(Unit)



Kevin Garringer

Finance Director

12-2-25

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

(Telephone Number)

(Address)

(City)

(Zip Code)

(County)

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

mflogaus@napoleonohio.com

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
FIN-178	Employee Rate Change Notice	4 years after audit	Paper Electronic		<input type="checkbox"/>
FIN-179	AFLAC/Insurance Withholding Statements	2 years	Paper/ Electronic		<input type="checkbox"/>
FIN-190	ACH Authorization Form	2 years	Paper/ scanned		<input type="checkbox"/>
					<input type="checkbox"/>
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

{Unit}

[illegible]

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
					<input type="checkbox"/>
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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
					<input type="checkbox"/>
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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
					<input type="checkbox"/>



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 NAPOLEON, OHIO

CODE ENFORCEMENT /ZONING DEPARTMENT

(Local Government Entity)

(Unit)

KEVIN S. SCHULTHEIS

CODE ENFORCEMENT/ZONING ADMINISTRATOR 12-2-2

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Records Commission

419-592-4010

(Telephone Number)

255 WEST RIVERVIEW AVENUE, P.O. BOX 151

NAPOLEON

43545

HENRY

(Address)

(City)

(Zip Code)

(County)

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

rdietrich@napoleonohio.com

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.*

CITY OF NAPOLEON

CODE ENFORCEMENT /ZONING 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
BZ-01	Addressing Information/Street Name Change	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-02	Alley Vacation Applications and Associated Documents	Permanent	All		<input type="checkbox"/>
BZ-03	Annexation Documents	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-04	Correspondence (sent and received)	2 Years	All		<input type="checkbox"/>
BZ-05	Copies of Documents	Until No Longer of Administrative Value	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-06	Emails	NR/located in MIS			<input type="checkbox"/>
BZ-07	Purchase Orders	NR/Located in Finance			<input type="checkbox"/>
BZ-08	Photographs	2 Years	Electronic		<input type="checkbox"/>
BZ-09	Telephone Voice Mail	Until No Longer of Administrative Value	Electronic		<input type="checkbox"/>
BZ-10	PLANNING COMMISSION				
BZ-10a	Applications, including Exhibits, Findings and Orders	15 Years	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-10b	Documents Presented @ Meeting	NR/located at Finance			<input type="checkbox"/>
BZ-10c	Meeting Minutes	NR/located in Finance			<input type="checkbox"/>
BZ-10d	Meeting/Hearing Audio Recordings	NR/located in MIS			<input type="checkbox"/>
BZ-10e	Motions and Resolutions	NR/Located at Finance			<input type="checkbox"/>
BZ-10f	Conditional and Special Use Permits	Permanent	Electronic <small>Paper may be destroyed after transferred to electronic</small>		<input type="checkbox"/>
BZ-10g	Certificate of Occupancy	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

CITY OF NAPOLEON

CODE ENFORCEMENT /ZONING DEPARTMENT

(Local Government Entity)

(Unit)

BZ-11	BOARD OF ZONING APPEALS				
BZ-11a	Applications including Exhibits, Findings and Orders	15 Years	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-11b	Documents Presented at Meeting	NR/located in Finance			<input type="checkbox"/>
BZ-11c	Meeting Minutes	NR/located in Finance			<input type="checkbox"/>
BZ-11d	Meeting/Hearing Audio Recording	NR/located in MIS			<input type="checkbox"/>
BZ-11e	Motions and Resolutions	NR/located in Finance			<input type="checkbox"/>
BZ-11f	Variance Certificate	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-12	BOARD OF BUILDING APPEALS				
BZ-12a	Applications, including Exhibits, Findings and Orders	15 Years	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-12b	Documents Presented @ Meeting	NR/Located in Finance			<input type="checkbox"/>
BZ-12c	Meeting Minutes	NR/Located at Finance			<input type="checkbox"/>
BZ-12d	Meeting/Hearing Audio Recordings	NR/Located in MIS			<input type="checkbox"/>
BZ-12e	Motions and Resolutions	NR/Located at Finance			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

CITY OF NAPOLEON

CODE ENFORCEMENT /ZONING 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
BZ-13	PRESERVATION COMMISSION				
BZ-13a	Applications, including Exhibits, Findings and Orders	15 Years	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-13b	Meeting Minutes	NR/located in Finance			<input type="checkbox"/>
BZ-13c	Meeting/Hearing Audio Recording	NR/located at MIS			<input type="checkbox"/>
BZ-13d	Motions and Resolutions	NR/located in Finance			<input type="checkbox"/>
BZ-13e	Certificate of Appropriateness	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-14	NUISANCES				
BZ-14a	Complaints/Investigations	5 Years	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-14b	Administration Audio Hearings	NR/located in MIS			<input type="checkbox"/>
BZ-15	Original Building Plans	Permanent	Electronic		<input type="checkbox"/>
BZ-16	Building Sign Inspection Files	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-17	Certificate of Occupancy	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-18	City Building Code	Until Superseded			<input type="checkbox"/>
BZ-19	Conditional and Special Use Permits	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-20	Contractor Registrations	2 Years	All		<input type="checkbox"/>
BZ-21	Demolition Permits/Condemnation	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-22	Variances	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>
BZ-23	Zoning Permits	Permanent	Electronic <small>[Paper may be destroyed after transferred to electronic]</small>		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

CITY OF NAPOLEON

CODE ENFORCEMENT /ZONING DEPARTMENT

(Local Government Entity)

(Unit)

[illegible]



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Board of Zoning Appeals
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: December 5, 2025
Subject: Board of Zoning Appeals-Cancelation

The regularly scheduled meeting of the Board of Zoning Appeals for Tuesday, December 9, 2025, at 4:30 pm has been **CANCELED** due to lack of agenda items.



City of Napoleon, Ohio

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Napoleon, OH 43545
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Memorandum

To: Planning Commission
cc: Mayor and City Council, City Manager,
City Finance Director, Law Director,
Department Supervisors, News Media
From: Ann Harper, Clerk
Date: December 5, 2025
Subject: Planning Commission-Cancelation

The regularly scheduled meeting of the Planning Commission for Tuesday, December 9, 2025, at 5:00 pm has been **CANCELED** due to lack of agenda items.