



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

Page 1 of 4

OHIO HISTORY CONNECTION

JUL 03 2015

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

STATE AND LOCAL
GOVERNMENT RECORDS

Section A: Local Government Unit

CITY OF STRONGSVILLE

LAW DEPARTMENT

(local government entity)

(unit)

Kenneth A. Kraus
(signature of responsible official)

Kenneth A. Kraus, Law Director
(name) (title)

6/23/2015
(date)

Section B: Records Commission

CITY OF STRONGSVILLE

Records Commission

440-580-3145

(telephone number)

16099 Foltz Parkway
(address)

Strongsville, OH
(city)

44149
(zip code)

Cuyahoga
(county)

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

strongsville.law@strongsville.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.

Thomas P. Perciak

6/30/2015

Records Commission Chair Signature **Thomas P. Perciak, Mayor**

Date

Section C: Ohio History Connection - State Archives

Connie Conner
Signature

Gov. Records Archivist
Title

7/13/15
Date

Section D: Auditor of State

Martin E. Muehl
Signature

Records Mgr
Title

7-22-15
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 STRONGSVILLE**

(local government entity)

LAW DEPARTMENT

(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 Require d by LGRP |
|---------------------------|---|---|---------------------------------|--|---|
| Law 100 | Bankruptcy Claims; Notices; Proofs of Claim – Personal and Commercial Bankruptcy Claims arising from residents and business owners in the City | 10 years after case closed or statutory | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 101 | City Records Commission Files – Meeting Notices; Agendas; Minutes | Permanent | Paper and Electronically stored | | <input checked="" type="checkbox"/> |
| Law 101 (A) | City Records Commission – Computer-generated audio recordings of meetings | 1 year after transcription | Electronically recorded | | <input type="checkbox"/> |
| Law 102 | Insurance Claims Against the City (non-litigation) | 2 years after claim settled or statute of limitations exhausted | Paper | | <input type="checkbox"/> |
| Law 103 | Contracts and Agreements with vendors for City services, supplies, etc. (Law Department copies only) | 15 years after expiration or termination | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 104 (A) | Correspondence – General and Executive <i>(Includes correspondence dealing with significant aspects of the office's administration.)</i> | 5 years | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 104 (B) | Correspondence – Transient <i>(Includes drafts and other limited documents which convey information of temporary importance and other miscellaneous inquiries.)</i> | Until no longer admin. necessary | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 105 | Legal Research on various municipal Government topics | Permanent or until superseded | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 106 | Legal Opinions generated by the Law Department on various municipal government topics | Permanent or until superseded | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 107 | Litigation Files (Civil) | 10 years after case closed or statutory, whichever is longer | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 108 | Moral Claims – Claims by residents for reimbursement of expenses for certain property, sewer, etc. issues | 4 years after paid or denied, or statutory | Paper and Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***CITY OF STRONGSVILLE****LAW 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 Require d by LGRP |
|---------------------------|---|--|---------------------------------------|--|---|
| Law 109 | Public Records Requests | 5 years unless litigation pending or threatened | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 110 | Resumes and Requests for Employment for the Law Department | 2 years after position filled | Paper | | <input type="checkbox"/> |
| Law 111 | Sewer Files – (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Paper | | <input type="checkbox"/> |
| Law 111 (A) | Sewer Files – (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Electronically stored | | <input type="checkbox"/> |
| Law 112 | Sidewalk Files – (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Paper | | <input type="checkbox"/> |
| Law 112 (A) | Sidewalk Files – (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Electronically stored | | <input type="checkbox"/> |
| Law 113 | Street Files – (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Paper | | <input type="checkbox"/> |
| Law 113 (A) | Street Files – (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Electronically stored | | <input type="checkbox"/> |
| Law 114 | Residential/Commercial Subdivision Files | Permanent | Paper and Electronically stored | | <input checked="" type="checkbox"/> |
| Law 115 | Subject and Administrative Files <i>(Includes miscellaneous files alphabetically and by City Departments)</i> | 10 years | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 116 | Telephone Message Books | Until no longer admin. necessary | Paper | | <input type="checkbox"/> |
| Law 117 | Wastewater Treatment Plant Files | Permanent | Paper | | <input type="checkbox"/> |
| Law 118 | Wireless Telecommunications Files – Tower Locations; Leases; Lease Ordinances; Correspondence; etc. | Permanent | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 119 | Drafts of Documents | Until no longer admin. necessary | Paper and Electronically stored | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***CITY OF STRONGSVILLE****LAW 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 Require d by LGRP |
|---------------------------|---|----------------------------------|---------------------------------|--|--|
| Law 120 | Copies of Documents <i>(Originals of which are otherwise maintained by the Law Department or other City Department)</i> | Until no longer admin. necessary | Paper | | <input type="checkbox"/> |
| Law 121 | Calendars | Until no longer admin. necessary | Paper and Electronically stored | | <input type="checkbox"/> |
| Law 122 (A) | Charter Review Committee Files - Meeting Notices; Agendas; Minutes | Permanent | Paper and Electronically stored | | <input checked="" type="checkbox"/> |
| Law 122 (B) | Charter Review Committee – Computer-generated audio recordings of meetings | 1 year after transcription | Electronically recorded | | <input checked="" type="checkbox"/> <i>not require</i> |
| Law 123 | Law Department Requisitions and Purchase Orders | Until no longer admin. necessary | Paper | | <input type="checkbox"/> |
| Law 124 | Law Department Records Retention Schedules and Certificates of Destruction | Until superseded-Permanent | Multi | | <input type="checkbox"/> |
| Law 125 | Request for Legislation Forms <i>(Forms submitted to Law Department by other City Departments when requesting that legislation be prepared for consideration at Council meetings)</i> | Until no longer admin. necessary | Paper | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |

- E-Mails are categorized according to specific transactional information and, therefore, have specific retention periods according to subject and content, and as such the retention periods are defined in the individual Record Titles and Descriptions.