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Ohio Historical Society State Archives of Ohio

Local Government Records Program 800 E. 17th Avenue Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

Section A: Local Government Unit (To complete this form online, use "tab" key to jump from box to box.) City of Strongsville Boards and Commissions (unit) (unit) Carol M. Oprea Administrative Assistant 6/10/13 (Signature of responsible bifigial) (name) (title) (date) Section B: Records Commission City of Strongsville Records Commission (telephone number) 18099 Foltz Parkway Strongsville 44149 Cuyahoga (address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: strongsville, law@strovellisted on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission Chair Signature Thomas P. Perciak, Mayor 6-/9-/3 Records Commission Chair Signature Date Section C: Ohio Historical Society - State Archives Title Date 7-11-13 Signature Date	Section At Legal Covernment Unit	(To complete this form	online use "tah" key to iumn	from hox to hox l
Carol M. Oprea Administrative Assistant 6/10/13 (Signature of responsible offigial) (name) (title) (date) Section B: Records Commission City of Strongsville 440–580–3145 Records Commission (telephone number) 18099 Foltz Parkway Strongsville 44149 Cuyahoga (address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: strongsville, lawestronically that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the school isled on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be know disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this cynthilesion. Thomas P. Perciak, Mayor 6-/9-/3 Records Commission Chair Signature Date Section C: Ohio Historical Society - State Archives Title Date Section P: Auditor of State Title Date	Section A: Local Government Unit	(10 complete uns iom		
Carol M. Oprea Administrative Assistant 6/10/13 (Signature of responsible official) (name) (title) (date) Section B: Records Commission City of Strongsville 440–580–3145 Records Commission (telephone number) 16099 Foltz Parkway Strongsville 44149 Cuyahoga (address) (city) (zip code) (county) To have this form returned to the Records Commission electronically, include an email address: strongsville, law@strongsville on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records exists from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be known disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this confinsion. **Junce Of Park Archives** **Junce O	City of Strongsville		Boards and Commi	ssions
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To have this form returned to the Records Commission electronically, include an email address: strongsville.law@strongsville.	(address)	(city)	(zip code)	(county)
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Section	F٠	Records	Retention	Schedule
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City of Strongsville

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For State Archives - LGRP Use Only	1
Date Reviewed:	
Form Scanned:	
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Architectural Review Board

(local govern	ment entity)	(unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
ARB12-1	Minutes – Approved	Permanent	Hard Copy	See Section 1971 1971 1972 1972 1972 1972 1972 1972	V
ARB12-1a	Minutes – Approved	Permanent	Electronically Stored		as per segmentales of the beautiful as a segment of the beautiful
ARB12-1b	Minutes	Until Transcribed	Taped Format	Mill (short on a second of the	
ARB12-1c	Minutes	1 year	Website		
ARB12-2	Agendas	6 years	Hard Copy	A company of the comp	And the second s
ARB12-2a	Agendas	Permanent	Electronically Stored	The second secon	A STATE OF THE STA
ARB12-2b	Agendas .	1 years	Website	and the second s	
ARB12-3	Application Files	6 years	Hard Copy	Supply Section	The state of the s
ARB12-3a	Application Files	Permanent	Electronically Stored	The state of the s	Section of the sectio
ARB12-4	Subdivision Files	6 years	Hard Copy		. v∕
ARB12-4a	Subdivision Files	Permanent	Electronically Stored	A contract of the contract of	and the second s
ARB12-5	Signage	6 years	Hard Copy	The second secon	And the second of the second o

^{*}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.



Section E: Records Retention Schedule

City of Strongsville

Architectural Review Board

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
ARB12-5a	Signage	Permanent	Electronically Stored	The proposal of the proposal o	
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^{*}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.

INSTRUCTIONS—RC-2

City of Strongsville

Planning Commission

(local government	entity)	
(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 OHS	(6) RC-3 Required by OHS- LGRP
PC12-1	Minutes – Approved	Permanent	Hard Copy		
PC12-1a	Minutes – Approved	Permanent	Electronically Stored		WA TO A
PC12-1b	Minutes	Until Transcribed	Taped Format		
PC12-1c	Minutes	1 year	Website		
PC12-2	Agendas	6 years	Hard Copy		
PC12-2a	Agendas	Permanent	Electronically Stored		The second secon
PC12-2b	Agendas	1 year	Website	1	
PC12-3	Application Files	6 years	Hard Copy		and the second s
PC12-3a	Application Files	Permanent	Electronically Stored		
PC12-4	Subdivision Files	10 years	Hard Copy		
PC12-4a	Subdivision Files	Permanent	Electronically Stored	A Total Control of the Control of th	
PC12-5	Planning Data Base for Informational purposes	Permanent	Data Base only		

^{*}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.



INSTRUCTIONS—RC-2

City of Strongsville

Town Center Commission

		,
(local government entity)	(unit)	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
TC12-1	Minutes – Approved	Permanent	Hard Copy	and of the state o	
TC12-1a	Minutes – Approved	Permanent	Electronically Stored		
TC12-1b	Minutes	Until Transcribed	Taped Format		Control of the contro
TC12-1c	Minutes	1 year	Website	The state of the s	Control of the contro
TC12-2	Agendas	6 years	Hard Copy	The property of the control of the c	E. Complete and Co
TC12-2a	Agendas	Permanent	Electronically Stored		
TC12-2b	Agendas	1 year	Website	The state of the s	Benderick Spirit State Spirit
TC12-3	Application Files	6 years	Hard Copy	The second secon	and the second s
TC12-3a	Application Files	Permanent	Electronically Stored		The second secon
TC12-3	Signage	6 years	Hard Copy		Action of the second of the se
TC12-4a	Signage	Permanent	Electronically Stored		

^{*}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.