



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

Strongsville

Building Department

(local government entity)

(unit)

Anthony J. Biondillo

Anthony J. Biondillo

Building Commissioner

6/4/12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Strongsville

440-580-3105

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:

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

6-7-12

Records Commission Chair Signature Thomas P. Perciak, Mayor

Date

Section C: Ohio Historical Society - State Archives

Connie Connor

Unit Record Archivist

6/14/12

Signature

Title

Date

Section D: Auditor of State

Martin E. Mah

6-26-12

Signature

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**



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Section E: Records Retention Schedule

Strongsville

Building 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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
BLDG 1 (P)	Requests for Leave – Written request from Building Department Employees for time off during a calendar year	1 Year	Paper		<input type="checkbox"/>
BLDG 2 (P)	Financial invoices/PO's - Printed purchase orders for each calendar year	1 Year	Paper		<input type="checkbox"/>
BLDG 2 (ELEC)	Financial invoices/PO's - Printed purchase orders for each calendar year	3 Years	Electronically Stored		<input type="checkbox"/>
BLDG 3 (BV)	Code Books – Property Maintenance, NEC, Ohio Plumbing, Ohio Residential Code, Ohio Building Code and all others	Permanent 1 copy	Bound Volumes		<input type="checkbox"/>
BLDG 4 (ELEC)	Rolls of Drawings – Construction drawings submitted to receive a building permit usually larger than 11" x 17"	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 4 (P)	Rolls of Drawings – Construction drawings submitted to receive a building permit usually larger than 11" x 17"	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 5 (ELEC)	Street and address files – Building permits, inspections, permit applications, misc. correspondence, violation notices, summons, drawings, photographs, complaints	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 5 (P)	Street and address files – Building permits, inspections, permit applications, misc. correspondence, violation notices, summons, drawings, photographs, complaints	Until electronically stored	Paper		X
BLDG 6 (ELEC)	Community Reinvestment records – Applications and communication to receive a tax abatement	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 6 (P)	Community Reinvestment records – Applications and communication to receive a tax abatement	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 7 (ELEC)	Contractor's License– Name of contractor, address, phone number, insurance company name, license number, list of officers ONLY	Permanent	Database Only 1		<input type="checkbox"/>
BLDG 8 (P)	Contractor's License – Application, bond, insurance certificate, identification papers to be registered to be a contractor in the City	5 Years	Paper		<input type="checkbox"/>



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BLDG 9 (P)	Board of Building Code and Zoning Appeals application – Application for variance, drawings and photographs	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 9 (ELEC)	Board of Building Code and Zoning Appeals application – Application for variance, drawings and photographs	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 10 (ELEC)	Board of Building Code and Zoning Appeals minutes – Meeting minutes for monthly meetings	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 10 (P)	Board of Building Code and Zoning Appeals minutes – Meeting minutes for monthly meetings	Until electronically stored	Paper		x
BLDG 11 (P)	Inspector certifications – Copies of class certificates	3 Years	Paper		<input type="checkbox"/>
BLDG 12 (ELEC)	Board of Building Standards minutes – Meeting minutes for occasional meetings	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 12 (P)	Board of Building Standards minutes – Meeting minutes for occasional meetings	Until electronically stored	Paper		x
BLDG 13 (ELEC)	Board of Building Standards misc. correspondence – For occasional meetings	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 13 (P)	Board of Building Standards misc. correspondence – For occasional meetings	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 14 (ELEC)	Re-inspection Invoices – Invoices sent to contractors for re-inspection fees	Permanent	Database Only 2		<input type="checkbox"/>
BLDG 15 (P)	Building permit copies of first page, Building permit monthly data reports, False alarm receipts	3 Years	Paper		<input type="checkbox"/>
BLDG 16 (ELEC)	Building permits – Database of Building permits issued to all addresses in a calendar year	Permanent	Electronically Stored		<input type="checkbox"/>



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BLDG 17 (ELEC)	Requests for Action – Complaints regarding all properties in the City	Permanent	Database Only ₂		<input type="checkbox"/>
BLDG 18 (P)	Rubbish Haulers License – Application to obtain a Rubbish Haulers License annually	3 Years	Paper		<input type="checkbox"/>
BLDG 19 (ELEC)	Rubbish Haulers License database – Name and address of companies licensing to haul rubbish in the City	Permanent	Database Only ₁		<input type="checkbox"/>
BLDG 20 (P)	Massage Business License - Application to obtain a therapeutic massage license annually	3 Years	Paper		<input type="checkbox"/>
BLDG 21 (ELEC)	Massage Business License database – Name and address of companies licensing to operate a therapeutic massage business	Permanent	Database Only ₁		<input type="checkbox"/>
BLDG 22 (ELEC)	Annual Operational Report – Annual Building Dept. report to the State	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 22 (P)	Annual Operational Report – Annual Building Dept. report to the State	Until electronically stored	Paper		X
BLDG 23 (P)	Public Record Request application – Form completed to view public records	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 23 (ELEC)	Public Record Request application – Form completed to view public records	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 24 (P)	Help Program application – Applications from homeowners to obtain low interest rate from Cuyahoga County banks for home improvements	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 24 (ELEC)	Help Program application – Applications from homeowners to obtain low interest rate from Cuyahoga County banks for home improvements	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 25 (ELEC)	Record Retention Schedule – RC1, RC2 and RC3, and all documents pertaining to	Permanent	Electronically Stored		<input type="checkbox"/>



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BLDG 26 (ELEC)	Exterior Maintenance records – Applications from homeowners and inspections of homes taking part of County sponsored grant program 2004 - 2008	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 26 (P)	Exterior Maintenance records – Applications from homeowners and inspections of homes taking part of County sponsored grant program 2004 - 2008	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 27 (ELEC)	Board of Building Code and Zoning Appeals agenda – Meeting agendas for monthly meetings	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 27 (P)	Board of Building Code and Zoning Appeals agenda – Meeting agendas for monthly meetings	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 28 (ELEC)	False Alarm invoices – Database of addresses who were sent an invoice due to the fact that a police officer responded to a false alarm	Permanent	Database Only ²		<input type="checkbox"/>
BLDG 29 (ELEC)	Board of Building Standards agenda – Meeting agenda for occasional meetings	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 29 (P)	Board of Building Standards agenda – Meeting agenda for occasional meetings	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 30 (P)	Storefront Rehabilitation program – applications from companies and inspections of their property if they use grant money from this program	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 30 (ELEC)	Storefront Rehabilitation program – applications from companies and inspections of their property if they use grant money from this program	Permanent	Electronically Stored		<input type="checkbox"/>
BLDG 31 (P)	Personnel files – Copies of original documents pertaining to Building Department employees	One year after employee's departure	Paper		<input type="checkbox"/>
BLDG 32 (P)	Tattoo Business License - Application to obtain a therapeutic massage license annually	3 Years	Paper		<input type="checkbox"/>
BLDG 32 (ELEC)	Tattoo Business License database – Name and address of companies licensing to operate a therapeutic massage business	Permanent	Database Only ¹		<input type="checkbox"/>

¹ License is renewed annually ² Document can be reproduced at any time