



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

DEC 17 2020

**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)

Michael D. Miller

Building Commissioner

(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:  
 \_\_\_\_\_  
 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*

12/10/2020

Records Commission Chair Signature

Thomas P. Perciak, Mayor

Date

**Section C: Ohio Historical Society - State Archives**

*Aracelis Rios*  
 Signature

Local Government Records Archivist  
 Title

12/28/2020  
 Date

**Section D: Auditor of State**

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	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 2 (ELEC)	Financial invoices	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 checked="" 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 checked="" 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, drawings, photographs	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 5 (P)	Street and address files – Building permits, inspections, permit applications, misc. correspondence, drawings, photographs	Until electronically stored	Paper		<input checked="" type="checkbox"/>
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	Until electronically stored	Paper		<input type="checkbox"/>
BLDG 8 (ELEC)	Contractor's License – Application, bond, insurance certificate, identification papers to be registered to be a contractor in the City	Permanent	Electronically stored		



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(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) RG-3 Required by OHS- LGRP
BLDG 9 (P)	Board of Building Code and Zoning Appeals application – Application for variance, drawings and photographs	Until electronically stored	Paper		<input checked="" type="checkbox"/>
BLDG 9 (ELEC)	Board of Building Code and Zoning Appeals application – Application for variance, drawings and photographs	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 10 (ELEC)	Board of Building Code and Zoning Appeals minutes – Approved meeting minutes for bi-monthly meetings	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 10 (a) (ELEC)	Board of Building Code and Zoning Appeals minutes – Computer-generated audio of recorded bi-monthly meetings	Until minutes are approved by the board	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 10 (P)	Board of Building Code and Zoning Appeals minutes – Approved meeting minutes for bi-monthly meetings	Until electronically stored	Paper		<input checked="" type="checkbox"/>
BLDG 12 (ELEC)	Board of Building Standards minutes – Approved meeting minutes for occasional meetings	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 12 (a) (ELEC)	Board of Building Standards minutes – Computer-generated audio of recorded meetings for occasional meetings	Until minutes are approved by the board	Electronically Stored		<input type="checkbox"/>
BLDG 12 (P)	Board of Building Standards minutes – Approved meeting minutes for occasional meetings	Until electronically stored	Paper		<input checked="" type="checkbox"/>
BLDG 13 (ELEC)	Board of Building Standards misc. correspondence – For occasional meetings	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 13 (P)	Board of Building Standards misc. correspondence – For occasional meetings	Until electronically stored	Paper		<input checked="" type="checkbox"/>
BLDG 14 (ELEC)	Re-inspection Invoices – Invoices sent to contractors for re-inspection fees	Permanent	Database Only <sup>2</sup>		<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 <sub>2</sub>		<input type="checkbox"/>
BLDG 18 (P)	Rubbish Haulers License – Application to obtain a Rubbish Haulers License annually	Until Electronically Stored	Paper		<input type="checkbox"/>
BLDG 18 (ELEC)	Rubbish Haulers License database – Name and address of companies licensing to haul rubbish in the City	Permanent	Database Only <sub>1</sub>		<input type="checkbox"/>
BLDG 20 (P)	Massage Business License - Application to obtain a therapeutic massage license annually	Until Electronically Stored	Paper		<input type="checkbox"/>
BLDG 20 (ELEC)	Massage Business License database – Name and address of companies licensing to operate a therapeutic massage business	Permanent	Database Only <sub>1</sub>		<input type="checkbox"/>
BLDG 22 (ELEC)	Annual Operational Report – Annual Building Dept. report to the State	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
BLDG 22 (P)	Annual Operational Report – Annual Building Dept. report to the State	Until electronically stored	Paper		<input checked="" type="checkbox"/>
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 <sup>2</sup>		<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	Until Electronically Stored	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 <sup>1</sup>		<input type="checkbox"/>



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<b>BLDG 33 (P)</b>	Building permit daily receipts and daily balancing report	<b>1 year</b>	<b>Paper</b>		<input type="checkbox"/>
<b>BLDG 33 (ELEC)</b>	Building permit daily receipts and daily balancing report	<b>Permanent</b>	<b>Database Only <sup>2</sup></b>		<input type="checkbox"/>
<b>BLDG 34 (P)</b>	Property maintenance complaints, violation notices, abatements and summons	<b>Until electronically stored</b>	<b>Paper</b>		<input type="checkbox"/>
<b>BLDG 34 (ELEC)</b>	Property maintenance complaints, violation notices, abatements and summons	<b>Permanent</b>	<b>Database Only <sup>2</sup></b>		<input type="checkbox"/>

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