



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

JUN 25 2018

STATE AND LOCAL
GOVERNMENT RECORDS

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 STRONGSVILLE

Department of Economic Development

(Local Government Entity)

(Unit)

B. T. Painter

Brent T. Painter

Director of Economic Development

6/15/2018

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

CITY OF STRONGSVILLE

Records Commission

440-580-3100

16099 Foltz Parkway

Strongsville

44149

(Telephone Number)

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

6/21/2018

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

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Local Government Records Archivist

7/10/18

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

Records Manager

7-19-18

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 STRONGSVILLE

Department of Economic Development

(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
ED1	Vacancy Reports	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED1a	Vacancy Reports	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
ED2	Spreadsheets for Business Directories	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED2a	Spreadsheets for Business Directories	Permanent	Electronically Stored		<input type="checkbox"/>
ED3	Business Network Breakfast Documents	Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED3a	Business Network Breakfast Documents	Permanent	Electronically Stored		<input type="checkbox"/>
ED4	Residential, Industrial, Commercial Surveys	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED4a	Residential, Industrial, Commercial Surveys	Permanent	Electronically Stored		<input type="checkbox"/>
ED5	Photos	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
ED6	Job Ready Site Applications (2006, 2009, 2011)	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED6a	Job Ready Site Applications (2006, 2009, 2011)	Permanent	Electronically Stored		<input type="checkbox"/>
ED7	Potential Projects	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
ED8	Website Data/Updates	Permanent	Electronically Stored		<input type="checkbox"/>

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

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CITY OF STRONGSVILLE

Department of Economic Development

(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
ED10	Publications/Blast Emails	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
ED11	Economic Development Events	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
ED13	Strongsville Press & Economic Development Marketing	Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED14	Tax Incentive Review Council	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED14a	Tax Incentive Review Council	Permanent	Electronically Stored		<input type="checkbox"/>
ED15	Foltz Parkway Extension	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED15a	Foltz Parkway Extension	Permanent	Electronically Stored		<input type="checkbox"/>
ED16	Planning Process Flowcharts	Until superseded or updated	Paper		<input type="checkbox"/>
ED16a	Planning Process Flowcharts	Permanent	Electronically Stored		<input type="checkbox"/>
ED17	Demographic Information	Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED18	Annual Revenue Sharing Calculations with the Strongsville School District	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED18a	Annual Revenue Sharing Calculations with the Strongsville School District	Permanent	Electronically Stored		<input type="checkbox"/>
ED19	Strongsville Economic Development Committee	Until no longer administratively necessary	Paper		<input type="checkbox"/>

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Department of Economic Development

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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 LGRP	(6) RC-3 Required by LGRP
ED20	Finance Records	Permanent Until no longer administratively necessary	Paper		<input type="checkbox"/>
ED20a	Finance Records	Permanent	Electronically Stored		<input type="checkbox"/>
ED21	CRA Agreements	Permanent	Paper		<input type="checkbox"/>
ED22	Enterprise Zone Agreements	Permanent	Paper		<input type="checkbox"/>
ED23	Cuyahoga County Antipoaching Agreement	Permanent	Electronically Stored		<input type="checkbox"/>
ED24	Economic Development Booklet (Corporate Relocation Guide/City Acreage Booklet)	Permanent	Electronically Stored		<input type="checkbox"/>
ED25	Zoning Information	Permanent	Electronically Stored		<input checked="" type="checkbox"/>
					<input type="checkbox"/>

*Emails 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.