



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

DEC 20 2018

STATE AND LOCAL
GOVERNMENT RECORDS

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

The City of Strongsville

(Local government entity)

Finance Department

(unit)

[Signature]
(signature of responsible official)

Joseph K Dubovec

(name)

Director of Finance

(title)

October 16, 2018
(date)

Section B: Records Commission

City of Strongsville Records Commission

440-580-3100

Records Commission

(telephone number)

16099 Foltz Parkway

(address)

Strongsville

(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

Records Commission Chair Signature

Thomas P. Perciak, Mayor

Dec. 14, 2018

Date

Section C: Ohio Historical Society - State Archives

Amanda Rindler
Signature

Local Government Records Archivist
Title

1/2/19
Date

Section D: Auditor of State

Martin E. Miller
Signature

1-10-19

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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Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.2b O.R.C.

Section E: Records Retention Schedule

The City of Strongsville

(local government entity)

Finance Department

(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
F-100	Accounting: Appropriation Ledgers Budget vs. YTD Actuals	Until Electronically Scanned and Stored	Paper		<input type="checkbox"/>
F-100(a)	Accounting: Appropriation Ledgers Budget vs. YTD Actuals	4 Years	Electronic		<input type="checkbox"/>
F-101	Accounting: Balance Sheets	3 Years & Audit	Paper		<input type="checkbox"/>
F-101(a)	Accounting: Balance Sheets	3 Years	Electronic		<input type="checkbox"/>
F-102	Accounting: Annual Budget Documents	Permanent	Paper		<input type="checkbox"/>
F-103	Accounting: Cancelled Checks	3 Years & Audit	CD's		<input type="checkbox"/>
F-104	Accounting: Certificates of Estimated Resources	7 Years	Paper		<input type="checkbox"/>
F-105	Accounting: Depository Agreements	Duration of Agreement	Paper		<input type="checkbox"/>
F-106	Accounting: Fixed Asset Reports	10 Years	Paper		<input type="checkbox"/>
F-107	Accounting: Fixed Asset Reports (Asset Inventory Management System)	Current Year Only	Electronic		<input type="checkbox"/>
F-108	Accounting: General Ledger	25 Years	Paper		<input type="checkbox"/>
F-109	Accounting: Insurance Data & Appraisals	2 Years & Expiration	Paper		<input type="checkbox"/>



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F-110	Accounting: Monthly Bank Reconciliations & Journal Entries	3 Years & Audit	Paper		<input type="checkbox"/>
F-111	Accounting: Journal Entries	3 Years & Audit	Electronic		<input type="checkbox"/>
F-112	Accounting: Old Records	Permanent	Paper		<input type="checkbox"/>
F-113	Accounting: YTD Budget Reports	3 Years & Audit	Paper		<input type="checkbox"/>
F-113(a)	Accounting: YTD Budget Reports	3 Years	Electronic		<input type="checkbox"/>
F-114	Accounts Payable: Check Register	3 Years & Audit	Paper		<input type="checkbox"/>
F-114(a)	Accounts Payable: Check Register	3 Years	Electronic		<input type="checkbox"/>
F-115	Accounts Payable: Purchase Orders & Invoices	3 Years & Audit	Paper		<input type="checkbox"/>
F-115(a)	Accounts Payable: Purchase Orders & Invoices	3 Years	Electronic		<input type="checkbox"/>
F-116	Accounts Payable: Vendor Reports	3 Years & Audit	Paper		<input type="checkbox"/>
F-117	Accounts Payable: Vendor W9 Forms	Permanent	Electronic		<input type="checkbox"/>



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F-117(a)	Accounts Payable: Vendor W9 Forms	Until Electronically Scanned and Stored	Paper		<input type="checkbox"/>
F-118	Audit: Financial Statements	Permanent	Paper		<input type="checkbox"/>
F-119	Audit: Financial Statements Backup	3 Years & Audit	Electronic		<input type="checkbox"/>
F-120	Bids: Documents, Plans & Specifications	15 Years	Paper		<input type="checkbox"/>
F-121	Debt: Bond & Coupon Registers	Permanent	Paper		<input type="checkbox"/>
F-122	Debt: Bond & Note Transcripts	Permanent	Paper		<input type="checkbox"/>
F-123	Miscellaneous: Legal Notices	5 Years	Paper		<input type="checkbox"/>
F-124	Miscellaneous: Microfilm Old Finance Records 1949 – 1970+	Permanent	Microfilm		<input type="checkbox"/>
F-125	Miscellaneous: Special Assessment Reports	Until Paid & Audit	Paper		<input type="checkbox"/>
F-126	Miscellaneous: Title Searches	3 Years	Paper		<input type="checkbox"/>
F-127	Permits: Refund Backup – Builders & Engineering	3 Years & Audit	Paper		<input type="checkbox"/>
F-128	Receipts: Bond Escrow, Construction & Builder Deposits	**10 Years	Paper		<input type="checkbox"/>



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****As of 01/01/2013, no new records are being generated by the Finance Department in these categories (F-128/129)**

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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) RC-3 Required by OHS- LGRP
F-129	Receipts: Building Permits & Licenses (Originals kept by Building Department)	**1 Years & Audit	Paper		<input type="checkbox"/>
F-130	Receipts: Individual Credit Cards	After Confirmed with Bank	Paper		<input type="checkbox"/>
F-130(a)	Receipts: Credit Card Summary	3 Years & Audit	Paper		<input type="checkbox"/>
F-131	Receipts: Daily Activity Reports & Account Distributions	3 Years & Audit	Paper		<input type="checkbox"/>
F-132	Receipts: Cancelled Cash Receipt Checks	After Audit Period	Paper		<input type="checkbox"/>
F-133	Receipts: EMS & Medicare Payments	3 Years & Audit	Paper		<input type="checkbox"/>
F-134	Receipts: Handwritten Receipt Book for use when computer is unavailable	3 Years & Audit	Paper		<input type="checkbox"/>
F-135	Receipts: White Book Items (Intergovernmental Revenue Backup)	3 Years & Audit	Paper		<input type="checkbox"/>
F-136	Sewer: Connection Deposits & Permits	3 Years & Audit	Paper		<input type="checkbox"/>
F-137	Account Trial Balances	3 Years & Audit	Electronic		<input type="checkbox"/>
F-138	Computer: Misc. Back-Up Reports & Financial Records	3 Years & Audit	Electronic		<input type="checkbox"/>



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P-1000	Payroll: Payroll Files: Employee Federal and State Exemption Forms, Direct Deposit Forms, and Voluntary Employee Deductions	Until Superseded	Paper		<input type="checkbox"/>
P-1001	Payroll: Timesheets	3 Years & Audit	Electronic		<input type="checkbox"/>
P-1002	Payroll: Pay Registers	Permanent	Paper		<input type="checkbox"/>
P-1003	Payroll: Pay Registers	Permanent	Electronic		<input type="checkbox"/>
P-1004	Payroll: W-2 Reports	Permanent	Paper		<input type="checkbox"/>
P-1005	Payroll: Pension Reports: OPERS and OP&F detailed pension reports	Permanent	Paper		<input type="checkbox"/>
P-1006	Payroll: Ohio Bureau of Employment Services – Quarterly reports to the State showing number of employees paid and wages paid per quarter.	Permanent	Paper		<input type="checkbox"/>

**Audited means: the years
encompassed by the records
have been audited by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.**