



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION Page 1 of 9

DEC 20 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

Fire Department

(local government entity)

(unit)

Neil P. Rozman

Neil Rozman

Assistant Chief / Records Retention

November 15, 2018

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

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 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

12/14/2018

Records Commission Chair Signature

Date

Thomas P. Perciak, Mayor

Section C: Ohio History Connection - State Archives

Amanda Lind

Signature

Local Government Records Archivist

Title

1/2/19

Date

Section D: Auditor of State

Martin E. Mohr

Signature

Title

Records Manager

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Strongsville

Fire 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 LGRP | (6) RC-3 Required by LGRP |
|---------------------------|---|--|----------------------|---|---------------------------------------|
| SFD 1 | Rules, regulations, Standard Operating Procedures | Until superseded | Paper | | <input type="checkbox"/> |
| SFD 1A | Rules, regulations, Standard Operating Procedures | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 2 | Annual department report | Permanent | Multi | | <input checked="" type="checkbox"/> |
| SFD 3 | Local, county, regional emergency plans, Incident Action Plans | Until superseded | Multi | | <input type="checkbox"/> |
| SFD 4 | Computer-generated periodic financial or statistical reports used for administrative reconciliation | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 5 | Organizational Charts | Until superseded | Multi | | <input type="checkbox"/> |
| SFD 6 | Mutual Aid agreements | Until superseded or stored electronically | Paper | | <input type="checkbox"/> |
| SFD 6A | Mutual Aid agreements | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 7 | Records Request | Until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 7A | Records Request | 7 years | Electronic | | <input type="checkbox"/> |
| SFD 8 | Citizen complaints / investigations / disposition | Until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 8A | Citizen complaints / investigations / disposition | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 9 | Grievances | 3 years after resolution or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 9A | Grievances | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 10 | Meeting agendas, notes, reference materials | Until no longer administratively necessary | All | | <input type="checkbox"/> |
| SFD 11 | Employee accident and injury reports | Permanent in personnel file or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 11A | Employee accident and injury reports | Permanent | Electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|----------------------|---|---------------------------------------|
| SFD 12 | Personnel actions (performance appraisal, appointments, commendations, promotions, disciplinary actions, exposure reports, applications, references, resignations) | Permanent in personnel file or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 12A | Personnel actions (performance appraisal, appointments, commendations, promotions, disciplinary actions, exposure reports, applications, references, resignations) | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 13 | Sick time forms | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 14 | Training materials, lesson plans | Until obsolete or superseded | Multi | | <input type="checkbox"/> |
| SFD 15 | Reference & library materials | Until obsolete or superseded | Multi | | <input type="checkbox"/> |
| SFD 16 | Annual budget | 5 years or until stored electronically | Multi | | <input type="checkbox"/> |
| SFD 17 | Schedules and time sheets | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 18 | Unsuccessful grant applications | 5 years after refusal | Multi | | <input type="checkbox"/> |
| SFD 19 | Successful grant applications | Longer of 5 years after completion or life of related equipment or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 19A | Successful grant applications | Longer of 5 years after completion or life of related equipment | Electronic | | <input type="checkbox"/> |
| SFD 20 | Administrative scheduling forms (Vacation, Holiday, Exchange, Overtime, Call-in) | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 21 | Daily event logs | Permanent | Multi | | <input type="checkbox"/> |
| SFD 22 | Requisitions | Until recorded by Finance | Multi | | <input type="checkbox"/> |
| SFD 23 | Purchase orders | Until recorded by Finance | Multi | | <input type="checkbox"/> |
| SFD 24 | Delivery and packing slips | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
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|---------------------------|---|--|----------------------|---|---------------------------------------|
| SFD 25 | Expense records | Until recorded by Finance | Multi | | <input type="checkbox"/> |
| SFD 26 | Receipts and receipt books | Until reconciled by Finance | Multi | | <input type="checkbox"/> |
| SFD 27 | Department-issued permits & licenses (hydrant/propane/fire/etc.) | 1 year after expiration or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 27A | Department-issued permits & licenses (hydrant/propane/fire/etc.) | 3 years after expiration | Electronic | | <input type="checkbox"/> |
| SFD 28 | Unsolicited mail, anonymous or groundless complaints, sales materials | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 29 | Internal request for vehicle or building repair | Until repair complete | Multi | | <input type="checkbox"/> |
| SFD 31 | Master or Blank forms | Until obsolete or superseded | Multi | | <input type="checkbox"/> |
| SFD 32 | Telephone messages | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 33 | Bulletin board postings, flyers, notices | Until no longer administratively necessary | Paper | | <input type="checkbox"/> |
| SFD 34 | General correspondence, reminders, circulars | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 35 | Compliance reports (Insurance Services Office, National Fire Protection Association, Centers for Medicaid & Medicare/etc.) | Until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 35A | Compliance reports (Insurance Services Office, National Fire Protection Association, Centers for Medicaid & Medicare/etc.) | 10 years | Electronic | | <input type="checkbox"/> |
| SFD 36 | Biomedical equipment test, repair and calibration records | Longer of 5 years or life of equipment; or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 36A | Biomedical equipment test, repair and calibration records | Longer of 10 years or life of equipment | Electronic | | <input type="checkbox"/> |
| SFD 37 | Board of Pharmacy license | Until expired | Paper | | <input type="checkbox"/> |
| SFD 38 | Copies of source documents maintained per schedule | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 39 | Drug box and Oxygen inventories | Until stored electronically | Paper | | <input type="checkbox"/> |

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|---------------------------|--|--|----------------------|---|---------------------------------------|
| SFD 39A | Drug box and Oxygen inventories | 3 years | Electronic | | <input type="checkbox"/> |
| SFD 40 | Daily medical equipment check sheets | 1 year or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 40A | Daily medical equipment check sheets | 3 year | Electronic | | <input type="checkbox"/> |
| SFD 41 | Emergency Medical Service records | 7 years or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 41A | Emergency Medical Service records | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 42 | City property inventories | Until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 42A | City property inventories | 3 years | Electronic | | <input type="checkbox"/> |
| SFD 43 | Maintenance records-hose, ladders, aerials, generators, pumps, extrication, Self-Contained Breathing Apparatus | Life of equipment or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 43A | Maintenance records-hose, ladders, aerials, generators, pumps, extrication, Self-Contained Breathing Apparatus | Life of equipment | Electronic | | <input type="checkbox"/> |
| SFD 44 | Test records-hose, ladders, aerials, generators, pumps, extrication, Self-Contained Breathing Apparatus | Life of equipment or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 44A | Test records-hose, ladders, aerials, generators, pumps, extrication, Self-Contained Breathing Apparatus | Life of equipment | Electronic | | <input type="checkbox"/> |
| SFD 45 | Software manuals | Life of software | Multi | | <input type="checkbox"/> |
| SFD 46 | Periodic sprinkler/standpipe/hood/alarm tests | 3 years or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 46A | Periodic sprinkler/standpipe/hood/alarm tests | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 47 | Fire Code violation notices | 1 year after correction | Paper | | <input type="checkbox"/> |
| SFD 47A | Fire Code violation notices | Life of business entity | Electronic | | <input type="checkbox"/> |
| SFD 48 | Fire / rescue incident reports | 10 years or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 48A | Fire / rescue incident reports | Permanent | Electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|----------------------|---|---------------------------------------|
| SFD 49 | Fire codes | 25 years | Multi | | <input type="checkbox"/> |
| SFD 50 | Fire Investigation Unit or Arson reports | 50 years & appraise for historical value, or until stored electronically | Paper | | <input checked="" type="checkbox"/> |
| SFD 50A | Fire Investigation Unit or Arson reports | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| SFD 51 | Periodic fire inspection reports | 3 years or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 51A | Periodic fire inspection reports | Life of building | Electronic | | <input type="checkbox"/> |
| SFD 52 | Fireworks applications, permits, contracts | 3 years after show or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 52A | Fireworks applications, permits, contracts | 3 years after show | Electronic | | <input type="checkbox"/> |
| SFD 53 | Periodic hydrant flush records | Until no longer administratively necessary | Paper | | <input type="checkbox"/> |
| SFD 53A | Periodic hydrant flush records | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 54 | Hydrant repair records | Until repair completed | Multi | | <input type="checkbox"/> |
| SFD 55 | Hydrant flow tests | 3 years or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 55A | Hydrant flow tests | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 56 | Storage tank records | Permanent or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 56A | Storage tank records | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 57 | Vehicle maintenance records | Until vehicle sold or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 57A | Vehicle maintenance records | Until vehicle sold | Electronic | | <input type="checkbox"/> |
| SFD 58 | Daily / weekly vehicle check sheets | 1 year or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 58A | Daily / weekly vehicle check sheets | Until vehicle sold | Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|----------------------|---|---------------------------------------|
| SFD 59 | Fuel logs | 1 year or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 59A | Fuel logs | 5 years | Electronic | | <input type="checkbox"/> |
| SFD 60 | Student liability release forms | 3 years provided no pending action, or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 60A | Student liability release forms | 10 years | Electronic | | <input type="checkbox"/> |
| SFD 61 | HIPAA / PHI release forms | Until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 61A | HIPAA / PHI release forms | 7 years | Electronic | | <input type="checkbox"/> |
| SFD 62 | Uniform and turn out gear inspection forms | Life of turn-out gear | Multi | | <input type="checkbox"/> |
| SFD 63 | Material Safety Sheets | Until superseded or material not on-site | Multi | | <input type="checkbox"/> |
| SFD 64 | Records retention documents | Until superseded | Multi | | <input type="checkbox"/> |
| SFD 65 | Digital and film photographs not otherwise attached to an official document or report | Until no longer administratively necessary, then appraise for historical value | Multi | | <input type="checkbox"/> |
| SFD 66 | Warranties | Until expiration | Multi | | <input type="checkbox"/> |
| SFD 67 | Unsuccessful bids, proposals, RFPs | 1 year after letting of the contract | Multi | | <input type="checkbox"/> |
| SFD 68 | Successful bids, proposals, RFPs and resulting contract for administrative or maintenance services | 1 year after expiration of contract or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 68A | Successful bids, proposals, RFPs and resulting contract for administrative or maintenance services | 1 year after expiration of contract | Electronic | | <input type="checkbox"/> |
| SFD 69 | Successful bids, proposals, RFPs and resulting contract for vehicle purchases | Life of vehicle or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 69A | Successful bids, proposals, RFPs and resulting contract for vehicle purchases | Life of vehicle | Electronic | | <input type="checkbox"/> |
| SFD 70 | Successful bids, proposals, RFPs and resulting contract for fire station construction or major renovation | Life of building or until stored electronically | Paper | | <input type="checkbox"/> |

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|---------------------------|---|---|----------------------|---|---------------------------------------|
| SFD 70A | Successful bids, proposals, RFPs and resulting contract for fire station construction or major renovation | Life of building | Electronic | | <input type="checkbox"/> |
| SFD 71 | Petty cash record | Until reconciled with Finance | Multi | | <input type="checkbox"/> |
| SFD 72 | Environmental site survey or assessment for incident or usage history | 10 years or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 72A | Environmental site survey or assessment for incident or usage history | Permanent | Electronic | | <input checked="" type="checkbox"/> |
| SFD 73 | Employee required certifications and licenses | Until expiration, renewal or retirement; or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 73A | Employee required certifications and licenses | Until expiration, renewal, or retirement | Electronic | | <input type="checkbox"/> |
| SFD 74 | Job / position descriptions | 5 years after superseded | Electronic | | <input type="checkbox"/> |
| SFD 75 | Collective Bargaining Agreements | 15 years after expiration or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 75A | Collective Bargaining Agreements | Permanent | Electronic | | <input type="checkbox"/> |
| SFD 76 | Commendations, awards | Permanent | Multi | | <input type="checkbox"/> |
| SFD 77 | Clinical Laboratory license | Until expired or renewed | Paper | | <input type="checkbox"/> |
| SFD 78 | Right of Entry Agreements for fire training | 1 year after training is conducted or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 78A | Right of Entry Agreements for fire training | 5 years | Electronic | | <input type="checkbox"/> |
| SFD 79 | Training Site Agreements with outside agencies sending personnel for training | 1 year after training is conducted or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 79A | Training Site Agreements with outside agencies sending personnel for training | 5 years | Electronic | | <input type="checkbox"/> |
| SFD 80 | Suppression or alarm system acceptance tests | Life of system or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 80A | Suppression or alarm system acceptance tests | Life of system | Electronic | | <input type="checkbox"/> |
| SFD 81 | Community Room sign-up sheets | Until no longer administratively necessary | Paper | | <input type="checkbox"/> |

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| SFD 82 | Oil & gas well documents | 10 years after capped or until stored electronically | Paper | | <input type="checkbox"/> |
| SFD 82A | Oil & gas well documents | 25 years after capped | Electronic | | <input type="checkbox"/> |
| SFD 83 | Copies of jail medical or rescue protocols | Until superseded | Multi | | <input type="checkbox"/> |
| SFD 84 | Preliminary information for projects not pursued or completed | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 85 | Seminar or classroom materials or handouts | Until no longer administratively necessary | Multi | | <input type="checkbox"/> |
| SFD 86 | Regional collaborative group documents (Southwest Emergency Response Teams, Council Of Governments, Urban Search And Rescue) | Per schedule according to relevant content | Multi | | <input type="checkbox"/> |
| SFD 87 | Facility-specific licenses & permits (occupancy, elevator, boiler, etc.) | Until renewed or expired | Multi | | <input type="checkbox"/> |
| SFD 88 | State Emergency Response Commission Facility Filings | 2 years | Multi | | <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.