



Ohio Historical Society  
 State Archives of Ohio HISTORY CONNECTION  
 Local Government Records Program

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

JAN 22 2020

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: \_\_\_\_\_

STATE AND LOCAL  
 GOVERNMENT RECORDS  
**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.)*

CITY OF STRONGSVILLE

OFFICE OF HUMAN RESOURCES

(local government entity)

(unit)

*Stephen F. Kilo*

STEPHEN F. KILO

Director of Human Resources

1/14/2020

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Strongsville

440-580-3100

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*

1-16-20

Records Commission Chair Signature

Thomas P. Perciak, Mayor

Date

Section C: Ohio Historical Society - State Archives

*Amanda Riddle*

Local Government Records Archivist

1/30/20

Signature

Title

Date

Section D: Auditor of State

*Martin E. Mueh*

2-10-20

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**

**CITY OF STRONGSVILLE**

**OFFICE OF HUMAN RESOURCES**

(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 Require d by OHS- LGRP
HR001	Employee accident reports – auto incident reports while on job	Until Electronically Scanned and Stored	Paper		<input type="checkbox"/>
HR001a	Employee accident reports – auto incident reports while on job	Permanent	Electronic		
HR002	Attendance reports – time sheets, absences, etc.	Permanent	Hard Drive		<input type="checkbox"/>
HR003	Bargaining unit contracts – police, dispatch, fire, service, building inspectors	15 yrs. after expiration	Hard Drive/ paper		<input type="checkbox"/>
HR004	Bulletins, posters, notices – mandatory posters such as FLSA notices, workplace labor law , general informational bulletins notifying employees of events or rights	1 year or until no longer administrative ly necessary	Paper/ Hard Drive		<input type="checkbox"/>
HR005	Continuing education reports – mandatory employee education and certification as needed for position	Employee file/destroy 2 yrs. after employee leaves municipal service	Paper		<input type="checkbox"/>
HR006	EEO reports – mandated government report	Permanent	Paper/2009 & 2010 Hard Drive		<input type="checkbox"/>
HR007	Employee Applications (hired) General information regarding experience, schooling, personal information regarding employment	Until Electronically Scanned and Stored	Paper		<input type="checkbox"/>
HR007a	Employee Applications (hired) General information regarding experience, schooling, personal information regarding employment	Permanent	Electronic		



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**Section E: Records Retention Schedule**

**City of Strongsville**

**Office of Human Resources**

(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
<b>HR008</b>	Employee Applications (not hired) applications of individuals who were not hired.	<b>Until Electronically Scanned and Stored</b>	<b>Paper</b>		
<b>HR008a</b>	Employee Applications (not hired) applications of individuals who were not hired	<b>2 yrs. from date received</b>	<b>Electronic</b>		
<b>HR009</b>	Employee injury reports – on the job injuries and descriptions of such injury.	<b>Place in Employee Workers Comp file</b>	<b>Paper</b>		
<b>HR010</b>	Employee letters of discipline – letters informing employee about action taken for disciplinary reasons – except those governed by a Collective Bargaining Agreement	<b>Until Electronically Scanned and Stored</b>	<b>Paper</b>		
<b>HR010a</b>	Employee letters of discipline – letters informing employee about action taken for disciplinary reasons – except those governed by a Collective Bargaining Agreement	<b>Remove from Personnel file destroy 6 yrs. after event</b>	<b>Electronic</b>		
<b>HR011</b>	Employee Personnel files – files with all pertinent information regarding employee and employee history, including any employee correspondence	<b>Until Electronically Scanned and Stored</b>	<b>Paper/ Electronic</b>		<input type="checkbox"/>
<b>HR011a</b>	Employee Personnel files – files with all pertinent information regarding employee and employee history, including any employee correspondence	<b>*See footnote below for retention period</b>	<b>Electronic</b>		
<b>HR012</b>	Employee roster – list of employees currently working full time and part-time and seasonal for the City	<b>1 yr. or until updated</b>	<b>Hard Drive</b>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>*HR011 Purge 2 years after employee leaves municipal service. Retain permanent record of service time, letter of appointment, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers. Retain OSHA related records 20 years.</b></li> </ul>					



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**CITY OF STRONGSVILLE**

**OFFICE OF HUMAN RESOURCES**

(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
HR013	Employee sick/vacation records – records containing accrued and used sick and vacation time.	Permanent	Electronic/ Kronos		
HR014	Grievance reports and hearing records – records of all grievances by union employees against City – except where litigation has been initiated	1 year after resolved/or expiration of applicable CBA	Paper		
HR015	I-9 Immigration verification forms	1 year after termination of employment, or 3 years after date of hire whichever is later	Paper		
HR016	ID-s & badges – identification given by City to identify employee for timekeeping purposes and entrance to specific buildings	Turn in upon termination and return to IT	Electronic and paper		
HR017	Insurance enrollment cards and forms – reports containing names, changes and beneficiaries for insurance records	1 year after employee termination	Paper		<input type="checkbox"/>
HR018	Job Descriptions – general description of all job positions within the City	1 year after superseded	Hard drive/ paper		<input type="checkbox"/>
HR019	Formal Performance evaluation – evaluations of employees by supervisor or director	10 years	Paper		
HR020	Substance abuse reports – drug and alcohol testing – DOT, Non-DOT, pre-employment and return to work testing	2 years after test results	Paper		
HR021	Unemployment case files and compensation records – records of unemployment billings and case files regarding the same	4 years after date of final payment	Electronic Paper		
HR022	Bureau of Labor Statistics(BLS) – records reported each month containing number of employees paid by the 15 <sup>th</sup> of each month and number of women employees	2 years	Electronic Paper		



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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
HR023	Workers compensation files – case files of on the job injuries and history through Workers Compensation	10 years after date of final payment	Electronic/ Paper		
HR024	Policies and procedures – records and ordinance reflecting policies and proper work ethic	Until superseded or obsolete/ keep one year after obsolete	Electronic/ Paper		
HR025	Affirmative Action Reports	Until superseded	Electronic/ Paper		
HR026	Pension reports-OPERS pension detailed reports and police and fire pension reports	Permanent	Electronic/ Pape		
HR027	Family medical records – requests, acceptance and records related to absence from work due to serious health problems or immediate family health problems	Until Electronically Scanned and Stored	Paper		
HR027a	Family medical records – requests, acceptance and records related to absence from work due to serious health problems or immediate family health problems	Permanent	Electronic		
HR028	Wellness program – program information promoting wellness in the City and reports corresponding to such	Until superseded	Electronic/ Paper		
HR029	Ohio Bureau of Employment services –quarterly reports to State showing number of employees paid for each quarter and amounts paid for each qtr.	2 years	Electronic		
HR030	Reference and library materials – books and binders for referencing	Permanent or until superseded	Paper		
HR031	Records retention documents	Permanent	Electronic/ Paper		
HR032	Kronos Human Resource files – electronically kept employee records	Permanent	Electronic		<input type="checkbox"/>



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OFFICE OF HUMAN RESOURCES

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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
HR033	Department documents – documents containing information for and from each department – ex. Memos, etc	Until no longer administratively necessary	Electronic Paper		<input type="checkbox"/>

- E-Mails 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.



Thomas P. Perciak  
Mayor

## City of Strongsville

16099 Foltz Parkway  
Strongsville, Ohio 44149-5598  
Phone: 440-580-3145  
Fax: 440-846-1639  
E-mail: [strongsville.law@strongsville.org](mailto:strongsville.law@strongsville.org)  
[www.strongsville.org](http://www.strongsville.org)

Office of the Law Director

January 17, 2020

### Via Certified Mail

The Ohio History Connection  
State Archives of Ohio  
Local Government Records Archivist  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

**Re: City of Strongsville, Ohio – City Records Commission**

Dear Sir/Madam:

In accordance with Ohio Revised Code Section 149.39 and pursuant to an open meeting of the City of Strongsville City Records Commission held on January 16, 2020, we enclose the following forms which were approved by the Commission:

1. Amended Records Retention Schedule (RC-2) for the Finance Department; and
2. Amended Records Retention Schedule (RC-2) for the Human Resources Department.

Please process these forms accordingly, and notify the City **via e-mail** when they have been approved by your office and/or the Auditor of State in accordance with law.

Thank you for your courtesy in this matter.

Cordially,

Nancy M. Sikorski  
Secretary, City Records Commission

### Enclosures

cc: Mayor Thomas P. Perciak, Chairman, City Records Commission  
Joseph K. Dubovec, Director of Finance  
Tina Ford, Accounting Supervisor  
Neal M. Jamison, Law Director  
Bruce Keenen, City Records Commission  
Stephen F. Kilo, Human Resources Director  
Colleen Healey, Admin. Asst. Human Resources Dept.  
*(all letter copies via e-mail only)*