



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

Page 1 of 5

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 and Section B must be filled out and signed by local government before submission to the State Archives

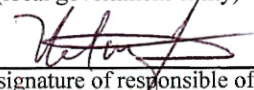
Section A: Local Government Unit

CITY OF STRONGSVILLE

LAW DEPARTMENT

(local government entity)

(unit)


(signature of responsible official)

Neal M. Jamison, Law Director
(name) (title)

12/10/2018
(date)

Section B: Records Commission

CITY OF STRONGSVILLE

Records Commission

440-580-3145

(telephone number)

16099 Foltz Parkway
(address)

Strongsville, OH
(city)

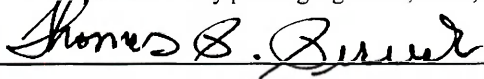
44149
(zip code)

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.




12/14/2018

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

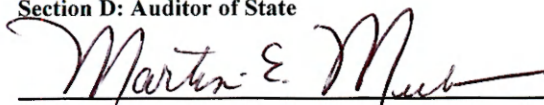
Date

Section C: Ohio History Connection - State Archives

 Local Government Records Archivist
Signature Title

1/24/19
Date

Section D: Auditor of State

 Records Manager
Signature Title

1-10-19
Date

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

(local government entity)

(unit)

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

(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 Require d by LGRP
Law 100	Bankruptcy Claims; Notices; Proofs of Claim – Personal and Commercial Bankruptcy Claims arising from residents and business owners in the City	10 years after case closed or statutory	Paper and Electronically stored		<input type="checkbox"/>
Law 101	City Records Commission Files – Meeting Notices; Agendas; Approved Minutes	Permanent	Paper and Electronically stored		<input checked="" type="checkbox"/>
Law 101 (A)	City Records Commission – Computer-generated audio recordings of meetings	Until Minutes are approved by the Commission	Electronically recorded		<input type="checkbox"/>
Law 102	Insurance Claims Against the City (non-litigation)	2 years after claim settled or statute of limitations exhausted	Paper		<input type="checkbox"/>
Law 103	Contracts and Agreements with vendors for City services, supplies, etc. <i>(Law Department copies only-duplicates of originals)</i>	458 years after expiration or termination	Paper and Electronically stored		<input type="checkbox"/>
Law 104 (A)	Correspondence – General and Executive <i>(Includes correspondence dealing with significant aspects of the office's administration.)</i>	5 years	Paper and Electronically stored		<input type="checkbox"/>
Law 104 (B)	Correspondence – Transient <i>(Includes drafts and other limited documents which convey information of temporary importance and other miscellaneous inquiries.)</i>	Until no longer admin. necessary	Paper and Electronically stored		<input type="checkbox"/>
Law 105	Legal Research on various municipal Government topics	Permanent or until superseded	Paper and Electronically stored		<input type="checkbox"/>
Law 106	Legal Opinions generated by the Law Department on various municipal government topics	Permanent or until superseded	Paper and Electronically stored		<input type="checkbox"/>
Law 107	Litigation Files (Civil)	10 years after case closed or statutory, whichever is longer	Paper and Electronically stored		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***CITY OF STRONGSVILLE****LAW 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 Require d by LGRP
					<input type="checkbox"/>
Law 109	Public Records Requests	52 years unless litigation pending or threatened	Paper and Electronically stored		<input type="checkbox"/>
Law 110	Resumes and Requests for Employment for the Law Department	2 years after position filled	Paper		<input type="checkbox"/>
Law 111	Sewer Files – (i) Routine Administrative Files (ii) Specific Project Files	5 years Permanent	Paper		<input type="checkbox"/>
Law 111 (A)	Sewer Files – (i) Routine Administrative Files (ii) Specific Project Files	5 years Permanent	Electronically stored		<input type="checkbox"/>
Law 112	Sidewalk Files – (i) Routine Administrative Files (ii) Specific Project Files	5 years Permanent	Paper		<input type="checkbox"/>
Law 112 (A)	Sidewalk Files – (i) Routine Administrative Files (ii) Specific Project Files	5 years Permanent	Electronically stored		<input type="checkbox"/>
Law 113	Street Files – (i) Routine Administrative Files (ii) Specific Project Files	5 years Permanent	Paper		<input type="checkbox"/>
Law 113 (A)	Street Files – (i) Routine Administrative Files (ii) Specific Project Files	5 years Permanent	Electronically stored		<input type="checkbox"/>
Law 114	Subdivisions Files - Residential/Commercial Subdivision Files	Permanent	Paper and Electronically stored		<input checked="" type="checkbox"/>
Law 115	Subject and Administrative Files <i>(Includes miscellaneous files alphabetically and by City Departments)</i>	405 years	Paper and Electronically stored		<input type="checkbox"/>
Law 116	Telephone Message Books	Until no longer admin. necessary	Paper		<input type="checkbox"/>
Law 117	Wastewater Treatment Plant Files	Permanent	Paper		<input type="checkbox"/>
Law 118	Wireless Telecommunications Files – Tower Locations; Leases; Lease Ordinances; Correspondence; etc.	Permanent	Paper and Electronically stored		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***CITY OF STRONGSVILLE****LAW 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 Require d by LGRP
Law 119	Drafts of Documents (<i>Preliminary working documents which serve to convey information of temporary importance</i>)	Until no longer admin. necessary	Paper and Electronically stored		<input type="checkbox"/>
Law 120	Copies of Documents (<i>copies of Originals of which are otherwise maintained by the Law Department or other City Departments which are no longer required and serve no useful purpose</i>)	Until no longer admin. necessary	Paper		<input type="checkbox"/>
Law 121	Calendars	Until no longer admin. necessary	Paper and Electronically stored		<input type="checkbox"/>
Law 122 (A)	Charter Review Committee Files - Meeting Notices; Agendas; Approved Minutes	Permanent	Paper and Electronically stored		<input checked="" type="checkbox"/>
Law 122 (B)	Charter Review Committee – Computer-generated audio recordings of meetings	Until Minutes are approved by the Committee	Electronically recorded		<input type="checkbox"/>
Law 123	Law Department Requisitions and Purchase Orders	Until no longer admin. necessary	Paper		<input type="checkbox"/>
Law 124	Law Department Records Retention Schedules and Certificates of Destruction	Until superseded-Permanent	MultiPaper and Electronically stored		<input type="checkbox"/>
Law 125	Request for Legislation Forms (<i>Forms submitted to Law Department by other City Departments when requesting that legislation be prepared for consideration at Council meetings</i>)	Until no longer admin. necessary	Paper		<input type="checkbox"/>
Law 126	Grants (<i>Copies of grant documents provided to the Law Department from various departments in connection with preparing legislation</i>)	5 years	Paper		<input type="checkbox"/>
Law 127	Subpoenas/Subpoenas Duces Tecum (<i>Miscellaneous subpoenas directed to the City in connection with matters not relating to or involving City business</i>)	Until served, discharged, answered or withdrawn/no longer admin. necessary	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***CITY OF STRONGSVILLE****LAW 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 Require d by LGRP
					<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.