



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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Jun 24 2020

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

Mayor's Court

(Local Government Entity)

(Unit)

*Thomas P. Perciak*

(Thomas P Perciak)

(Mayor)

*Kenneth A. Kraus*

(Signature of Responsible Official)

*Magistrate*

(Kenneth A Kraus)

(Magistrate)

*6-24-2020*

(Date)

**Section B: Records Commission**

*See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Strongsville Records Commission

440-580-3100

16099 Foltz Industrial Parkway

Strongsville, Ohio

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](mailto: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

Date

*6-24-2020*

**Section C: Ohio History Connection - State Archives**

Local Government Records Archivist 7/6/2020

Signature

Title

Date

**Section D: Auditor of State**

**Records Manager**

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

Mayor's Court

(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
<i>MC-1</i>	<i>Traffic Citation Form Citation issued for violating traffic laws</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		
<i>MC-1A</i>	<i>Traffic Citation Form Citation issued for violating traffic laws</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-2</i>	<i>Misdemeanor Criminal Citation Form Citation issued by police officer for criminal activity in violation of S.C.O. or O.R.C.</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-2A</i>	<i>Misdemeanor Criminal Citation Form Citation issued by police officer for criminal activity in violation of S.C.O. or O.R.C.</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-3</i>	<i>Misdemeanor Criminal Citation Form 1 and 7 Citation issued by police officer for criminal activity in violation of S.C.O or O.R.C</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-3A</i>	<i>Misdemeanor Criminal Citation Form 1 and 7 Citation issued by police officer for criminal activity in violation of S.C.O or O.R.C</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-4</i>	<i>OVI Citation Citation issued by police officer for driving while intoxicated</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-4A</i>	<i>OVI Citation Citation issued by police officer for driving while intoxicated</i>	<i>20 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-5</i>	<i>Waiver of Legal Representation for OVI. Court requires waiver to be signed when there is no legal counsel</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-5A</i>	<i>Waiver of Legal Representation for OVI. Court requires waiver to be signed when there is no legal counsel</i>	<i>20 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-6</i>	<i>Case Jacket File retains all documents, disposition, and any related paperwork</i>	<i>1 year after quality</i>	<i>Paper</i>		

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		<i>checked &amp; scanned</i>			<input type="checkbox"/>
<i>MC-6A</i>	<i>Case Jacket File retains all documents, disposition, and any related paperwork</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-7</i>	<i>Recognizance Form – bond posted at Police Department and forwarded to Mayors Court</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-7A</i>	<i>Recognizance Form – bond posted at Police Department and forwarded to Mayors Court</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-8</i>	<i>Waiver of Time for Trail – if case needs to be continued, signed waiver is required</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-8A</i>	<i>Waiver of Time for Trail – if case needs to be continued, signed waiver is required</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-9</i>	<i>Failure to Appear Notice – mailed following court for lack of payment and/or appearance</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-9A</i>	<i>Failure to Appear Notice – mailed following court for lack of payment and/or appearance</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-10</i>	<i>ALS Court Disposition-Administrative License Suspension form required on OVI's by the Bureau of Motor Vehicles</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-10A</i>	<i>ALS Court Disposition-Administrative License Suspension form required on OVI's by the Bureau of Motor Vehicles</i>	<i>20 years</i>	<i>Electronic</i>		<input type="checkbox"/>
<i>MC-11</i>	<i>Report of Law Enforcement Officer – ALS Suspension form received from Police to be entered into court record</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
<i>MC-11A</i>	<i>Report of Law Enforcement Officer – ALS Suspension form received from Police to be entered into court record</i>	<i>20 years</i>	<i>Electronic</i>		<input type="checkbox"/>

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MC-12	<i>Voluntary Immobilization – Pre Disposition – Immobilize auto per court order prior to court appearance</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-12A	<i>Voluntary Immobilization – Pre Disposition – Immobilize auto per court order prior to court appearance</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-13	<i>Voluntary Immobilization – Post Disposition – Immobilize auto per court order following court appearance</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-13A	<i>Voluntary Immobilization – Post Disposition – Immobilize auto per court order following court appearance</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-14	<i>Vehicle Title Transfer – Permission to Transfer Title or Sell auto per Court Order</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-14A	<i>Vehicle Title Transfer – Permission to Transfer Title or Sell auto per Court Order</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-15	<i>OVI Intervention Program – 3 day state certified school for OVI offenders</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-15A	<i>OVI Intervention Program – 3 day state certified school for OVI offenders</i>	<i>20 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-16	<i>Imprisonment Commitment Form – Form to be given to Jail after sentencing by the Judge</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-16A	<i>Imprisonment Commitment Form – Form to be given to Jail after sentencing by the Judge</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-17	<i>Operator's License Renewal – court ordered permission for Defendant to renew Operator's License while under suspension with BMV</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>

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MC-17A	<i>Operator's License Renewal – court ordered permission for Defendant to renew Operator's License while under suspension with BMV</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-18	<i>Bond Release Form – Required signature from bondsman to apply to case fines</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-18A	<i>Bond Release Form – Required signature from bondsman to apply to case fines</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-19	<i>Warrant – Issued when Defendant either Fails to Appear and/or Money Owing</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-19A	<i>Warrant – Issued when Defendant either Fails to Appear and/or Money Owing</i>	<i>7 years after served or withdrawn</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-20	<i>Non-Resident Violator Forms – Out of State Traffic Suspension forms</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC20-A	<i>Non-Resident Violator Forms – Out of State Traffic Suspension forms</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-21	<i>Release of Forfeiture – Suspension released upon payment</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-21A	<i>Release of Forfeiture – Suspension released upon payment</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>
MC-22	<i>Declaration of Forfeiture – Suspension issued as a result of non-payment of fines</i>	<i>1 year after quality checked &amp; scanned</i>	<i>Paper</i>		<input type="checkbox"/>
MC-22A	<i>Declaration of Forfeiture – Suspension issued as a result of non-payment of fines</i>	<i>7 years</i>	<i>Electronic</i>		<input type="checkbox"/>

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City of Strongsville

Mayor's Court

(Local Government Entity)

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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
MC-23	Failure to Pay Letter – Notification to Defendant they have neglected to pay fines by appointed date	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-23A	Failure to Pay Letter – Notification to Defendant they have neglected to pay fines by appointed date	7 years	Electronic		<input type="checkbox"/>
MC-24	Rights & Procedures Form – All defendants attending court must enter their plea and sign and date this form	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-24A	Rights & Procedures Form – All defendants attending court must enter their plea and sign and date this form	7 years	Electronic		<input type="checkbox"/>
MC-25	Annual Statement and Yearly Report – Total of monthly statements	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
MC-26	Cash Payment Records – Receipt of monies paid (incorporated into case files refer to Schedule #MC-6)	4 years provided audited	Paper/ Electronic		<input type="checkbox"/>
MC-27	Fine and Fee Record-Monies paid for violation of S.C.O or O.R.C. (incorporated into case jacket refer to Schedule #MC-6)	3 years provided audited	Paper/ Electronic	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	<input type="checkbox"/>
MC-28	Monthly Statements and Reports – Total of monies collected during a particular month	3 years provided audited	Paper		<input type="checkbox"/>
MC-28A	Monthly Statements and Reports – Total of monies collected during a particular month	3 years provided audited	Electronic		<input type="checkbox"/>
MC-29	LEADS printouts (confidential under the law, generated from query or entry on persons, vehicles or stolen items)	When no longer of administrative value and in accordance with the law	Paper		<input type="checkbox"/>
MC-30	Case and Defendant Dockets	1 year after quality checked & scanned	7 years Electronic		<input type="checkbox"/>

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MC-31	Sign In Sheets	3 years	Paper		<input type="checkbox"/>
MC-32	Reports to Ohio Supreme Court	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
MC-33	Miscellaneous Orders of Court	Permanent	Paper/ Electronic		<input checked="" 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.

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



Thomas P. Perciak  
Mayor

## City of Strongsville

16099 Foltz Parkway  
Strongsville, Ohio 44149-5598  
Phone: 440-580-3145  
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June 24, 2020

Office of the Law Director

**Via e-mail:** [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)

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 June 24, 2020, we enclose the following forms which were approved by the Commission:

1. Amended Records Retention Schedule (RC-2) for the City of Strongsville Mayor's Court; and
2. Amended Records Retention Schedule (RC-2) for the Police 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  
Mark Fender, Chief of Police  
Lt. Michael Campbell, Police Department  
Charles Goss, Director of Public Safety  
Judy Burichin, Mayor's Court  
*(all letter copies via e-mail only)*