



JUN 25 2018

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Strongsville Recreation and Senior Center Department
 (local government entity) (unit)

Bryan V. Bogre Bryan V. Bogre Director of Parks, Recreation and Senior Services 6/21/18
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Strongsville Records Commission 440-580-3100
 (telephone number)

Records Commission

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 6/21/18
 Records Commission Chair Signature – Thomas P. Perciak, Mayor Date

Section C: Ohio Historical Society - State Archives

Amanda Rindler Local Government Records Archivist 7/10/18
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh 7-19-18
 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



Section E: Records Retention Schedule

CITY OF STRONGSVILLE

Recreation and Senior Center 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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
RD-1	Record Retention Documents	25 years	Paper		<input type="checkbox"/>
RD-2	Recreation Board Meeting Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
RD-3	Newspaper Articles (any articles pertaining to Recreation Center)	Permanent	Paper		<input checked="" type="checkbox"/>
RD-4	Property Maps; Plans for Center and Park and related original building documents	Permanent	Paper		<input checked="" type="checkbox"/>
RD-5	Specifications for Recreation Center and related building documents	Permanent	Paper		<input checked="" type="checkbox"/>
RD-6	Memberships (annual)	1 year	Paper		<input type="checkbox"/>
RD-6(a)	Memberships (annual)	1 year	*Electronic		<input type="checkbox"/>
RD-8	Bids – Successful (bids submitted that were awarded the contract)	15 years	Paper		<input type="checkbox"/>
RD-9	Bids – Unsuccessful (bids submitted that were not awarded the contract)	2 years	Paper		<input type="checkbox"/>
RD-10	Contracts/Agreements (including room rental contracts, vendor contracts, instructor contracts)	15 years after completion or expiration	Paper		<input type="checkbox"/>
RD-10(a)	Contracts/Agreements (including room rental contracts, pavilion rental contracts, vendor contracts, instructor contracts)	15 years after completion or expiration	Electronic		<input type="checkbox"/>
RD-11	Accident Reports/Incident Reports – Non Employees	6 years (unless action pending)	Paper		<input type="checkbox"/>
RD-12	Budget (annual)	5 years	Paper		<input type="checkbox"/>



(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
RD-12(a)	Budget (annual)	5 years	Electronic		<input type="checkbox"/>
RD-13	Refunds (any payments refunded to customers)	5 years provided audited	Paper	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.	<input type="checkbox"/>
RD-13(a)	Refunds (any payments refunded to customers)	5 years provided audited	*Electronic		<input type="checkbox"/>
RD-14	Finance Reports (daily Financial Reports, cash register tapes)	3 years	Paper		<input type="checkbox"/>
RD-14(a)	Finance Reports (daily Financial Reports, cash register tapes)	3 years	Electronic		<input type="checkbox"/>
RD-15	Purchase Orders/Invoices	3 years	Paper		<input type="checkbox"/>
RD-15(a)	Purchase Orders/Invoices	3 years	Electronic		<input type="checkbox"/>
RD-16	Expense Reports (employee expense reports)	3 years	Paper		<input type="checkbox"/>
RD-16(a)	Expense Reports (employee expense reports)	3 years	Electronic		<input type="checkbox"/>
RD-18	Liability Waivers (pertaining to participation in programming and attendance at Recreation Center)	3 years (unless action pending)	Paper		<input type="checkbox"/>
RD-20	Activity Registrations (recreation and senior programs)	3 years	Paper		<input type="checkbox"/>
RD-20(a)	Activity Registrations (recreation and senior programs)	3 years	*Electronic		<input type="checkbox"/>
RD-21	Receipts	3 years provided audited	Paper		<input type="checkbox"/>
RD-21(a)	Receipts	3 years provided audited	*Electronic		<input type="checkbox"/>
RD-22	Leases (equipment)	2 years after lease termination	Paper		<input type="checkbox"/>
RD-23	Public Records Requests	2 years	Paper		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

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

(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
RD-24	Sponsorships (businesses that sponsor recreational programs and special events)	3 years	Paper		<input type="checkbox"/>
RD-24(a)	Sponsorships (businesses that sponsor recreational programs and special events)	3 years	Electronic		<input type="checkbox"/>
RD-25	School Requisitions (Recreation Center's use of Strongsville City school facilities)	2 years	Paper		<input type="checkbox"/>
RD-25(a)	School Requisitions (Recreation Center's use of Strongsville City school facilities)	2 years	Electronic		<input type="checkbox"/>
RD-26	Employee Work Schedules	1 year	Paper		<input type="checkbox"/>
RD-26(a)	Employee Work Schedules	1 year	Electronic		<input type="checkbox"/>
RD-27	Visitor Sign-in Sheets (Daily admission sheets including coupons and passbooks)	1 year	Paper		<input type="checkbox"/>
RD-28	Facility Schedules (lists all events taking place in Recreation & Senior Center and Old Town Hall)	1 year	Paper		<input type="checkbox"/>
RD-28(a)	Facility Schedules (lists all events taking place in Recreation & Senior Center and Old Town Hall)	1 year	Electronic		<input type="checkbox"/>
RD-29	Donations to Local Organizations (daily passbooks or gift certificates)	1 year	Paper		<input type="checkbox"/>
RD-29(a)	Donations to Local Organizations (gift certificates)	1 year	*Electronic		<input type="checkbox"/>
RD-30	Department of Health Swimming Pool Operation Reports (includes daily pool chemistry logs)	2 years	Paper		<input type="checkbox"/>
RD-31	Team Rosters (adult and youth sports programs)	1 year	Paper		<input type="checkbox"/>
RD-32	Sports Programs Score Books	1 year	Paper		<input type="checkbox"/>
RD-34	Continuing Education Certifications/Training	Place in personnel file	Paper		<input type="checkbox"/>
RD-35	Equipment Warranties	Lifetime of equipment	Paper		<input type="checkbox"/>



(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
RD-36	Equipment Brochures & Manuals	Lifetime of equipment	Paper		<input type="checkbox"/>
RD-38	Tot Room information cards	5 years	Paper		<input type="checkbox"/>
RD-40	General Correspondence (Recreation Dept)	5 years	Paper		<input type="checkbox"/>
RD-40(a)	General Correspondence (Recreation Dept)	5 years	Electronic		<input type="checkbox"/>
RD-41	Field & Park Records (daily field and pavilion work assignments)	1 year or until no longer administratively necessary	Paper		<input type="checkbox"/>
SD-42	Senior Wheels Specialized Transportation Program Semi-Annual Monitoring Report	3 years after project or completion of contract (whichever is later)	Paper		<input type="checkbox"/>
SD-42(a)	Senior Wheels Specialized Transportation Program Semi-Annual Monitoring Report	See SD-42 above	Electronic		<input type="checkbox"/>
SD-43	Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report for Kitchen	5 years	Paper		<input type="checkbox"/>
SD-43(a)	Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report for Kitchen	5 years	Electronic		<input type="checkbox"/>
SD-44	Senior Transportation Schedules (Dept. of Senior & Adult Services (DSAS) manifest showing pickup and drop off information for senior riders)	7 years after termination of contract	Paper		<input type="checkbox"/>
SD-45	General Correspondence (Senior Center)	5 years	Paper		<input type="checkbox"/>
SD-45(a)	General Correspondence (Senior Center)	5 years	Electronic		<input type="checkbox"/>
SD-46	Senior Wheels Program Pre-Trip Inspection Manifest	3 years	Paper		<input type="checkbox"/>
RD-47	Credit Cards Receipts	Until after applicable audit period	Paper		<input type="checkbox"/>



(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
SD-48	2018 Community Development Supplemental Grant	4 years after receipt of final payment	Paper		

- 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.

* These designated records stored electronically are currently on database systems, which may be superseded in the future.