



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Strongsville
 (local government entity)

Engineering
 (unit)

(signature of responsible official)

Ken Mikula
 (name)

City Engineer
 (title)

05/29/2013
 (date)

Section B: Records Commission

CITY OF STRONGSVILLE

440-580-3145

Records Commission

(telephone number)

16099 Foltz Parkway, Strongsville, Ohio 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, Mayor
 Records Commission Chair Signature

6-19-13

Date

Section C: Ohio Historical Society - State Archives

Signature

Govt. Records Archivist
 Title

6/27/13
 Date

Section D: Auditor of State

Signature

7-16-13

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
 (local government entity)

Engineering
 (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
ENG1	Residential Property Files – topographies, inspections, correspondence	Permanent	Multi		<input checked="" type="checkbox"/>
ENG2	General Files – miscellaneous City and County property information, forms and correspondence	Permanent	Paper		<input type="checkbox"/>
ENG3	Flood Zone Maps	Permanent	Paper		<input type="checkbox"/>
ENG4	Addresses - commercial, residential and miscellaneous assigned addresses	Permanent	Multi		<input type="checkbox"/>
ENG5	Escrows – Account tracking for draw releases on subdivisions	Permanent	Multi		<input type="checkbox"/>
ENG6	Subdivision Inspection Hours/Fees – Account tracking showing amounts negated from cash bond deposits	Permanent	Electronic		<input type="checkbox"/>
ENG7	Daily Inspection Reports – showing inspection time spent on commercial and subdivision projects	Permanent	Multi		<input type="checkbox"/>
ENG8	ROW Permits – permits issued for working in the ROW, from open cutting, boring or digging. Issued to Contractor or Utility Co. if needed	Permanent	Multi		<input type="checkbox"/>
ENG9	Building Cards – residential and commercial deposit cards and sewer cards. Copies kept in Engineering. Original forwarded to Finance	Permanent	Multi		<input checked="" type="checkbox"/>
ENG10	Subdivision/Development Files – correspondence, approvals, bonds, site info and miscellaneous information	Permanent	Paper		<input checked="" type="checkbox"/>
ENG11	Commercial Files – correspondence, approvals, inspections, site info and miscellaneous information	Permanent	Paper		<input checked="" type="checkbox"/>
ENG12	Engineering Drawings – wide format site drawings for commercial projects	Permanent	Multi		<input checked="" type="checkbox"/>
ENG13	Street Improvements	Permanent	Multi		<input checked="" type="checkbox"/>



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ENG14	Subdivision Plats – recorded survey for the division of property lots, common areas and recreational areas	Permanent	Multi		<input checked="" type="checkbox"/>
ENG15	Subdivision Improvement Plans – approved drawings showing grading, sewers, pavement, water and utilities for approved subdivisions	Permanent	Multi		<input checked="" type="checkbox"/>
ENG16	Sanitary Trunk Line and Sanitary Sewer Plats	Permanent	Multi		<input type="checkbox"/>
ENG17	County Topography	Permanent	Multi		<input checked="" type="checkbox"/>
ENG18	Cemetery Plat	Permanent	Multi		<input checked="" type="checkbox"/>
ENG19	Zoning Map – updated electronically	Permanent	Electronic		<input checked="" type="checkbox"/>
ENG20	Project Files (incl correspondence): Paving Drainage Traffic/Signals Improvements Sanitary Storm Road Widening Water Mains Culvert Pump Station Senior Center Service Center Decanting Foltz Parkway Route 82 Widening Bridges Blogett Creek Ball Fields Treatment Plants Chalet	Permanent	Multi		<input checked="" type="checkbox"/>
ENG21	URS Storm/Sanitary Study	Permanent	Paper		<input type="checkbox"/>



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ENG22	Retention/Detention Basins – bi-annual inspections and reports	Permanent	Multi		<input type="checkbox"/>
ENG23	Splits and Consolidations – Plats and documents recorded with County	Permanent	Multi		<input type="checkbox"/>
ENG24	Sewer Prints – shows location of cleanouts for properties	Permanent	Electronic		<input type="checkbox"/>
ENG25	Administrative Files – current forms, templates, procedures, inventory and miscellaneous working files, updated or made obsolete as needed	Until no longer administratively needed	Electronic		<input type="checkbox"/>
ENG26	Action Requests – complaint or request tracking	Permanent	Electronic		<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.