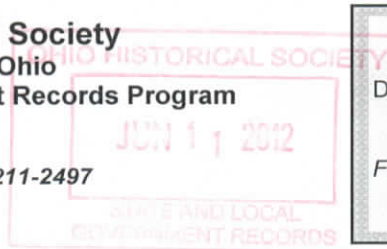




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
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RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Strongsville

Fire Department

(local government entity)

(unit)

John D. Draves

John D. Draves

Assistant Chief

5/11/2012

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission Strongsville

440-580-3210

Records Commission

(telephone number)

Strongsville

44149

Cuyahoga

17000 Prospect Road

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:

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

6-7-12

Records Commission Chair Signature Thomas P. Perciak, Mayor

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Govt. Records Archivist

6/14/12

Signature

Title

Date

Section D: Auditor of State

Martin E. Mohr

6-26-12

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

Fire 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
SFD-01	Rules & regulations, standard operating procedures	Until updated, revised, or superseded	Paper		<input type="checkbox"/>
SFD-01(A)	Rules & regulations, standard operating procedures	Until updated, revised or superseded	Electronically stored		<input type="checkbox"/>
SFD-02	Annual department report	Permanent	Paper		<input checked="" type="checkbox"/>
SFD-02(A)	Annual department report	Permanent	Electronically stored		<input type="checkbox"/>
SFD-03	City disaster plans & county HazMat	Until updated or superseded	Paper		<input type="checkbox"/>
SFD-03(A)	City disaster plans & county HazMat	Until updated or superseded	Electronically stored		<input type="checkbox"/>
SFD-4	Statistical monthly reports	Until put into the annual report	Paper		<input type="checkbox"/>
SFD-4(A)	Statistical monthly reports	Until put into the annual report	Electronically stored		<input type="checkbox"/>
SFD-5	Organizational charts	Until superseded	Paper		<input type="checkbox"/>
SFD-6	Mutual aid agreements	10 years after superseded	Paper		<input type="checkbox"/>
SFD-7	Records request (goes with the report & gets destroyed with the report)	7 years	Paper		<input type="checkbox"/>
SFD-8	Department complaints, investigations, & decisions	Permanent	Electronically stored		<input type="checkbox"/>



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 CITY OF STRONGSVILLE FIRE DEPT.

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SFD-9	Grievances & supporting documents	3 years after resolved	Paper		<input type="checkbox"/>
SFD-10	Miscellaneous meeting agendas, minutes, & notes	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SFD-11	Accident & injury reports	Permanent	Paper		<input type="checkbox"/>
SFD-11(A)	Accident and Injury reports	Permanent	Electronically stored		
SFD-12	Employee appraisals	5 years	Paper		<input type="checkbox"/>
SFD-12(A)	Employee appraisals	Permanent	Electronically stored		<input type="checkbox"/>
SFD-13	Employee sick time forms	Permanent	Electronically stored		<input type="checkbox"/>
SFD-14	Training materials and lesson plans	Until superseded	Paper		<input type="checkbox"/>
SFD-14(A)	Training materials and lesson plans	Until superseded	Electronically stored		<input type="checkbox"/>
SFD-15	Reference and library materials	Until superseded obsolete, or replaced	Paper		<input type="checkbox"/>
SFD-16	Continuing education certificates	Permanent & place in personnel file	Paper		<input type="checkbox"/>
SFD-17	Monthly work schedules & daily time sheets	When no longer administratively necessary	Paper		<input type="checkbox"/>
SFD-17(A)	Monthly work schedules & daily time sheets	Permanent	Electronically stored		<input type="checkbox"/>
SFD-18	Grant applications, awards & documentation	1 year after grant refusal or expiration of grant, or audit thereof if required	Paper		<input checked="" type="checkbox"/>



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CITY OF STRONGSVILLE FIRE DEPARTMENT

SFD-19	Operation forms (exchange, vacation, holiday scheduling, shift overtime, call-ins)	When no longer needed for administrative purposes	Paper		<input type="checkbox"/>
SFD-20	Station house daily logs	10 years & appraise for historical value	Electronically stored		<input type="checkbox"/>
SFD-21	Request for vehicle equipment or building repairs	30 days after completed	Paper		<input type="checkbox"/>
SFD-22	Requisitions	Until consolidate with finance	Electronically stored		<input type="checkbox"/>
SFD-23	Purchase orders	Permanent	Electronically stored		<input type="checkbox"/>
SFD-24	Expense records	Until consolidate with finance	Electronically stored		<input type="checkbox"/>
SFD-25	Receipts & receipt book	2 years provided they are audited	Paper		<input type="checkbox"/>
SFD-26	Licenses & permits	1 year after expiration	Paper		<input type="checkbox"/>
SFD-27	Daily alarm logs	5 years	Electronically stored		<input type="checkbox"/>
SFD-28	Mail & unsolicited mail (anonymous & slanderous letters, groundless complaints, sales materials, informational brochures)	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SFD-29	Daily assignment schedules & sheets	3 years after expiration	Paper		<input type="checkbox"/>
SFD-29(A)	Daily assignment schedules & sheets	3 years after expiration	Electronically stored		<input type="checkbox"/>
SFD-30	E-mail*	Retained according to content	Electronically stored		<input type="checkbox"/>
SFD-31	Master forms; County resource inventory, liability release, patient worksheets, fuel logs, hydrant repair form, uniform/turnout gear inspection forms, HIPAA release form, etc.	Until obsolete or superseded	Electronically stored		<input type="checkbox"/>



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SFD-32	Telephone messages	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SFD-32(A)	Telephone messages	Until no longer administratively necessary	Voice mail		<input type="checkbox"/>
SFD-33	EMS flyers, bulletins, notices to employees, fundraisers (on our bulletin board)	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SFD-34	Correspondence, letters, reminders	1 year	Paper		<input type="checkbox"/>
SFD-35	Delivery and packing slips	1 year	Paper		<input type="checkbox"/>
SFD-36	Biomedical equipment tests	3 years	Paper		
SFD-37	Drug license	Until superseded & new license issued	Paper		<input type="checkbox"/>
SFD-38	Clinical laboratory license	Until superseded and new license issued	Paper		<input type="checkbox"/>
SFD-39	Drug box inventory records including oxygen fill records	3 years	Paper		<input type="checkbox"/>
SFD-40	Daily medical equipment check sheets	1 Year	Paper		<input type="checkbox"/>
SFD-41	Emergency medical service records	7 years	Paper		<input type="checkbox"/>
SFD-41(A)	Emergency medical service records	Permanent	Electronically stored		<input type="checkbox"/>
SFD-42	Equipment inventories (fire, medical, office, operations, & computer)	3 years	Paper		<input type="checkbox"/>
SFD-43	Equipment maintenance records (hose, ladder, tools, & generators)	Life of equipment	Paper		<input type="checkbox"/>



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SFD-43(A)	Equipment maintenance records (hose, ladder, tools, & generators)	Life of equipment	Electronically stored		<input type="checkbox"/>
SFD-44	Fire pump tests	Until electronically stored	Paper		<input type="checkbox"/>
SFD-44(A)	Fire pump tests	Life of equipment	Electronically stored		<input type="checkbox"/>
SFD-45	Fire hose tests	Until electronically stored	Paper		
SFD-45(A)	Fire hose tests	Life of equipment	Electronically stored		
SFD-46	Aerial ladder test	Until electronically stored	Paper		
SFD-46(A)	Aerial ladder test	Life of equipment	Electronically stored		
SFD-47	Ground ladder tests	Until electronically stored	Paper		
SFD-47(A)	Ground ladder tests	Life of equipment	Electronically stored		
SFD-48	Self-contained breathing apparatus tests	Until electronically stored	Paper		
SFD-48(A)	Self-contained breathing apparatus tests	Life of equipment	Electronically stored		
SFD-49	Building & construction plans	1 year after completion	Paper		<input type="checkbox"/>
SFD-50	Acceptance test for fire suppression systems	Life of system	Paper		<input type="checkbox"/>
SFD-51	Annual sprinkler, standpipe & hood tests	3 years	Paper		<input type="checkbox"/>
SFD-52	Propane permits, hydrant permits, & parlor permits	3 years	Paper		<input type="checkbox"/>
SFD-53	Violation notices	1 year after violation corrected	Paper		<input type="checkbox"/>
SFD-53(A)	Violation notices	1 year after violation corrected	Electronically stored		<input type="checkbox"/>



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SFD-54	Fire incident reports	10 years	Paper		<input type="checkbox"/>
SFD-54(A)	Fire incident reports	Permanent	Electronically stored		<input type="checkbox"/>
SFD-55	Fire code	Until superseded	Paper		<input type="checkbox"/>
SFD-56	Fire investigation reports	50 years & appraise for historical value	Paper		<input checked="" type="checkbox"/>
SFD-57	Arson reports	50 years & appraise for historical value	Paper		<input checked="" type="checkbox"/>
SFD-58	Fire & loss record	Permanent	Paper		<input type="checkbox"/>
SFD-59	Fire inspection reports	3 years	Paper		<input type="checkbox"/>
SFD-59(A)	Fire inspection reports	3 years	Electronically stored		<input type="checkbox"/>
SFD-60	Fireworks application & permits	3 years after expiration	Paper		<input type="checkbox"/>
SFD-61	Hydrant maintenance records	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SFD-61(A)	Hydrant maintenance records	Permanent	Electronically stored		<input type="checkbox"/>
SFD-62	Sprinkler & standpipe tests	3 years	Paper		<input type="checkbox"/>
SFD-63	Above & underground storage tank records	Permanent while tank is out of service	Paper		<input type="checkbox"/>
SFD-63(A)	Above & underground storage tank records	10 years after tank is removed	Paper		
SFD-64	Vehicle maintenance records	Until vehicle sold	Paper		<input type="checkbox"/>



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SFD-64(A)	Vehicle maintenance records	Until vehicle sold	Electronically stored		<input type="checkbox"/>
SFD-65	Vehicle mileage records	Until vehicle sold	Paper		<input type="checkbox"/>
SFD-65(A)	Vehicle mileage records	Until vehicle sold	Electronically stored		<input type="checkbox"/>
SFD-66	Fuel usage records	3 years	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.**