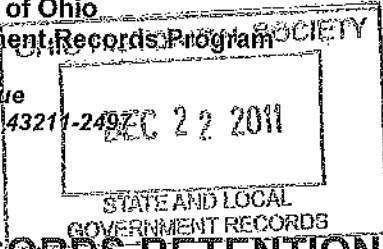




**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



**For State Archives - LGRP Use Only**

Date Reviewed: \_\_\_\_\_

Form Scanned: \_\_\_\_\_

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

**Section A: Local Government Unit**

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

CITY OF STRONGSVILLE

OFFICE OF HUMAN RESOURCES

(local government entity)

(unit)

*Stephen F. Kilo*

STEPHEN F. KILO

DIRECTOR OF HUMAN  
RESOURCES

11/22/2011

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

City of Strongsville

440-580-3100

Records Commission

(telephone number)

16099 Foltz Parkway, Strongsville, OH

44149

Cuyahoga

(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*

*Dec. 7, 2011*

Records Commission Chair Signature Thomas P. Perciak, Mayor

Date

**Section C: Ohio Historical Society - State Archives**

*Connie Conner*

*Govt. Records Archivist*

*12/30/11*

Signature

Title

Date

**Section D: Auditor of State**

*Martin E. Mub*

*1-9-12*

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**

**OFFICE OF HUMAN RESOURCES**

(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
HR001	Accident reports – auto incident reports while on job	Place in personnel file	Paper		<input type="checkbox"/>
HR002	Attendance reports – time sheets, absences, etc.	Permanent	Hard Drive		<input type="checkbox"/>
HR003	Bargaining unit contracts – police, dispatch, fire, service, building inspectors	15 yrs. after expiration	Hard Drive/ paper		<input type="checkbox"/>
HR004	Bulletins, posters, notices – mandatory posters such as FLSA notices, workplace labor law , general informational bulletins notifying employees of events or rights	File for 1 year or until no longer administratively necessary	Paper/ Hard Drive		<input type="checkbox"/>
HR005	Continuing education reports – mandatory employee education and certification as needed for position	Employee file/Permanent	Paper		<input type="checkbox"/>
HR006	EEO reports – mandated government report	Permanent	Paper/2009 & 2010 Hard Drive		<input type="checkbox"/>
HR007	Employee Applications (hired) General information regarding experience, schooling, personal information regarding employment	Permanent	Paper		<input type="checkbox"/>
HR008	Employee Applications (not hired) applications of individuals who were not hired.	2 yrs. from date received	Paper		<input type="checkbox"/>
HR009	Employee Correspondence	Permanent/ placed in employee personnel file	Paper		<input type="checkbox"/>
HR010	Employee injury reports – on the job injuries and descriptions of such injury.	Permanent/ placed in file with Workers Compensation	Paper		<input type="checkbox"/>
HR011	Employee letter of appointment	Permanent/ Personnel file	Paper		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**City of Strongsville**

**Office of Human Resources**

(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
HR012	Employee letters of discipline – letters informing employee about action taken for disciplinary reasons	Remove from personnel file 4 yrs after event	Paper		<input type="checkbox"/>
HR013	Employee Personnel files – files with all pertinent information regarding employee and employee history	Permanent	Paper		<input type="checkbox"/>
HR014	Employee roster – list of employees currently working full time and part-time and seasonal for the City	1 yr. or until updated	Hard Drive		<input type="checkbox"/>
HR015	Employee sick/vacation records – records containing accrued and used sick and vacation time.	Permanent	Electronic/Kronos		<input type="checkbox"/>
HR016	Grievance reports and hearing records – records of all grievances by union employees against City	Permanent	Paper		<input type="checkbox"/>
HR017	I-9 Immigration verification forms	1 year after termination of employment	Paper		<input type="checkbox"/>
HR018	ID-s & badges – identification given by City to identify employee for timekeeping purposes and entrance to specific buildings	Turn in upon termination and place in employee file	Electronic and paper		<input type="checkbox"/>
HR019	Insurance enrollment cards and forms – reports containing names, changes and beneficiaries for insurance records	1 year after employee termination	Paper		<input type="checkbox"/>
HR020	Letters of resignation – letters from employees upon resignation of job.	Permanent/place in personnel file	Paper		<input type="checkbox"/>
HR021	Notification of pay/step increases – form signed by director of department and Mayor acknowledging a change in salary or position	Permanent/Employee file	Paper		<input type="checkbox"/>
HR022	Job Descriptions – general description of all job positions within the City	1 year after superceded	Hard drive/paper		<input type="checkbox"/>
HR023	Performance evaluation – evaluations of employees by supervisor or director	Permanent/employee file	Paper		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

**CITY OF STRONGSVILLE**

**OFFICE OF HUMAN RESOURCES**

(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
HR024	Substance abuse reports – drug and alcohol testing – DOT, Non-DOT, pre-employment and return to work testing	2 years after test results	Paper		<input type="checkbox"/>
HR025	W-2 reports	Permanent	Paper		<input type="checkbox"/>
HR026	Cell phone usage policy agreements – signed agreement by employees who are issued a City cell phone	1 yr. after employee resigns or new agreement is signed or phone no longer in use	Paper		<input type="checkbox"/>
HR027	Vehicle usage policy agreements – signed agreements by employees issued a City vehicle to use	1 yr. after employee resigns or no longer in need of City vehicle or until new agreement is signed.	Paper		<input type="checkbox"/>
HR028	Unemployment case files and compensation records – records of unemployment billings and case files regarding the same	Permanent	Electronic/ Paper		<input type="checkbox"/>
HR029	Bureau of Labor Statistics(BLS) – records reported each month containing number of employees paid by the 15 <sup>th</sup> of each month and number of women employees	Permanent	Electronic/ Paper		<input type="checkbox"/>
HR030	Workers compensation files – case files of on the job injuries and history through Workers Compensation	Permanent	Electronic/ Paper		<input type="checkbox"/>
HR031	Policies and procedures – records and ordinance reflecting policies and proper work ethic	Until superseded or obsolete/keep one year after obsolete	Electronic/ Paper		<input type="checkbox"/>
HR032	Affirmative Action Reports	Until superseded	Electronic/ Paper		<input type="checkbox"/>



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**Section E: Records Retention Schedule**

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OFFICE OF HUMAN RESOURCES

(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
HR033	Mail/E-mail/faxes – correspondence through media pertaining to employees or employee related	Permanent/pl ace in personnel file if employee specific	Electronic/ Paper		<input type="checkbox"/>
HR034	Pension reports-OPERS pension detailed reports and police and fire pension reports	Permanent	Electronic/ Paper		<input type="checkbox"/>
HR035	Family medical records – requests, acceptance and records related to absence from work due to serious health problems or immediate family health problems	Permanent	Paper		<input type="checkbox"/>
HR036	Wellness program – program information promoting wellness in the City and reports corresponding to such	Until superseded	Electronic/ Paper		<input type="checkbox"/>
HR037	Ohio Bureau of Employment services –quarterly reports to State showing number of employees paid for each quarter and amounts paid for each qtr.	Permanent	Electronic		<input type="checkbox"/>
HR038	Reference and library materials – books and binders for referencing	Permanent or until superseded	Paper		<input type="checkbox"/>
HR039	Records retention documents	Permanent	Electronic/ Paper		<input type="checkbox"/>
HR040	Kronos Human Resource files – electronically kept employee records	Permanent	Electronic		<input type="checkbox"/>
HR041	Department documents – documents containing information for and from each department – ex. Memos, financial reports, etc	Permanent	Electronic/ Paper		<input type="checkbox"/>
HR042	E-mail folders – folders containing information received and sent to City departments and outside contacts	Permanent	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>