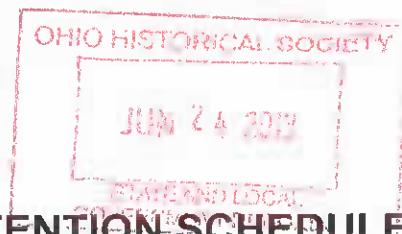




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Strongsville Service Department _____
(local government entity) (unit)
Joseph Walker Director of Public Service 6/12/13
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

CITY OF STRONGSVILLE 440-580-3145
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: 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
Thomas P. Perciak, Mayor
Records Commission Chair Signature

6-19-13

Date

Section C: Ohio Historical Society - State Archives

Connie Conner Govt. Records Archivist 6/27/13
Signature Title Date

Section D: Auditor of State

Martin E. Mub 7-16-13
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

SERVICE 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
SERV1	Action Requests – All	Permanent	Electronic		<input type="checkbox"/>
SERV2	Action Requests – Related to Sewer Department calls, (Backups, Flooding, Culvert work)	Permanent	Paper		<input type="checkbox"/>
SERV3	Action Requests – Not Sewer related	Until entered into Action Request System	Paper		<input type="checkbox"/>
SERV4	Vehicle Maintenance Records – Vehicle repair request tickets, Preventative maintenance tickets.	Until Electronically Scanned	Paper		<input type="checkbox"/>
SERV5	Vehicle Maintenance Records	Permanent	Electronic		<input type="checkbox"/>
SERV6	Service Department Bids and Contracts and all related Specifications	Permanent	Electronic		<input type="checkbox"/>
SERV7	Service Department Bids and Contracts and all related Specifications	Until Superseded	Paper		<input type="checkbox"/>
SERV8	Senior Driveway Snow Removal Program	Permanent	Electronic		<input type="checkbox"/>
SERV9	Senior Driveway Snow Removal Program Applications	Duration of Program Year	Paper		<input type="checkbox"/>
SERV10	Payroll - temporary job position change forms, time off request slips (personal, sick, vacation, etc).	Current calendar year plus 1	Paper		<input type="checkbox"/>
SERV11	Payroll/Time Keeping	Permanent	Electronic		<input type="checkbox"/>
SERV12	Solid Waste Transfer station operational documents.	Length of Operation plus 10 years	Paper		<input type="checkbox"/>



CITY OF STRONGSVILLE

SERVICE DEPARTMENT

(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
SERV13	Service Sewer Infrastructure Files	Permanent	Paper		<input type="checkbox"/>
SERV14	Cuyahoga County Health Department Records Closed Mill Hollow Land fill	Until Scanned	Paper		<input type="checkbox"/>
SERV15	Cuyahoga County Health Department Records Closed Mill Hollow Land fill	Permanent	Electronic		<input type="checkbox"/>
SERV16	Cemetery Records	Permanent	Electronic		<input type="checkbox"/>
SERV17	Cemetery Records	Permanent	Books Paper Cards		<input checked="" type="checkbox"/>
SERV18	Personnel Files/Records	Permanent	Paper		<input type="checkbox"/>
SERV19	Sewer (sanitary/storm) Mains Videos	Permanent	VHS CD/DVD		<input type="checkbox"/>
SERV20	Animal Control Records (Calls, Complaints, Traps)	2 Years	Electronic		<input type="checkbox"/>
SERV21	Animal Bites	3 Years	Paper		<input type="checkbox"/>
SERV22	Daily Worksheets/Plow Tickets	2 Years	Paper		<input type="checkbox"/>
SERV23	Shift Assignment Books (winter shifts)	2 Years	Paper		<input type="checkbox"/>
SERV26	Adopt-a-spot – Discontinued City beautification program	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SERV27	Arbor Day- All related information pertaining to Arbor Day ceremonies and related activities.	2 Years	Paper		
SERV28	Backyard Preserve – Original plans and documentation pertaining to BYP	2 Years	Paper		
SERV29	Backyard Preserve – Power point presentations for public education.	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV30	Bike Trails – locations of proposed future bike trails within the City limits.	2 Years	Paper		



CITY OF STRONGSVILLE

SERVICE DEPARTMENT

(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
SERV31	Correspondence- Arborist	1 Year	Paper		
SERV32	Flowers purchased for city wide landscaping	1 Year	Paper		
SERV33	Flowers purchased for city wide landscaping	Permanent	Electronic		
SERV34	Freedom Trail – Original plans and perspectives of gardens.	1 Year	Paper		
SERV35	Freedom Trail – List of Donors, community members of military service.	Permanent	Electronic		
SERV36	Insect related information	Until no longer administratively necessary	Paper		
SERV37	ISA Memberships	1 Year	Paper		
SERV38	Landscaping (Ameritech) plans for landscaping of utility boxes around city.	Permanent	Paper		
SERV39	Landscaping (City wide non-Ameritech) – plans for city wide landscaping	Until no longer administratively necessary	Paper		
SERV40	Council Legislation Requests	1 Year	Paper		
SERV41	Council Legislation Requests	Permanent	Electronic		
SERV42	Pesticide Regulations	Until no longer administratively necessary	Paper		
SERV43	Recycling – Educational materials, annual county reporting. Grant applications see grants	2 Years	Paper		
SERV44	Shade Tree Commission – Agendas and minutes from past meetings.	2 Years	Paper		
SERV45	Street Lights – Outage reports and council requests.	Permanent	Paper		
SERV46	Tree City USA – Annual applications	Permanent	Electronic		



CITY OF STRONGSVILLE

SERVICE DEPARTMENT

(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
SERV47	Tree Industry Standards	Permanent	Paper		
SERV48	Tree Preservation Plans – Submitted by developers prior to residential development	Permanent	Electronic		
SERV49	Tree Receipt Book	Permanent	Paper		
SERV50	Rocky River Watershed Maps	Until Superceded by new	Paper		✓
SERV51	Emerald Ash Borer USDA	2 Years	Paper & DVD		
SERV52	Grants – Applications and reimbursements	Permanent	Electronic		
SERV53	Nuisance Abatements	Permanent	Electronic		
SERV54	Pictures related to arborist job. Landscaping, trees, violations, etc.	Until no longer administratively necessary	Electronic		
SERV55	Preservation – Historical society information.	Permanent	Electronic		✓
SERV56	Recycling – Newsletter and related educational information	Permanent	Electronic		
SERV57	Signage – Permanent signage established throughout the city.	Permanent	Electronic		
SERV58	Street Lights - Agenda's for utilities meetings	Permanent	Electronic		
SERV59	Trees – Planting Schedules, removals, stump grinding and pruning.	Permanent	Electronic		

• 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.