



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION
 DECEMBER 13 2023
 STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

CITY OF STRONGSVILLE

SERVICE DEPARTMENT

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

JOSEPH WALKER

DIRECTOR OF PUBLIC SERVICE

11-30-23

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

CITY OF STRONGSVILLE

440-580-3145

16099 Foltz Parkway

Strongsville, OH

44149

(Telephone Number)

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

12/7/2023

Records Commission Chair Signature

Date

THOMAS P. PERCIAK, MAYOR

Section C: Ohio History Connection - State Archives

Amy Czubak

Digitally signed by Amy Czubak
 Date: 2023.12.14 16:30:08
 -05'00'

Government Records Archivist

12/14/2023

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2023.12.22 10:12:54 -05'00'

Records Manager

Signature

Title

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 (RC-2) – Part 2

See instructions before completing this form.

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 LGRP	(6) RC-3 Required by LGRP
SERV1	Action Requests – All	Permanent	Electronic		<input type="checkbox"/>
SERV2	Action Requests – Related to Sewer Department calls, (Backups, Flooding, Culvert work)	Permanent Until Electronically Scanned	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 Electronically Scanned	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"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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 LGRP	(6) RC-3 Required by LGRP
SERV13	Service Sewer Infrastructure Files	Permanent	Paper		<input checked="" type="checkbox"/>
SERV14	Cuyahoga County Health Department Records Closed Mill Hollow Land fill	Until Electronically Scanned	Paper		<input type="checkbox"/>
SERV15	Cuyahoga County Health Department Records Closed Mill Hollow Land fill	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV16	Cemetery Records	Permanent	Electronic		<input checked="" 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 checked="" 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"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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 LGRP	(6) RC-3 Required by LGRP
SERV27	Arbor Day- All related information pertaining to Arbor Day ceremonies and related activities.	2 Years	Paper		<input type="checkbox"/>
SERV28	Backyard Preserve – Original plans and documentation pertaining to BYP	2 Years	Paper		<input type="checkbox"/>
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		<input type="checkbox"/>
SERV31	Correspondence- Arborist	1 Year	Paper		<input type="checkbox"/>
SERV32	Flowers purchased for city wide landscaping	1 Year	Paper		<input type="checkbox"/>
SERV33	Flowers purchased for city wide landscaping	Permanent	Electronic		<input type="checkbox"/>
SERV34	Freedom Trail – Original plans and perspectives of gardens.	1 Year	Paper		<input type="checkbox"/>
SERV35	Freedom Trail – List of Donors, community members of military service.	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV36	Insect related information	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SERV37	ISA Memberships	1 Year	Paper		<input type="checkbox"/>
SERV38	Landscaping (Ameritech) plans for landscaping of utility boxes around city.	Permanent	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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 LGRP	(6) RC-3 Required by LGRP
SERV39	Landscaping (City wide non-Ameritech) – plans for city wide landscaping	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SERV40	Council Legislation Requests	1 Year	Paper		<input type="checkbox"/>
SERV41	Council Legislation Requests	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV42	Pesticide Regulations	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SERV43	Recycling – Educational materials, annual county reporting. Grant applications see grants	2 Years	Paper		<input type="checkbox"/>
SERV44	Shade Tree Commission – Agendas and minutes from past meetings.	2 Years	Paper		<input type="checkbox"/>
SERV45	Street Lights – Outage reports and council requests.	Permanent	Paper		<input type="checkbox"/>
SERV46	Tree City USA – Annual applications	Permanent	Electronic		<input type="checkbox"/>
SERV47	Tree Industry Standards	Permanent	Paper		<input type="checkbox"/>
SERV48	Tree Preservation Plans – Submitted by developers prior to residential development	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV49	Tree Receipt Book	Permanent	Paper		<input type="checkbox"/>
SERV50	Rocky River Watershed Maps	Until superseded by new	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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 LGRP	(6) RC-3 Required by LGRP
SERV51	Emerald Ash Borer USDA	2 Years	Paper & DVD		<input type="checkbox"/>
SERV52	Grants – Applications and reimbursements	Permanent	Electronic		<input type="checkbox"/>
SERV53	Nuisance Abatements	Permanent	Electronic		<input type="checkbox"/>
SERV54	Pictures related to arborist job. Landscaping, trees, violations, etc.	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
SERV55	Preservation – Historical society information.	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV56	Recycling – Newsletter and related educational information	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV57	Signage – Permanent signage established throughout the city.	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV58	Street Lights – Agendas for utilities meetings	Permanent	Electronic		<input checked="" type="checkbox"/>
SERV59	Trees – Planting Schedules, removals, stump grinding and pruning.	Permanent	Electronic		<input checked="" 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.**