

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission (440) 238-7373 Telephone Number

18688 Royalton Road Strongsville 44136 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Strongsville Police
 (political subdivision name) (unit)

Charles W. Goss Charles W. Goss Chief of Police Dec. 11, 2008
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Thomas S. Zund
 Signature

(4) Subject to selection upon receipt of Certificate of Records Disposal (RC-3)

[Signature] 10/30/08
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State

[Signature] 1-8-09
 For the Ohio Auditor of State Date

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
03-1	Accident - Motor Vehicle	1 yr after quality checked & scanned	Paper	
03-1(A)	Accident-Motor Vehicle	5 years	Computer	
03-2	Annual Report	Permanent	Paper	
03-3	Arrest cards - non traffic	15 years	Paper	
03-4	Arrest Cards - juvenile	Until 18 YOA or expungement paper		
03-5	Arrest Reports - non traffic	15 years	Computer	
03-6	Bicycle Register	7 years	Paper	

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 (political subdivision name) (unit)

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-7	Business Cards	Until superseded, review annually	Computer (no RC3 required)	
03-8	Citizen Complaint	4 years, provided no action pending	Paper	
03-9	Complaint Sheets	5 years, provided no action pending	Computer	
03-10	Criminal Case Files – Felonies Except homicides	6 years, provided no action pending	Paper/Computer	
03-11	Criminal Case Files - Misdemeanor	6 years, provided no action pending	Paper	
03-11(A)	Criminal Case Files - Misdemeanor	6 years, provided no action pending	Computer	
03-12	Expungements	Expunged according to Court order	Paper & Computer	
03-13	Fingerprints	50 years	Paper	
03-13(A)	Fingerprints	50 years	Computer	
03-14	Intoxilyzer records/reports (includes all related files)	3 years, provided no action pending	Computer	
03-15	Intoxilyzer Operator Permits	Until renewed	Paper	
03-16	Homicide Reports & Evidence (closed cases)	30 years after all appeals exhausted	Paper	
03-17	Homicide & Rape including Evidence (Pending)	Permanent	Paper	
03-18	Homicide & Rape including Evidence (Pending)	Permanent	Computer	
03-19	Internal Affairs Invests	4 years	Paper	
03-20	Internal Affairs Invests	4 years	Computer	
03-21	Jail Envelopes	6 years from last arrest	Paper	
03-22	Jail Record of Personal Inventory (jail card) & medical records	6 years provided ?	Paper	
03-23	Jail Register & Log	25 years	Paper	
03-23(A)	Jail Register & Log	25 years	Computer	
03-24	Lockout Waivers	1 year	Paper	
03-25	LEADS Print outs	When no longer of administrative value	Paper & Computer (no RC3 required)	
03-26	Master Name Index	Permanent	Computer	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-27	Missing Person Reports	20 years or 3 years after found	Paper	
03-27(A)	Missing Person Reports	20 years or 3 years after found	Computer	
03-28	Monthly Reports	1 year after incorporated into annual report	Paper	
03-28(A)	Monthly Reports	1 year after incorporated into annual report	Computer	
03-29	Offense Reports, Felonies Except homicide	3 years, providing no action pending	Paper	
03-29(A)	Offense Reports, Felonies except homicide	3 years, providing no action pending	Computer	
03-30	Offense Reports, Misdemeanor	3 years, provided no action pending	Paper	
03-30(A)	Offense Reports, Misdemeanor	3 years, provided no action pending	Computer	
03-31	Parking Citations	3 years from resolution date	Paper	
03-32	Personnel Records	Permanent	Paper	
03-33	Video/Audio Tapes used for arrest recording	30 days after clearance of case or sentencing provided	Video/Audio tapes (no RC3 required)	
03-34	Radio/Phone Calls audio	30 days erase and reuse, provided no action pending	Optical Disk (no RC3 required)	
03-35	Recovered Property Records	2 years after disposal of property	Paper	
03-35(A)	Recovered Property Records	2 years after disposal of property	Computer	
03-36	Rules and Regulations	7 years after superseded	Paper	
03-36(A)	Rules and Regulations	7 years after superseded	Computer	
03-37	Subpoenas, Summonses, Warrants	Until served, discharged, answered or withdrawn	Paper	

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(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-37(A)	Subpoenas, Summons, Warrants	Until served, discharged, answered or withdrawn	Computer	
03-38	Tow Cards	3 years after release	Paper	
03-39	Traffic/Misdemeanor Citations	3 years provided audited	Paper	
03-40	Training Material File	Until superseded or 4 years	Paper	
03-40(A)	Training Material File	Until superseded or 4 years	Computer	
03-41	Training Records	In personnel file in Summary Form	Paper & Computer	
03-41(A)	Training Requests &	1 year	Paper	
03-42	Vacation & Special Attention Records	30 days after owner's return or incident for attention is cleared	Computer (no RC3 required)	
03-43	Warrant, Missing Person, Stolen Property Cards	1 year after computer entry cancelled	Paper	
03-44	Grant Applications	1 yr. after grant refusal or expiration of grant, or audit thereof, if audit required	Paper	
03-45	Internal Memos	1 year	Paper	
03-45(A)	Internal Memos	1 year	Computer	
03-46	Phone messages/desk noted	Until answered or no longer required	Paper (no RC3 required)	
03-47	Record check requests	2 years	Paper	
03-48	Report requests	3 years	Paper	
03-49	Bond Receipt Books	3 years, provided audited	Paper	
03-50	General Receipt Books	3 years, provided audited	Paper	
03-51	Parking Receipt Books	3 years, provided audited	Paper	
03-52	Policy & Procedures	Until superseded	Paper	
03-52(A)	Policy & Procedures	Until Superseded	Computer	
03-53	BCI & I Logs	As required by BCI & I and NCIC	Paper	
03-54	9-1-1 Error/Info Sheets	1 year after returned by county/phone co.	Paper	
03-55	9-1-1 Printouts	One week, provided no action pending	Paper (no RC3 required)	
03-56	DARE Lesson Plans	1 year after revised	Paper	
03-56(A)	DARE Lesson Plans	1 year after revised	Computer	
03-57	DARE special projects file	1 year after completed	Paper	
03-57(A)	DARE special projects file	1 year after completed	Computer	

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-58	Pre-construction Reports (Crime Prevention)	Life of the structure or incorporated with Bldg. Dept. Files	Paper	
03-59	P.O. Requests/returns	Until consolidated with finance	Paper	
03-60	Petty Cash vouchers	2 years after audited	Paper	
03-61	Time sheets	2 pay periods then sent to Finance	Paper	
03-62	Work Schedule	When no longer needed for administrative purposes	Paper	
03-62(A)	Work Schedule	When no longer needed for administrative purposes	Computer	
03-63	Developmental work for new rules, procedures, programs, reports or budgets	Until revised, issued, instituted, or determined not viable	Paper	
03-63(A)	Developmental work for new rules, procedures, programs, reports or budgets	Until revised, issued, instituted, or determined not viable	Computer	
03-64	Juvenile Records	Incorporated into criminal file	Paper	
03-64(A)	Juvenile Records	incorporated into criminal file	Computer	
03-65	Detective Assignment Cards	Incorporated into criminal file	Paper	
03-65(A)	Detective Assignment Cards	Incorporated into criminal file	Computer	
03-66	Solicitor Permit Applications	6 months after expiration	Paper	
03-67	Employment Applications non-civil service			
	1. Person Hired	Place in personnel file	Paper	
	2. Person not hired	Destroy after 2 years	Paper	
	3. Copies	Until no longer administratively needed	Paper	
03-68	Catalogues, brochures, proposals	Until superseded, found not viable, or incorporated into a report or project	Paper	
03-69	Audio Tapes-Investigations	30 days after sentencing or 1 yr. after case placed inactive and transcribed	Audio Tape (no RC3 required)	

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
03-70	Video Tapes - Crime Scenes	30 days after sentencing or 1 yr. after case placed inactive and still photo's made	Video tape (no RC3 required)	
03-71	Video Tapes - MVA's	3 years, provided no action pending	Video tape (no RC3 required)	
03-72	Video Tapes - security cameras	30 days, provided no action pending	Video tape (no RC3 required)	
03-73	Use of Force Reports	3 years	Paper	
03-73(A)	Use of Force Reports	3 years	Computer	
03-74	Personnel action	Until no longer of administrative value	Paper	
03-74(A)	Personnel action	Until no longer of administrative value		
03-75	FTO Reports/Supervision evaluations	2 years from end of training period then in personnel file in summary form		
03-75(A)	FTO Reports/Supervisor evaluations	2 years from end of training period then placed in personnel file in summary form		
03-76	Request for Vehicle, Bldg Equip. Repair	30 days after repair completed	Paper	
03-77	Court Summons Log Sheets	30 days after court appearance	Paper	
03-78	Crime Report Form	Until transferred to incident or log	Paper	
03-79	Uniform Crime Report (UCR) NIBRS	3 years	Paper	
03-80	Traffic Violation Warning	1 year and consolidated into report	Paper	
03-81	Entered Protection Order Log Sheet	30 days after expiration	Paper	
03-82	Court TPO's	Incorporate in case file or 6 months	Paper	
03-83	Message sheet for Dispatch	6 months	Paper	
03-84	Solicitor Log Sheet	6 months after expiration of permit	Paper	
03-85	In Car Video	30 Days & no longer of administrative or evidentiary value	Tape (no RC3 required)	
03-86	E Mail	Retain according to content of e-mail	Computer (no RC3 required)	
03-87	Voice Mail	Retain according to content of Voice Mail	Phone (no RC3 required)	
03-88	Staff Meeting Notes	5 years	Paper	
03-88(A)	Staff Meeting Notes	5 years	Computer	

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03-89	Career Development Plans	In Personnel File	Paper	
03-90	Commercial Zone Maps	Until Superseded	Paper	
03-91	Residential Zone Maps	Until Superseded	Paper	
03-92	Special Event Plans	Until Superseded	Paper	
03-93	Employee Evaluations	5 years	Paper	