



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43205

For State Archives - LGRP Use Only	
Date Received:	JUN 30 2009
Date Reviewed:	
Items requested for transfer:	YES NO
<i>If YES, attach copy of transfer form</i>	

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

CITY OF STRONGSVILLE

COUNCIL OFFICE

Leslie Seefried
 (signature of responsible official)

Leslie Seefried

(unit)
 Clerk of Council

06/23/09

(name)

(title)

(date)

Section B: Records Commission

CITY OF STRONGSVILLE RECORDS COM

440-580-3100

(telephone number)

16099 FOLTZ PARKWAY
 (address)

STRONGSVILLE
 (city)

44149
 (zip code)

CUYAHOGA
 (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 B. Berrick

6-23-09

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Angela Small
 Signature

OHS-LGRP
 Title

7/15/09
 Date

Section D: Auditor of State

Martin E. March
 Signature

8-18-09
 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.**



RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

CITY OF STRONGSVILLE

COUNCIL OFFICE

(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
C09-001	9-1-1- Final Community Wide Plan	Permanent	Paper	
C09-002	Action Request Log Data Base	Permanent	Electronic	
C09-003	Agendas/Meeting Notices			
	(a) Reg. & Spec. Council Meetings	5 years	Paper	
	o Website Reference	2 years.(no RC-3 required)	Electronic	
	(b) Council Committees	1 year	Paper	
	o Website Reference	Until no longer administratively necessary (no RC-3 required)	Electronic	
	(c) Drafts	Until hardcopy printed (no RC-3 required)	Electronic	
C09-004	Application/Resume for Appointment to City Council			
	▪ Person Appointed	Place in Personnel File	Paper	
	▪ Person Not Appointed	Destroy after 2 years	Paper	
C09-005	Application for Employment			
	▪ Person Hired	Place in Personnel File	Paper	
	▪ Person Not Hired	Destroy after 2 years	Paper	
C09-006	Calendars	Until no longer administratively needed (no RC-3 required)	Multi	



C09-007	Certificate of Result of Election	Until expiration of the issue	Paper	
C09-008	Charter	Permanent	Paper	
C09-009	Codified Ordinances	Permanent (updated on annual basis)	Multi	
C09-010	Consumables Inventory	Until superseded (no RC-3 required)	Multi	
C09-011	Contracts and Agreements (a) Original (b) Scanned image	15 years, unless superseded Permanent	Paper Electronic	
C09-012	Copies -- All media	Until no longer administratively needed (no RC-3 necessary)	Multi	
C09-013	Correspondence / Mail (a) <u>General</u> – This includes both internal and external correspondence, the content of which is of an informative nature and does not attempt to influence agency policy. (b) <u>Official</u> – This includes both internal and external correspondence dealing with matters of a formal nature (policies, directives, etcetera) (c) <u>Transitory Messages</u> – This includes email, facsimiles, notes, phone messages, voice mail and other limited documents <i>which serve to convey information of temporary importance in lieu of oral communication.</i> (d) <u>Unsolicited Mail</u> (e.g. anonymous / slanderous letters, groundless complaints, sales materials, informational brochures, publications, solicitations, etc.)	1 year 2 years Until no longer administratively needed (no RC-3 required) Until no longer administratively necessary (no RC-3 required)	Paper Paper Multi Paper	



C09-013 (cont'd)	<p>Correspondence / Mail (cont'd)</p> <p>(e) <u>Postal Records</u> (e.g. Registered / certified / insured Logs or Receipts / Postal Meter Documents)</p> <p>(f) <u>Electronic Mail</u> (email) <u>Facsimile (Fax) Messages</u></p>	<p>2 years</p> <p>Retain according to content (no RC-3 required)</p>	<p>Paper</p> <p>Multi</p>	
C09-014	Council Members' Files	Expiration of current term of office, then appraise for historical value.	Paper	
C09-015	Council Office Budget Documents	1 year	Paper	
C09-016	Drafts – All Media	Until no longer administratively needed (no RC-3 required)	Multi	
C09-017	Equipment Inventories	Until superseded (no RC-3 required)	Multi	
C09-018	Expense Records	1 year (no RC-3 required)	Electronic	
C09-019	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded	Paper	
C09-020	<p>Legislation Log</p> <ul style="list-style-type: none"> ▪ Computer Hard Drive (Data base) ▪ Website 	<p>Permanent</p> <p>2 years (no RC-3 required)</p>	<p>Electronic</p> <p>Electronic</p>	
C09-021	Legislative Research Files	Until no longer of administrative value	Paper	
C09-022	<p>Liquor License Requests</p> <p>(a) Approved</p> <p>(b) Denied</p>	<p>3 years</p> <p>1 year</p>	<p>Paper</p> <p>Paper</p>	
C09-023	Mailing Lists	Until updated, superseded or obsolete (no RC-3 required)	Multi	



C09-024	Manuals and Handbooks	Until superseded, obsolete or replaced (no RC-3 required)	Paper	
C09-025	Maps/Plats	Until updated, superseded or obsolete	Paper	
C09-026	Memoranda	Use Correspondence retention periods	Paper	
C09-027	Minutes of Regular and Special Council Meetings <ul style="list-style-type: none"> ▪ Approved Hardcopy ▪ Website Reference 	Permanent 2 years (no RC-3 required)	Multi Electronic	
C09-028	Miscellaneous Documents and Files	Until no longer administratively necessary (no RC-3 required)	Electronic	
C09-029	Oaths of Office-Council Members	4 years after expiration of current term	Paper	
C09-030	Ordinances and Resolutions <ul style="list-style-type: none"> o Website Reference 	Permanent 2 years (no RC-3 required)	Multi Electronic	
C09-031	Ordinance and Resolution Cross Reference Card File *(See note)	Until no longer administratively necessary	Paper	
C09-032	Ordinance and Resolution Binder Index (Created as of 2009)	Permanent	Paper	
C09-033	Petitions (Charter Initiative, Initiative, Referendum, Recall)	3 years after submission; <i>except</i> retain one file copy of representative pages; appraise for historical value	Paper	
C09-034	Petitions (Miscellaneous)	1 year, or until no longer administratively necessary	Paper	
C09-035	Records Requests	2 years	Paper	
C09-036	Records Retention Documents (Forms RC-1, RC-2 and RC-3)	25 years	Paper	



C09-037	Reports to Council a. Subject and/or Administrative, internal or external	5 years, or until no longer administratively necessary	Paper	
	b. Annual Reports, internal or external	Until superseded or no longer administratively necessary (no RC- 3 required)	Paper	
C09-038	Request for Legislation Form (a) Legislation Prepared	Until final action taken by City Council	Paper	
	(b) Unprepared	1 year after date of request	Paper	
C09-039	Rosters / Directories	Until superseded or obsolete (no RC-3 required)	Multi	
C09-040	Sign-in Sheets	Until no longer administratively necessary	Paper	
C09-041	Special Assessment Project File	3 years, or until no longer administratively necessary	Paper	
C09-042	Subject and Administrative Files	5 years, or until no longer administratively necessary	Paper	

** Schedule No. C09-029, Ordinance and Resolution Cross Reference Card File, is now an obsolete record that has been replaced by Schedule No. C09-018, Legislation Log. However, it is still occasionally used for reference purposes only.*