



For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

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

(Local government entity)	Leslie Seefried	(Unit)	06/23/11
<i>Leslie F. Seefried</i>		Clerk of Council	
(Signature of responsible official)	(Name)	(Title)	(Date)

Section B: Records Commission

CITY OF STRONGSVILLE RECORDS COMMISSION

(440) 580-3100

(Telephone number)

16099 FOLTZ PARKWAY	STRONGSVILLE	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.

<i>Thomas P. Perciak</i>	<i>June 23, 2011</i>
Records Commission Chair Signature	Date
Thomas P. Perciak, Mayor	

Section C: Ohio Historical Society - State Archives

<i>Cornie Conner</i>	<i>Lead Records Archivist</i>	<i>7/30/11</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mueh</i>	<i>8-12-11</i>
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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

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 <ul style="list-style-type: none"> (a) Reg. & Spec. Council Meetings <ul style="list-style-type: none"> o Website Reference (b) Council Committees <ul style="list-style-type: none"> o Website Reference (c) Drafts 	5 years 2 years (no RC-3 required) 1 year Until no longer administratively necessary (no RC-3 required) Until hardcopy printed (no RC-3 required)	Paper Electronic Paper Electronic Electronic	
C09-004	Application/Resume for Appointment to City Council <ul style="list-style-type: none"> ▪ Person Appointed ▪ Person Not Appointed 	Place in personnel file Destroy after 2 years	Paper Paper	
C09-005	Application for Employment <ul style="list-style-type: none"> ▪ Person Hired ▪ Person Not Hired 	Place in personnel file Destroy after 2 years	Paper Paper	
C09-006	Calendars	Until no longer administratively needed (no RC-3 required)	Multi	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

CITY OF STRONGSVILLE

COUNCIL OFFICE

C09-007	Certificate of Result of Election	Until Expiration of the issue or term of office	Paper	
C09-008	Charter	Permanent	Paper	
C11-043	City Employee Index	Until superseded (no RC-3 required)	Multi	
C09-009	Codified Ordinances	Permanent (updated on an 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 (Including, but not limited to convenience copies of documents created by other internal departments received by the Council Office for reference of informational purposes)	Until no longer administratively needed (no RC-3 required)	Multi	
C09-013	Correspondence / Mail a) <u>Routine Form Letters</u> b) <u>General</u> – This includes both internal and external correspondence, the content of which is of informative nature and does not attempt to influence agency policy. c) <u>Executive/Official</u> – This includes both internal and external correspondence dealing with matters of a formal nature (policies, directives, etcetera)	1 year 2 years 5 years	Paper Paper Paper	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

CITY OF STRONGSVILLE

COUNCIL OFFICE

C09-013 (cont'd)	<p>Correspondence/Mail (cont'd)</p> <p>d) <u>Transitory Messages</u> – This includes email, facsimiles, notes, phone messages, voice mail and other limited documents which serve to convey information of temporary importance in lieu of oral communication.</p> <p>e) <u>Unsolicited Mail</u> (e.g. anonymous / slanderous letters, groundless complaints, sales materials, informational brochures, publications, solicitations, etc.)</p> <p>f) <u>Postal Records</u> (e.g. Registered / certified / insured logs or receipts / postal meter documents)</p> <p>g) <u>Electronic Mail (email) / Facsimile (fax) Messages</u></p>	<p>Until no longer administratively needed (no RC-3 required)</p> <p>Until no longer administratively needed (no RC-3 required)</p> <p>2 years</p> <p>Retain according to content (no RC-3 required)</p>	<p>Multi</p> <p>Paper</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)	Multi	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

CITY OF STRONGSVILLE

COUNCIL OFFICE

C09-020	Legislation Log <ul style="list-style-type: none"> ▪ Computer Hard Drive (Data base) ▪ Website 	Permanent 2 years (no RC-3 required)	Electronic Multi	
C09-021	Legislative Research Files	Until no longer of administrative value	Paper	
C09-022	Liquor License Requests	3 years	Paper	
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 needed (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 *(See note) <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 needed	Paper	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

CITY OF STRONGSVILLE

COUNCIL OFFICE

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; except retain one file copy of representative pages; appraise for historical value	Paper	
C09-034	Petitions (Miscellaneous)	1 year, or until no longer administratively needed	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			
	<ul style="list-style-type: none"> a) Subject and/or Administrative, internal or external b) Annual Reports, internal or external 	<ul style="list-style-type: none"> 5 years, or until no longer administratively needed Until superseded or no longer administratively necessary (no RC-3 required) 	<ul style="list-style-type: none"> Paper Paper 	
C09-038	Request for Legislation Form			
	<ul style="list-style-type: none"> a) Legislation Prepared b) Unprepared 	<ul style="list-style-type: none"> Until final action taken by City Council 1 year after date of request 	<ul style="list-style-type: none"> Paper Paper 	
C09-039	Rosters/Directories	Until superseded or obsolete (no RC-3 required)	Multi	
C09-040	Sign-in Sheets	Until no longer administratively needed (no RC-3 required)	Paper	



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

CITY OF STRONGSVILLE

COUNCIL OFFICE

C09-041	Special Assessment Project File <ul style="list-style-type: none"> ▪ Images scanned with legislation 	5 years Permanent	Paper Electronic	
C09-042	Subject and Administrative Files	5 years or until no longer administratively needed	Paper	
C11-044	Tax Board of Review, Rules and Procedures and Oaths of Office	Until superseded	Paper	

- Ordinance No. 2003-209; Ordinance No. 2005-250; Resolution No. 2005-251; Ordinance No. 2005-252; Ordinance No. 2005-253.

These original documents are not available due to the fact that they appear to be inadvertently missing or misplaced. The Clerk of Council had previously provided the City's Law Department with copies of the original documents, prior to them becoming later unavailable. Therefore, copies of these documents have been placed on file, and will be retained in the Ordinance and Resolution books, and on the City's document imaging system as permanent records.

- Schedule No. C09-031, Ordinance and Resolution Cross Reference Card File, is now an obsolete record that has been replaced by Schedule No. C09-020, Legislation Log. However, it is still occasionally used for reference purposes only.