



**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:

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

Police Department

(local government entity)

Charles W. Goss

Charles W. Goss

(unit)

Chief

6-23-2011

(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, Ohio

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.

Thomas A. Berru

Records Commission Chair Signature

June 23, 2011

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Signature

Govt Records Archivist

Title

7/30/11

Date

Section D: Auditor of State

Martin E. Mark

Signature

8-12-11

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

Police 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
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 expunged	Paper	
03-5	Arrest Reports – non traffic	15 years	Computer	
03-6	Bicycle Registration Cards	7 years	Paper	
03-7	Business Cards	Until superseded, review annually	Computer (no RC3 required)	
03-8	Citizen Complaint/Commendation	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	Destroy all files, records, and computer references when Court Order is received	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	3 years after permit expiration date	Paper	



CITY OF STRONGSVILLE

POLICE DEPARTMENT

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 (confidential under law)	When no longer of administrative value	Paper & Computer (no RC3 required)	
03-26	Master Name Index	Permanent	Computer	
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	
03-29	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 including 9-1-1 lines audio	30 days, provided no action pending	Electronic City Central Server (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	



CITY OF STRONGSVILLE

POLICE DEPARTMENT

03-37	Subpoenas, Summonses, Warrants	Until served, discharged, answered or withdrawn	Paper	
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 & Certificates	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 notes	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, LEADS Validations and audit documents	As required by BCI & I and NCIC and LEADS	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 records: ten years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.29 O.R.C.



CITY OF STRONGSVILLE

POLICE DEPARTMENT

03-57 (B)	DARE role model applications	2 years	Paper	
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	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.
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 Recordings - Investigations	30 days after sentencing or 1 yr. after case placed inactive and transcribed	Audio Tape/Electronic Media	
03-70	Video Recordings- Crime Scenes	30 days after sentencing or 1 yr. after case placed inactive and still photo's made	Video tape/Electronic Media	



CITY OF STRONGSVILLE

POLICE DEPARTMENT

03-71	Video Recordings - MVA's	3 years, provided no action pending	Video tape/Electronic Media	
03-72	Video Recordings- security cameras	7 days, provided no action pending	Electronic Media(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 or per Labor Agreement	Paper	
03-74(A)	Personnel action	Until no longer of administrative value or per Labor Agreement	Computer	
03-75	FTO Reports/Supervision evaluations	2 years from end of training period then in personnel file in summary form	Paper	
03-75(A)	FTO Reports/Supervisor evaluations	2 years from end of training period then placed in personnel file in summary form	Paper	
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/DVD-RAM (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 Agenda	1 year	Paper	



CITY OF STRONGSVILLE

POLICE DEPARTMENT

03-88(A)	Staff Meeting Agenda	1 year	Computer	
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	Civilian Ride-Along Application Packet and Release	2 years	Paper	
03-94	Prisoner Visitation Log	1 year	Paper	
03-95	Lost or Stolen Cellular Phone forms	1 year	Paper	
03-96	School Bus Violation Letters	1 year	Computer/Paper	
03-97	Radar/Laser/Speed Measuring Devices Calibration and Maintenance Logs	1 year after unit taken out of service	Computer/Paper	
03-98	Intern Records	5 years after internship ends	Computer/Paper	
03-99	Successful Bids	15 years after completion of project	Paper	
03-100	Unsuccessful Bids	2 years after contract is awarded	Paper	