



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43205

JUN 30 2010

STATE AND LOCAL
GOVERNMENT RECORDS

For State Archives - LGRP Use Only

Date Received:

Date Reviewed: 7/15/10

Items requested for transfer: YES NO

If YES, attach copy of transfer form

RECEIVED

AUG 11 2010

LAW DEPARTMENT
CITY OF STRONGSVILLE

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

(local government entity)

Recreation Department

(unit)

Stephen F. Kilo
(signature of responsible official)

Stephen F. Kilo
(name)

Director of Parks, Recreation & Senior Services 6/9/10
(title) (date)

Section B: Records Commission

City of Strongsville Records Commission

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. Bried
Records Commission Chair Signature

June 9, 2010
Date

Section C: Ohio Historical Society - State Archives

Jill [Signature]
Signature

Electronic Records Archivist/LGRP
Title

7/15/10
Date

Section D: Auditor of State

Martin E. [Signature]
Signature

8-2-10
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

Recreation 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
RD-1	Record Retention Documents	25 Years	Paper	
RD-2	Recreation Board Meeting Minutes	Permanent	Paper	
RD-3	Newspaper Articles	Permanent	Paper	
RD-4	Property Maps & Plans for Center & Park and Original Building Documents	Permanent	Paper	
RD-5	Specs for Rec Park/Rec Center/Pool and Original Building Documents	Permanent	Paper	
RD-6	Current Membership Applications and Renewals (Applicable to RD-39)	Permanent while active	Paper	
RD-7	Office Forms	Permanent	Paper	
RD-7(a)			Computer	
RD-8	Bids - Successful	15 years	Paper	
RD-8(a)			Computer	
RD-9	Bids - Unsuccessful	2 years after letting of the contract	Paper	
RD-10	Contracts/Agreements	15 years after completion or exp.	Paper	
RD-10(a)			Computer	
RD-11	Accident Reports/Incident Reports – Non Employees	6 years (unless action pending)	Paper	
RD-12	Budget – Yearly Recreation Budget	5 years	Paper	
RD-12(a)			Computer	
RD-13	Refunds (Applicable to RD-39)	5 years	Paper	
RD-14	Finance Reports (Daily, Monthly, Cash Register Tapes, etc.)	3 years	Paper	
RD-14(a)			Computer	
RD-15	Purchase Orders/Invoices	3 years	Paper	
RD-15(a)			Computer	
RD-16	Expense Records	3 years	Paper	
RD-16(a)			Computer	
RD-17	Employee Records (Payroll)	2 years for copies. Originals in Payroll Department are Permanent	Paper	
RD-17(a)			Computer	
RD-18	Liability Waivers	3 years (unless action pending)	Paper	

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
RD-19	Memberships – Previous Years (Applicable to RD-39)	1 year	Paper	
RD-20	Activities – Recreation and Senior Center (Registrations, Waivers, etc.) (Applicable to RD-39)	3 years	Paper	
RD-21	Receipts/Receipt Books (Applicable to RD-39)	3 years	Paper	
RD-22	Leases – Equipment	2 years after lease term.	Paper	
RD-23	Records Requests	2 years	Paper	
RD-24	Sponsor Files – Youth Ball/Special Events, etc.	3 years	Paper	
RD-24(a)			Computer	
RD-25	School Requisitions (for Rec's use of school facility)	2 years	Paper	
RD-25(a)			Computer	
RD-26	Work Schedules	1 year	Paper	
RD-26(a)			Computer	
RD-27	Visitor Logs or Sign-in Sheets/Coupons (Passbooks)	1 year	Paper	
RD-28	Facility Schedules	1 year	Paper	
RD-28(a)			Computer	
RD-29	Donations to Local Organizations (\$100 Value – 10 Free Admission Coupons)	1 year	Paper	
RD-30	Department of Health Swimming Pool Operation Reports (includes Daily Pool Chemistry Logs)	2 years	Paper	
RD-31	Rosters/Directories	1 year	Paper	
RD-32	Team Rosters/Score Books	1 year	Paper	
RD-32 (a)	Team Rosters		Computer	
RD-33	Municipal Publications	Until obsolete or superceded (keep one copy)	Paper	
RD-34	Continuing Education/Training/ Certifications/Seminars	Place in personnel file	Paper	
RD-35	Equipment Warranties for Center & Department	Lifetime of equipment	Paper	
RD-36	Equipment Brochures & Manuals	Lifetime of equipment	Paper	
RD-37	Senior Transportation Schedules	3 years	Paper	
RD-37(a)			Computer	
RD-38	Client Records (Tot Room Info Cards) (Applicable to RD-39)	5 years	Paper	
RD-39	Safari Database	Permanent	Computer	
RD-40	General Correspondence	5 years	Paper	
RD-40(a)			Computer	
RD-41	Fields & Parks Records	Permanent	Paper	