



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF STRONGSVILLE

Mayor's Office

(local government entity)

(unit)

Thomas P. Perciak

Thomas P. Perciak, Mayor

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF STRONGSVILLE

440.580.3151

Records Commission

(telephone number)

16099 Foltz Parkway

Strongsville, OH

44149

Cuyahoga

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: strongsville.law@strongsville.org

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 P. Perciak

12/6/2013

Records Commission Chair Signature **THOMAS P. PERCIAK, MAYOR**

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Signature

Govt. Records Archivist

Title

12/31/13

Date

Section D: Auditor of State

Martin E. Mueh

Signature

1-17-14

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**



Section E: Records Retention Schedule

CITY OF STRONGSVILLE

MAYOR'S 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	(6) RC-3 Required by OHS- LGRP
Mayor-01	Correspondence – Transient <i>(Includes drafts and other limited documents which convey information of temporary importance and other miscellaneous inquiries.)</i>	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
Mayor-02	Correspondence – General and Executive <i>(Includes correspondence dealing with significant aspects of the office's administration.)</i>	5 years	Paper and Electronic		<input checked="" type="checkbox"/>
Mayor-03	Subject and Administrative Files <i>(Includes miscellaneous files alphabetically and by City Departments)</i>	5 years	Paper and Electronic		<input type="checkbox"/>
Mayor-04	Speeches – State of the City	3 years	Paper		<input checked="" type="checkbox"/>
Mayor-04a	Speeches – State of the City	Permanent	Electronic		<input type="checkbox"/>
Mayor-05	Marriage Licenses	10 years after audited, provided orig. Certificate sent to Probate Court per ORC	Paper		<input type="checkbox"/>
Mayor-06	Proclamations	2 years	Paper and Electronic		<input type="checkbox"/>



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CITY OF STRONGSVILLE

MAYOR'S 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	(6) RC-3 Required by OHS- LGRP
Mayor-07	Telephone message call sheets	Until no longer administratively necessary	Paper		<input type="checkbox"/>
Mayor-08	Calendars	Until no longer administratively necessary	Paper		<input type="checkbox"/>
Mayor-09	Drafts of Documents	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
Mayor-10	Copies of Documents <i>(Originals of which are otherwise maintained by the Mayor's Office or other City Departments.)</i>	Until no longer administratively necessary	Paper		<input type="checkbox"/>
Mayor-11	Mayor's Office Requisitions and Purchase Orders	Until no longer administratively necessary	Paper		<input type="checkbox"/>
Mayor-12	Mayor's Office Records Retention Schedules and Certificates of Destruction	Until superseded – Permanent	Paper and Electronic		<input type="checkbox"/>
Mayor-13	Special Events Projects/Programs <i>(Includes information/files related to planning)</i>	Life of project or event, superseded or obsolete, then appraise for historical value	Paper and Electronic		<input type="checkbox"/>
Mayor-13(A)	Contracts directly related to above Special Events Projects/Programs	15 years after expiration or termination	Paper and Electronic		<input type="checkbox"/>
Mayor-14	Photographs <i>(Includes photographs related to special events/programs/activities)</i>	Until no longer administratively necessary	Digital/ Electronic only		<input checked="" type="checkbox"/>
Mayor-15	Press/News Releases	3 years	Paper and Electronic		<input checked="" type="checkbox"/>

- E-Mails are categorized according to specific transactional information and, therefore, have specific retention periods according to subject and content, and as such the retention periods are defined in the individual Record Titles and Descriptions.