



RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Strongsville

Boards and Commissions

(local government entity)

(unit)

Carol M. Oprea

Carol M. Oprea

Administrative Assistant

6/10/13

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Strongsville

440-580-3145

Records Commission

(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: 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

Thomas P. Perciak, Mayor

6-19-13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner

Asst. Records Archivist

6/27/13

Signature

Title

Date

Section D: Auditor of State

Martin E. Mah

7-16-13

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

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

City of Strongsville

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

Architectural Review Board

(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
ARB12-1	Minutes – Approved	Permanent	Hard Copy		<input checked="" type="checkbox"/>
ARB12-1a	Minutes – Approved	Permanent	Electronically Stored		<input type="checkbox"/>
ARB12-1b	Minutes	Until Transcribed	Taped Format		<input type="checkbox"/>
ARB12-1c	Minutes	1 year	Website		<input type="checkbox"/>
ARB12-2	Agendas	6 years	Hard Copy		<input type="checkbox"/>
ARB12-2a	Agendas	Permanent	Electronically Stored		<input type="checkbox"/>
ARB12-2b	Agendas	1 years	Website		<input type="checkbox"/>
ARB12-3	Application Files	6 years	Hard Copy		<input type="checkbox"/>
ARB12-3a	Application Files	Permanent	Electronically Stored		<input type="checkbox"/>
ARB12-4	Subdivision Files	6 years	Hard Copy		<input checked="" type="checkbox"/>
ARB12-4a	Subdivision Files	Permanent	Electronically Stored		<input type="checkbox"/>
ARB12-5	Signage	6 years	Hard Copy		<input 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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

City of Strongsville

Architectural Review Board

(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
ARB12-5a	Signage	Permanent	Electronically Stored		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>

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INSTRUCTIONS—RC-2

City of Strongsville

Planning Commission

(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
PC12-1	Minutes – Approved	Permanent	Hard Copy		<input checked="" type="checkbox"/>
PC12-1a	Minutes – Approved	Permanent	Electronically Stored		<input type="checkbox"/>
PC12-1b	Minutes	Until Transcribed	Taped Format		<input type="checkbox"/>
PC12-1c	Minutes	1 year	Website		<input type="checkbox"/>
PC12-2	Agendas	6 years	Hard Copy		<input type="checkbox"/>
PC12-2a	Agendas	Permanent	Electronically Stored		<input type="checkbox"/>
PC12-2b	Agendas	1 year	Website		<input type="checkbox"/>
PC12-3	Application Files	6 years	Hard Copy		<input type="checkbox"/>
PC12-3a	Application Files	Permanent	Electronically Stored		<input type="checkbox"/>
PC12-4	Subdivision Files	10 years	Hard Copy		<input checked="" type="checkbox"/>
PC12-4a	Subdivision Files	Permanent	Electronically Stored		<input type="checkbox"/>
PC12-5	Planning Data Base for Informational purposes	Permanent	Data Base only		<input type="checkbox"/>

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INSTRUCTIONS—RC-2

City of Strongsville

Town Center Commission

(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
TC12-1	Minutes – Approved	Permanent	Hard Copy		<input checked="" type="checkbox"/>
TC12-1a	Minutes – Approved	Permanent	Electronically Stored		<input type="checkbox"/>
TC12-1b	Minutes	Until Transcribed	Taped Format		<input type="checkbox"/>
TC12-1c	Minutes	1 year	Website		<input type="checkbox"/>
TC12-2	Agendas	6 years	Hard Copy		<input type="checkbox"/>
TC12-2a	Agendas	Permanent	Electronically Stored		<input type="checkbox"/>
TC12-2b	Agendas	1 year	Website		<input type="checkbox"/>
TC12-3	Application Files	6 years	Hard Copy		<input type="checkbox"/>
TC12-3a	Application Files	Permanent	Electronically Stored		<input type="checkbox"/>
TC12-3	Signage	6 years	Hard Copy		<input type="checkbox"/>
TC12-4a	Signage	Permanent	Electronically Stored		<input type="checkbox"/>

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