



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

DECEMBER 28 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

STRONGSVILLE COMMUNITY IMPROVEMENT CORPORATION (CIC)

(Local Government Entity)	(Unit)		
<i>x Brent T. Painter</i>	Brent T. Painter	Executive Director	<i>12/27/22</i>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Strongsville Community Improvement Corporation	Records Commission	440-580-3118	
			(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.

<i>x Brent T. Painter</i>		<i>12/27/2022</i>
Records Commission Chair Signature	Brent T. Painter, Executive Director	Date

Section C: Ohio History Connection - State Archives

<i>Connie Conner</i>	Government Records Archivist	12/29/2022
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
Signature	Title	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 (RC-2) – Part 2

See instructions before completing this form.

STRONGSVILLE COMMUNITY IMPROVEMENT CORPORATION (CIC)

(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 LGRP	(6) RC-3 Required by LGRP
CIC-001	Strongsville Community Improvement Corporation (CIC) Incorporation Documents	Permanent	Paper		<input checked="" type="checkbox"/>
CIC-002	Meeting Notices; Agendas; Approved Minutes	Permanent	Paper and Electronically Stored		<input checked="" type="checkbox"/>
CIC-003	Computer-generated Audio recordings of Meetings	Until transcribed Minutes are approved by the CIC	Electronically recorded		<input type="checkbox"/>
CIC-004 (A)	Correspondence – General and Executive <i>(includes correspondence and various other miscellaneous types of documents dealing with significant aspects of the entity's administration)</i>	5 years	Paper and Electronically Stored		<input type="checkbox"/>
CIC-004 (B)	Correspondence – Transient <i>(includes drafts and other limited documents which convey information of a temporary nature and importance and other miscellaneous inquiries)</i>	Until no longer administratively necessary	Paper and Electronically Stored		<input type="checkbox"/>
CIC-005	Financial Documents/Information <i>(includes transaction histories; bank statements)</i>	3 years provided audited	Paper and Electronically Stored		<input type="checkbox"/>
CIC-006	Grants/Grant Applications (NOPEC Sponsorship)	5 years provided audited	Electronically Stored		<input type="checkbox"/>
			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		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>