



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

DEC 20 2018

INSTRUCTIONS—RC-2

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF STRONGSVILLE

COUNCIL OFFICE

(Local Government entity)

(unit)

Aimee Pientka

Aimee Pientka

Clerk of Council

12/06/18

(Signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF STRONGSVILLE RECORDS COMMISSION

(440) 580-3100

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

12-14-2018

Records Commission Chair Signature
Thomas P. Perciak, Mayor

Date

Section C: Ohio Historical Society - State Archives

Amara Kish

Local Government Records Archivist

1/2/19

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

1-10-19

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**

Section E: Records Retention Schedule

(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
C09-003	Agendas/Meeting Notices for Regular and Special Council Meetings	5 years	Multi		<input type="checkbox"/>
C09-003(a)	Agendas/Meeting Notices for Regular and Special Council Meetings o Website Reference	Until No longer administratively necessary	Electronic		<input type="checkbox"/>
C09-003(b)	Agendas/Meeting Notices for Council Committee Meetings	1 year	Multi		<input type="checkbox"/>
C09-003(c)	Agendas/Meeting Notices for Council Committee Meetings o Website Reference	Until No longer administratively necessary	Electronic		<input type="checkbox"/>
C09-004	Application/Resume for Appointment to City Council ▪ Person Appointed	Place in personnel file	Paper		<input type="checkbox"/>
	▪ Person Not Appointed	2 years	Paper		
C09-005	Application for Employment ▪ Person Appointed	Place in personnel file	Paper		<input type="checkbox"/>
	▪ Person Not Appointed	Destroy after 2 years	Paper		
C09-006	Calendars	Until no longer administratively needed	Multi		<input type="checkbox"/>
C09-007	Certificate of Result of Election <i>**Official election results of ballot issue or candidate election certified by County Board of Elections**</i>	Until expiration of the issue or term of office	Paper		<input type="checkbox"/>
C09-008	City Charter	Permanent	Paper		<input checked="" type="checkbox"/>
C09-009	Codified Ordinances	Permanent (updated on an annual basis)	Multi		<input checked="" type="checkbox"/>

(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
C09-010	Consumables Inventory **Office supplies**	Until superseded	Multi		<input type="checkbox"/>
C09-012	Copies **All media including, but not limited to convenience copies of documents created by other internal departments received by the Council Office for reference of informational purposes**	Until no longer administra- tively needed	Multi		<input type="checkbox"/>
C09-013(a)	Correspondence/Mail <u>Routine</u> **Examples: Follow up letter to resident after submittal of Action Request; letter to resident who requests copy of code section; note/memo to council members to mark their calendars for an event; advising of vacations/time off; letter of thanks; letter of recommendation; etc.**	Until no longer administra- tively needed	Multi		<input type="checkbox"/>
C09-013(b)	Correspondence/Mail <u>General</u> **This includes both internal and external correspondence, the content of which is of an informative nature and does not attempt to influence agency policy**	2 years	Multi		<input type="checkbox"/>
C09-013(c)	Correspondence/Mail <u>Executive/Official</u> **This includes both internal and external correspondence dealing with matters of a formal nature (policies, directives, etc.)**	5 Years	Multi		<input type="checkbox"/>
C09-013(d)	Correspondence/Mail <u>Transitory Messages</u> **This includes facsimiles, notes, phone messages, and other limited documents which serve to convey information of temporary importance in lieu of oral communication**	Until no longer administra- tively needed	Multi		<input type="checkbox"/>
C09-013(e)	Correspondence/Mail <u>Unsolicited Mail</u> **Examples are anonymous/slanderous letters, groundless complaints, sales materials, informational brochures, publications, solicitations, etc.**	Until no longer administra- tively needed	Multi		<input type="checkbox"/>
C12-045	Council Action Requests **Requests for action and/or service generated by council members or the Council Office entered into an interdepartmental networked database**	Permanent	Electronic		<input checked="" type="checkbox"/>

(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
C09-014	Council Members' Files <i>**Files containing miscellaneous correspondence pertinent to individual Council Members**</i>	Use Correspondence retention periods	Paper		<input checked="" type="checkbox"/>
C09-015	Council Office Budget Documents/Expense Records <i>**Excel worksheet tracking Council expenses; copies of requisitions and purchase orders**</i>	Until superseded or no longer administratively needed	Multi		<input type="checkbox"/>
C09-016	Drafts <i>**Any "working" document utilized solely by the Council Office that is not in final form**</i>	Until no longer administratively needed	Multi		<input type="checkbox"/>
C09-020	Legislation Log <i>**Index of legislation from 1986 to present**</i> ▪ Computer Hard Drive (Data base)	Permanent	Electronic		<input checked="" type="checkbox"/>
C09-20(a)	Legislation Log ○ Website Reference	Until no longer administratively needed	Electronic		<input type="checkbox"/>
C09-022	Liquor License Requests	3 years	Paper		<input type="checkbox"/>
C09-023	Mailing Lists <i>**Used for the purpose of generating labels for mass mailings**</i>	Until updated, superseded or obsolete	Multi		<input type="checkbox"/>
C09-024	Manuals and Handbooks <i>**Used in Council Office as guides for reference or informational purposes**</i>	Until superseded, obsolete or replaced	Paper		<input type="checkbox"/>
C09-026	Memoranda <i>**See "Correspondence"***</i>	Use Correspondence retention periods	Paper		<input type="checkbox"/>
C09-027	Minutes of Regular and Special Council Meetings ▪ Approved Hardcopy	Permanent	Multi		<input checked="" type="checkbox"/>
C09-027(a)	Minutes of Regular and Special Council Meetings ○ Website Reference	Until no longer administratively needed	Electronic		<input type="checkbox"/>
C09-027(b)	Minutes of Regular and Special Council Meetings ○ Digital Audio Recordings	Until Minutes are approved by the Council	Electronic		<input type="checkbox"/>

(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
C09-028	Miscellaneous Documents and Files <i>**Documents generated by the Council Office subject to periodic revision or updating (i.e. pending legislation list, Girl Scout Gold Award or Boy Scout Eagle commendation letters, list of past mayors and council members, job descriptions, instructions for equipment usage, etc.)**</i>	Until no longer administratively needed	Multi		<input type="checkbox"/>
C09-029	Oaths of Office-Council Members *(See note)	Original oath retained until no longer in office	Paper		<input type="checkbox"/>
C09-030	Ordinances and Resolutions *(See note) <i>**This includes all exhibits and supporting documents, as well as any contracts and/or agreements and/or other miscellaneous documents directed by either the legislation or the Administration to be retained in the Clerk's Office**</i>	Permanent	Multi		<input checked="" type="checkbox"/>
C09-30(a)	Ordinances and Resolutions o Website Reference	Until no longer administratively needed	Electronic		<input type="checkbox"/>
C09-031	Ordinance and Resolution Cross Reference Card File *(See note)	Until no longer Administratively needed	Paper		<input type="checkbox"/>
C09-032	Ordinance and Resolution Index (Created as of 2009)	Permanent	Paper		<input type="checkbox"/>
C09-033	Petitions (Charter Initiative, initiative, Referendum, Recall)	3 years after submission; except retain one file copy of representative pages; appraise for historical value	Paper		<input type="checkbox"/>
C09-034	Petitions (Miscellaneous) <i>**Petitions submitted to Council by an individual or group requesting the City to take action on a particular matter**</i>	1 year, or until no longer administratively needed	Paper		<input type="checkbox"/>
C09-035	Records Requests <i>**Written requests for Council records**</i>	2 years	Paper		<input type="checkbox"/>
C09-036	Records Retention Documents (Forms RC-1, RC-2 and RC-3)	25 Years	Paper		<input type="checkbox"/>
C09-036(a)	Records Retention Documents(Forms RC-1, RC-2 and RC-3) o Website Reference	Until superseded	Electronic		<input type="checkbox"/>

(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
C09-037	Reports to Council <ul style="list-style-type: none"> • Subject and/or Administrative, internal or external 	5 years, or until no longer administratively needed	Paper		<input type="checkbox"/>
C09-037(a)	Reports to Council <ul style="list-style-type: none"> • Annual Reports, internal or external 	Until superseded or no longer administratively needed	Paper		<input type="checkbox"/>
C09-038	Request for Legislation Form <i>**Form submitted to Law Department by a Council Member or by the Council Office requesting the preparation of legislation**</i> <ul style="list-style-type: none"> • Legislation Prepared 	Until final action taken by City Council	Paper		<input type="checkbox"/>
C09-038(a)	Request for Legislation Form <ul style="list-style-type: none"> • Legislation Unprepared 	1 year after date of request	Paper		<input type="checkbox"/>
C09-039	Rosters/Directories <i>**Lists kept by Council Office such as current elected officials, Council standing committees, etc.**</i>	Until superseded or obsolete	Multi		<input type="checkbox"/>
C09-040	Sign-in Sheets <i>**For use at Council meetings for those wishing to speak during the public participation**</i>	Until no longer administratively needed	Paper		<input type="checkbox"/>
C09-041	Special Assessment Files <i>**Files that contain information in connection with legislation adopted for assessment projects that pertain to sidewalk, road, water line, storm, or sanitary sewer improvements**</i> <ul style="list-style-type: none"> ▪ Images scanned with legislation 	5 years	Paper		<input type="checkbox"/>
C09-042	Subject and Administrative Files <i>**Files kept by the Council Office used for reference and/or informational purposes**</i>	5 years or until no longer administratively needed	Paper		<input type="checkbox"/>
C11-044	Tax Board of Review, Rules and Procedures and Oaths of Office	Until superseded	Paper		<input type="checkbox"/>

- **C09-029**- Retention period modified in 2012 at the advice of the Law Director. Some of these records have been disposed of, in accordance with a previously approved RC-2.

- **C09-030**- Ordinance No. 2003-209; Ordinance No. 2005-250; Resolution No. 2005-251; Ordinance No. 2005-252; Ordinance No. 2005-253.

These original documents are not available due to the fact that they appear to be inadvertently missing or misplaced. The Clerk of Council had previously provided the City's Law Department with copies of the original documents, prior to them becoming later unavailable. Therefore, copies of these documents have been placed on file, and will be retained in the Ordinance and Resolution books, and on the City's document imaging system as permanent records.

- **C09-031**. Ordinance and Resolution Cross Reference Card File, is now an obsolete record that has been replaced by Schedule No. C09-020, Legislation Log. However, it is still occasionally used for reference purposes only.
- **E-Mails have specific retention periods according to subject and content, and as such the retention periods are defined in the individual Record Titles and Descriptions.**