



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

Jun 24 2020

STATE AND LOCAL  
GOVERNMENT RECORDS

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

City of Strongsville

Police Department

(local government entity)

(unit)

*Mark Fender*  
(signature of responsible official)

Mark Fender

Chief of Police

06/24/2020

(name)

(title)

(date)

### Section B: Records Commission

City of Strongsville

440-580-3100

Records Commission

(telephone number)

16099 Foltz Parkway

Strongsville, Ohio

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*

6/24/2020

Records Commission Chair Signature

Thomas P. Perciak, Mayor

Date

### Section C: Ohio Historical Society - State Archives

Local Government Records Archivist 7/6/2020

Signature

Title

Date

### Section D: Auditor of State

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

City of Strongsville

Police 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	(6) RC-3 Required by OHS- LGRP
PD12-01	Motor Vehicle Accident Reports occurring on Private Property	1yr after quality checked & scanned  Permanent, or until system terminated	Paper,  Electronic		<input type="checkbox"/>
PD12-01A	Accident-OH1-Motor Vehicle Accident Report	5 years  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-02	Annual Report-Statistics and review from previous year of each department	Permanent, or until system terminated	Paper & Electronic		<input type="checkbox"/>
PD12-03	Arrest cards-Record of all felony and misdemeanor arrests	15 years  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-04	Arrests cards-Record of all felony and misdemeanor arrests under the age of 18	15 years  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-05	Business cards-Contact information for businesses	Until changed, review annually	Electronic		<input type="checkbox"/>
PD12-06	CAD entry-Calls for service, not requiring an incident report	Permanent, or until system terminated	Electronic		<input type="checkbox"/>
PD12-07	Criminal Case Files-Felonies & misdemeanor incidents requiring investigation	6 years, provided no action pending  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>



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PD12-08	Criminal Case Files-Homicide & rape incidents(including evidence) resulting in the death or rape of a victim (pending)	Permanent, or until system terminated	Paper & Electronic		<input type="checkbox"/>
PD12-08A	Criminal Case Files-Homicide & rape incidents (including evidence) resulting in the death or rape of a victim (closed cases)	30 years after arrest and all appeals exhausted  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-09	Expungements / Sealed Records	Sealed, then destroyed as case files  Destroyed or altered per court order	Paper  Electronic		<input type="checkbox"/>
PD12-10	Fingerprints-Prints of arrested persons	25 years	Paper		<input type="checkbox"/>
PD12-10A	Fingerprints-Prints of arrested persons	Purged automatically after 800 prints	Computer		<input type="checkbox"/>
PD12-11	Intoxilyzer reports-Records of all persons arrested for OVI	3 years provided no action pending	Paper & Electronic		<input type="checkbox"/>
PD12-12	Intoxilyzer Operator permits-Permits granted to employees who recertified to operate machine	3 years after permit expiration date`	Paper		<input type="checkbox"/>
PD12-13	Administrative Case Files-Citizen complaints or commendations, allegation of employee misconduct, invests of action taken by employee, employee injury & union grievances	6 years	Paper & Electronic		<input type="checkbox"/>
PD12-14	Jail Envelopes-Booking sheet, property sheet, photo, court paperwork	6 years  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-15	Jail Medical Record-Arrested persons medical record and any hospital medical records	6 years  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-16	Jail Log-List of all arrested persons	25 years	Paper & Electronic		<input checked="" type="checkbox"/>
PD12-17	Lockout Waivers-Signed waiver of liability from owner/driver of vehicle to gain entry into locked vehicle	1 year	Paper		<input type="checkbox"/>
PD12-18	LEADS Print outs (confidential under law)-Generated from query or entry on persons, vehicles, stolen items	When no longer of administrative value	Paper		<input type="checkbox"/>



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PD12-19	Master Name Index-List of all persons in contact with the police department in connection with a call for service	Permanent, or until system terminated	Electronic		<input checked="" type="checkbox"/>
PD12-20	Missing Persons Reports-Report of people missing and have not been located	Permanent unless located, or until system terminated	Paper & Electronic		<input type="checkbox"/>
PD12-21	Parking Citations-Citation issued for illegal parking	3 years from date of resolution  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-22	Personnel Records-Copies of Pre-employment information, copy of application for employment and medical records	Until separation from service  Permanent	Paper  Electronic		<input type="checkbox"/>
PD12-23	Video/Audio recordings of booking room during arrest & Surveillance video of interior and exterior of the police department	30 days	Electronic		<input type="checkbox"/>
PD12-24	Evidentiary copies of recordings of booking room during arrest	30 days after clearance of case or sentencing	CD/DVD		<input type="checkbox"/>
PD12-25	Radio/Phone Calls including 911 lines-Audio of all radio traffic and all inbound and outbound calls	30 days provided no action pending	Electronic City Central Server		<input type="checkbox"/>
PD12-26	Property Records-Property turned over to police department for evidentiary purposes or lost property	2 years after disposal of property	Electronic		<input type="checkbox"/>
PD12-27	Policy Tests and test logs	1 Year (tests) Indefinite(log)	Paper Electronic		<input type="checkbox"/>
PD12-28	Policies and Procedures	Until superseded  Indefinite, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-29	Subpoenas, Summons, Warrants-Paperwork received from Court	Until served, discharged, answered or withdrawn	Paper & Electronic		<input type="checkbox"/>
PD12-30	Tow Cards-Records of vehicles towed by the request of the Police Department	3 years after release  Indefinite, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-31	Traffic/Misdemeanor Citations-Citations issued for violation of S.C.O. or O.R.C. by police officer	3 years provided no action pending	Paper & Electronic		<input type="checkbox"/>
PD12-31A	Ledgers for Traffic/Misdemeanor Citations documenting dates and people who were issued citations	3 years from date of last citation issued on ledger	Paper		<input type="checkbox"/>



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PD12-32	Training Material File-Lesson plans for in-service training	Indefinite, or until system terminated	Electronic		<input type="checkbox"/>
PD12-33	Training Records-List of schools attended by employees of the Police Department	Permanent, or until system terminated	Electronic		<input type="checkbox"/>
PD12-34	Training Requests-Request of police personnel to attend a training school	1 year	Paper		<input type="checkbox"/>
PD12-35	Vacation & Special Attention Records- Requests from citizens for extra patrol in their area	Permanent, or until system terminated	Electronic		<input type="checkbox"/>
PD12-36	Warrant, Missing Person, Stolen Property Cards- Records for entries made into the LEADS/NCIC file	Permanent, or until system terminated	Electronic		<input type="checkbox"/>
PD12-37	Grant Applications- Paperwork filed to apply for monies granted to agencies for various projects	5 years provided audited and disputes resolved	Electronic		<input type="checkbox"/>
PD12-38	Internal Memos- Records of information passed to employees	1 year	Paper & Electronic		<input type="checkbox"/>
PD12-39	Phone messages/desk notes- Informal correspondence or reminders	Until answered or no longer required	Paper		<input type="checkbox"/>
PD12-40	Record check requests- Paperwork filed to request background checks on individuals	2 years	Paper		<input type="checkbox"/>
PD12-41	Public Records Requests Form-completed to review or obtain copies of a public record	2 years	Paper		<input type="checkbox"/>
PD12-42	Bond Receipts -Copy of receipts for monies received to pay bond	3 years, provided audited Permanent, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-43	General Receipts -Copy of receipts for monies received for fingerprinting, copies of reports	3 years, provided audited Permanent, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-44	Parking Receipts -Copy of receipts for monies received for outstanding parking citations	3 years, provided audited Permanent, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-45	LEADS Validations and Audit Documents- Records to insure the integrity of entries into LEADS/NCIC	As required by NCIC & LEADS	Paper & Electronic		<input type="checkbox"/>



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PD12-46	911 Error/Info Sheets-Paperwork completed by dispatcher when there is an error in the ANI/ALI displayed on enhanced screen	Until no longer of administrative value.	Paper		<input type="checkbox"/>
PD12-47	DARE Lesson Plans-Plans of classroom agenda	1 year after revised	Electronic		<input type="checkbox"/>
PD12-48	DARE Special Projects File-Plans of projects done other than in the classroom	1 year after completed	Paper & Electronic		<input type="checkbox"/>
PD12-49	DARE Role Model Applications-Applications by perspective high school students to be considered for role models	2 years	Paper		<input type="checkbox"/>
PD12-50	Pre-Construction Reports (Crime Prevention)-Plans developed by crime prevention officer to help in the layout of a building or business	Life of the structure	Paper		<input type="checkbox"/>
PD12-51	P.O. Requests-Request to purchase items needed for police department	Until consolidated with Finance	Electronic		<input type="checkbox"/>
PD12-52	Petty Cash vouchers-Vouchers given for reimbursement of monies paid for work related items	2 years after audited	Paper		<input type="checkbox"/>
PD12-53	Work schedule- Employee's work schedule prepared yearly	When no longer needed for administrative purposes	Paper and Electronic		<input type="checkbox"/>
PD12-54	Juvenile Records-Fact Sheets completed by officer for determination for action to be taken	Incorporated into criminal file	Paper and Electronic		<input type="checkbox"/>
PD12-55	Solicitor Permit Applications-Applications from people wanting to do door to door business in the city	Until expired and no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
PD12-56	Catalogues, Brochures-Informational guides distributed to potential police candidates	Until superseded Indefinite, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-57	Investigative Audio Recordings/Transcripts-Recordings of victims, suspects or witnesses	Incorporated into case file	Audio-Electronic Media or paper		<input type="checkbox"/>
PD12-58	Video Recordings and photos -Recordings and photos of crime scenes or MVA's for investigative purposes	Added to case file and retained accordingly	Electronic		<input type="checkbox"/>
PD12-59	Use of Force Reports-Incidents involving use of deadly force or force that is likely to cause actual or claimed injury	6 years	Paper and Electronic		<input type="checkbox"/>
PD12-60	Personnel Action-Action taken by supervisor for disciplinary reasons	Until no longer of administrative value or per Labor Agreement	Paper and Electronic		<input type="checkbox"/>



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PD12-61	Field Training Officer (FTO) Reports/Supervision evaluations-Reports written by field training officer and follow-up by supervisor	Until 1 year after separation of service	Paper		<input type="checkbox"/>
PD12-62	Employee Evaluations and inspections-Quadrimester/yearly reports recognizing employees work performance	5 years	Paper Electronic		<input type="checkbox"/>
PD12-63	Performance Improvement Plans	5 years	Paper Electronic		<input type="checkbox"/>
PD12-64	Request for Vehicle, Building Equipment, Repair-requests forwarded to quartermaster for repairs	1 year after repair completed	Electronic		<input type="checkbox"/>
PD12-65	Court Summons Log Sheets-List of court appearances for police personnel with time and date	30 days after court appearance	Electronic		<input type="checkbox"/>
PD12-66	Uniform Crime Report (UCR), NIBRS-OIBRS, Domestic Violence Incident Statistics - Statistical data required for Federal and State Agencies	3 years	Electronic		<input type="checkbox"/>
PD12-67	Traffic Violation Warning-written by police officer in lieu of citation	3 years  Permanent, or until system terminated	Paper  Electronic		<input type="checkbox"/>
PD12-68	Court TPO's-Temporary Protection Orders issued by the court	Incorporate into case file	Paper		<input type="checkbox"/>
PD12-69	Message Log for Service Department-Completed by dispatch for action needed to be taken by the Service Department	Until No longer of Administrative value	Paper		<input type="checkbox"/>
PD12-70	In Car Video and Body Camera Footage - Recordings taken by video recorder in cruiser or body camera of officer activities	60 days & no longer of administrative or evidentiary value	Electronic		<input type="checkbox"/>
PD12-71	Staff Meeting Agenda-Topics to be covered by the command staff during meetings	1 year	Paper and Electronic		<input type="checkbox"/>
PD12-72	Commercial/Residential Zone Maps-Displays of business and streets according to zone assignments	Until Superseded	Paper		<input type="checkbox"/>
PD12-73	Special Event Plans-Traffic and safety preparation of special events held in the city	Until no longer of Administrative value	Paper and Electronic		<input type="checkbox"/>
PD12-74	Civilian Ride-Along Application Packet-Requests from civilians who wish to ride-along with an officer during tour of duty	2 years	Paper		<input type="checkbox"/>
PD12-75	Lost Cellular Phone Forms-Completed in the event of a person losing a cell phone, not a victim of theft	1 year	Paper		<input type="checkbox"/>



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PD12-76	School Bus Violation Letters-Letters to drivers who were reported for violating traffic law related to school busses	1 year	Electronic		<input type="checkbox"/>
PD12-77	Radar/Laser/Speed Measuring Devices Calibration and Maintenance Logs	1 year after unit taken out of service	Paper Electronic		<input type="checkbox"/>
PD12-78	Intern Records-Records of college students doing internship with Police Department	5 years after internship ends	Paper Electronic		<input type="checkbox"/>
PD12-79	Successful Bids-Competitive costs of products/equipment needed for Police Department awarded to specific company	15 years after completion of project	Paper		<input type="checkbox"/>
PD12-80	Unsuccessful Bids-Competitive costs of products/equipment needed for Police Department not awarded to specific company	2 years after contract is awarded	Paper		<input type="checkbox"/>
PD12-81	Read and Sign Sheets-Used to verify employee training and acknowledgement	1 year Indefinite, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-82	Training Notes-Notes by instructors for critique	When no longer of administrative value	Paper		<input type="checkbox"/>
PD12-83	Annual Jail Inspection notes, compliance forms, certificates, approval letters – State of Ohio Inspection Criteria	3 years	Paper		<input type="checkbox"/>
PD12-84	Visitation Log Sheets – Log of visitors to inmates	1 year Permanent, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-85	Jail Weekly Check Off List – Verify completion of duties by CO's	1 year	Paper		<input type="checkbox"/>
PD12-86	Juvenile Compliance Survey for ODJJDP – Verify compliance for juvenile arrestees	1 year Indefinite, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-87	Juvenile Log – List of all juvenile arrestees	1 year Indefinite, or until system terminated	Paper Electronic		<input type="checkbox"/>
PD12-88	Jail Menu List – Breakfast, lunch, dinner menus for inmates	1 year 3 years	Paper Electronic		<input type="checkbox"/>
PD12-89	Officer Survey – Officers opinions on work conditions	1 year	Paper		<input type="checkbox"/>
PD12-90	Vehicle Check List – On duty officer checklist to assure all equipment is functional and present	1 year	Electronic		<input type="checkbox"/>





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PD12-91	Career Development Plans	3 years	Paper Electronic		<input type="checkbox"/>
PD12-92	Jail Over-the-Counter (OTC) Medication Logs	1 year	Paper		<input type="checkbox"/>
PD12-93	Jail Doctor Medical Complaint Logs	1 year	Paper		<input type="checkbox"/>
PD12-94	Time sheets/Time off request slips/Overtime Slips/Exchange of duty forms/ Overtime signup sheets	Until no longer of administrative value	Paper		<input type="checkbox"/>
PD12-95	RC2 and RC3	Until superseded	Paper Electronic		<input type="checkbox"/>
PD12-96	Hunting Permits	3 years	Paper Electronic		<input type="checkbox"/>
PD12-97	Social Media Entries	Until no longer of administrative Value	Electronic		<input type="checkbox"/>
PD12-98	Safe Passages Program – Opioid Addiction Support and Recovery	5 years	Paper Electronic		<input type="checkbox"/>
PD12-99	Court Orders with no Report	6 years	Paper		<input type="checkbox"/>
PD12-100	Consent to Search Waivers – Waivers signed by citizens giving permission to have their property searched	6 years	Paper		<input type="checkbox"/>
PD12-101	Written Statements with no incident report	6 years	Paper		<input type="checkbox"/>
PD12-102	Video or pictures captured by police Drone	Incorporated into case file and retained accordingly	Electronic		<input type="checkbox"/>
PD12-103	Unmanned Aerial Systems Flight Log – Log of all drone flights	3 Years	Paper		<input type="checkbox"/>
PD12-104	Unmanned Aerial Systems Pre-Flight Checklist	3 Years	Paper		<input type="checkbox"/>
PD12-105	Unmanned Aerial Systems Maintenance Log	3 Years	Paper		<input type="checkbox"/>
PD12-106	Salvation Army Vouchers – vouchers for food or lodging	1 year	Paper		<input type="checkbox"/>



PD12-107	Jail shift information sheet – information to be passed on to next shift concerning needs of the jail	1 year	Paper		<input type="checkbox"/>
PD12-108	Jail cross-gender search form – log of searches – log of pat searches of inmates by officers of different gender	3 years	Paper		<input type="checkbox"/>
PD12-109	Jail Key Sign out sheet – Log of dates, times, and personnel removing keys in the jail	1 year	Paper		<input type="checkbox"/>
PD12-110	Speed Surveys – surveys taken by the traffic unit to evaluate traffic complaints	10 years	Electronic		<input type="checkbox"/>
PD12-111	Property Room Log - log of item description, date, time, and officer entering items into the property room	2 years	Paper		<input type="checkbox"/>
PD12-112	Citizen Police Academy syllabus and PowerPoint Presentations – Material from Citizen Police Academy instruction	5 years	Electronic		<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.
- Draft documents can be deleted immediately following finalization of the document.

**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