



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

Page 1 of 6

JUN 24 2019

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Strongsville
(local government entity)

Recreation and Senior Center Department
(unit)

Bryan V. Bogre
(signature of responsible official)

Bryan V. Bogre
(name)

Director of Parks, Recreation and Senior Services
(title)

6/20/19
(date)

Section B: Records Commission

City of Strongsville Records Commission
Records Commission

440-580-3100
(telephone number)

16099 Foltz Parkway
(address)

Strongsville
(city)

44149
(zip code)

Cuyahoga
(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
X
Records Commission Chair Signature – Thomas P. Perciak, Mayor

6/20/19
Date

Section C: Ohio Historical Society - State Archives

Amanda Linda
Signature

Local Government Records Archivist
Title

6/28/19
Date

Section D: Auditor of State

Martin E. Mub
Signature

7-11-19
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

Recreation and Senior Center 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 |
|---------------------------|---|---|-------------------|---|--|
| RD-1 | Record Retention Documents | 25 years | Paper | | <input type="checkbox"/> |
| RD-2 | Recreation Board Meeting Minutes | Permanent | Paper | | <input checked="" type="checkbox"/> |
| RD-3 | Newspaper Articles (any articles pertaining to Recreation Center) | Permanent | Paper | | <input checked="" type="checkbox"/> |
| RD-4 | Property Maps; Plans for Center and Park and related original building documents | Permanent | Paper | | <input checked="" type="checkbox"/> |
| RD-5 | Specifications for Recreation Center and related building documents | Permanent | Paper | | <input checked="" type="checkbox"/> |
| RD-6 | Memberships (annual) | 1 year | Paper | | <input type="checkbox"/> |
| RD-6(a) | Memberships (annual) | 1 year | *Electronic | | <input type="checkbox"/> |
| RD-8 | Bids – Successful (bids submitted that were awarded the contract) | 15 years | Paper | | <input type="checkbox"/> |
| RD-9 | Bids – Unsuccessful (bids submitted that were not awarded the contract) | 2 years | Paper | | <input type="checkbox"/> |
| RD-10 | Contracts/Agreements (including room rental contracts, vendor contracts, instructor contracts) | 15 years after completion or expiration | Paper | | <input type="checkbox"/> |
| RD-10(a) | Contracts/Agreements (including room rental contracts, pavilion rental contracts, vendor contracts, instructor contracts) | 15 years after completion or expiration | Electronic | | <input type="checkbox"/> |
| RD-11 | Accident Reports/Incident Reports – Non Employees | 6 years (unless action pending) | Paper | | <input type="checkbox"/> |
| RD-12 | Budget (annual) | 5 years | Paper | | <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 |
|---------------------------|--|---------------------------------------|-------------------|---|--|
| RD-12(a) | Budget (annual) | 5 years | Electronic | | <input type="checkbox"/> |
| RD-13 | Refunds (any payments refunded to customers) | 5 years provided audited | Paper | | <input type="checkbox"/> |
| RD-13(a) | Refunds (any payments refunded to customers) | 5 years provided audited | *Electronic | | <input type="checkbox"/> |
| RD-14 | Finance Reports (daily Financial Reports, cash register tapes) | 3 years | Paper | | <input type="checkbox"/> |
| RD-14(a) | Finance Reports (daily Financial Reports, cash register tapes) | 3 years | Electronic | | <input type="checkbox"/> |
| RD-15 | Purchase Orders/Invoices | 3 years | Paper | | <input type="checkbox"/> |
| RD-15(a) | Purchase Orders/Invoices | 3 years | Electronic | | <input type="checkbox"/> |
| RD-16 | Expense Reports (employee expense reports) | 3 years | Paper | | <input type="checkbox"/> |
| RD-16(a) | Expense Reports (employee expense reports) | 3 years | Electronic | | <input type="checkbox"/> |
| RD-18 | Liability Waivers (pertaining to participation in programming and attendance at Recreation Center) | 3 years (unless action pending) | Paper | | <input type="checkbox"/> |
| RD-20 | Activity Registrations (recreation and senior programs) | 3 years | Paper | | <input type="checkbox"/> |
| RD-20(a) | Activity Registrations (recreation and senior programs) | 3 years | *Electronic | | <input type="checkbox"/> |
| RD-21 | Recreation Software Receipts | 3 years provided audited | Paper | | <input type="checkbox"/> |
| RD-21(a) | Recreation Software Receipts | 3 years provided audited | *Electronic | | <input type="checkbox"/> |
| RD-22 | Leases (equipment) | 2 years after lease termination | Paper | | <input type="checkbox"/> |
| RD-23 | Public Records Requests | 2 years | Paper | | <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.



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|---------------------------|--|----------------------------|-------------------|---|--|
| RD-24 | Sponsorships (businesses that sponsor recreational programs and special events) | 3 years | Paper | | <input type="checkbox"/> |
| RD-24(a) | Sponsorships (businesses that sponsor recreational programs and special events) | 3 years | Electronic | | <input type="checkbox"/> |
| RD-25 | School Requisitions (Recreation Center's use of Strongsville City school facilities) | 2 years | Paper | | <input type="checkbox"/> |
| RD-25(a) | School Requisitions (Recreation Center's use of Strongsville City school facilities) | 2 years | Electronic | | <input type="checkbox"/> |
| RD-26 | Employee Work Schedules | 1 year | Paper | | <input type="checkbox"/> |
| RD-26(a) | Employee Work Schedules | 1 year | Electronic | | <input type="checkbox"/> |
| RD-27 | Visitor Sign-in Sheets (Daily admission sheets including coupons and passbooks) | 1 year | Paper | | <input type="checkbox"/> |
| RD-28 | Facility Schedules (lists all events taking place in Recreation & Senior Center and Old Town Hall) | 1 year | Paper | | <input type="checkbox"/> |
| RD-28(a) | Facility Schedules (lists all events taking place in Recreation & Senior Center and Old Town Hall) | 1 year | Electronic | | <input type="checkbox"/> |
| RD-29 | Donations to Local Organizations (daily passbooks or gift certificates) | 1 year | Paper | | <input type="checkbox"/> |
| RD-29(a) | Donations to Local Organizations (gift certificates) | 1 year | *Electronic | | <input type="checkbox"/> |
| RD-30 | Department of Health Swimming Pool Operation Reports (includes daily pool chemistry logs) | 2 years | Paper | | <input type="checkbox"/> |
| RD-31 | Team Rosters (adult and youth sports programs) | 1 year | Paper | | <input type="checkbox"/> |
| RD-32 | Sports Programs Score Books | 1 year | Paper | | <input type="checkbox"/> |
| RD-34 | Continuing Education Certifications/Training | Place in personnel file | Paper | | <input type="checkbox"/> |
| RD-35 | Equipment Warranties | Lifetime of equipment | Paper | | <input type="checkbox"/> |



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|---------------------------|---|---|-------------------|---|--|
| RD-36 | Equipment Brochures & Manuals | Lifetime of equipment | Paper | | <input type="checkbox"/> |
| RD-38 | Tot Room information cards | 5 years | Paper | | <input type="checkbox"/> |
| RD-40 | General Correspondence (Recreation Dept) | 5 years | Paper | | <input type="checkbox"/> |
| RD-40(a) | General Correspondence (Recreation Dept) | 5 years | Electronic | | <input type="checkbox"/> |
| RD-41 | Field & Park Records (daily field and pavilion work assignments) | 1 year or until no longer administratively necessary | Paper | | <input type="checkbox"/> |
| SD-42 | Senior Wheels Specialized Transportation Program Semi-Annual Monitoring Report | 3 years after project or completion of contract (whichever is later) | Paper | | <input type="checkbox"/> |
| SD-42(a) | Senior Wheels Specialized Transportation Program Semi-Annual Monitoring Report | See SD-42 above | Electronic | | <input type="checkbox"/> |
| SD-43 | Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report for Kitchen | 5 years | Paper | | <input type="checkbox"/> |
| SD-43(a) | Ohio Department of Agriculture/Ohio Department of Health Standard Inspection Report for Kitchen | 5 years | Electronic | | <input type="checkbox"/> |
| SD-44 | Senior Transportation Schedules (Dept. of Senior & Adult Services (DSAS) manifest showing pickup and drop off information for senior riders) | 7 years after termination of contract | Paper | | <input type="checkbox"/> |
| SD-45 | General Correspondence (Senior Center) | 5 years | Paper | | <input type="checkbox"/> |
| SD-45(a) | General Correspondence (Senior Center) | 5 years | Electronic | | <input type="checkbox"/> |
| SD-46 | Senior Wheels Program Pre-Trip Inspection Manifest | 3 years | Paper | | <input type="checkbox"/> |
| SD-48 | 2018 Community Development Supplemental Grant | 4 years after Receipt of final payment | Paper | | <input type="checkbox"/> |



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- **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.**
- **These designated records stored electronically are currently on database systems, which may be superseded in the future.**



Thomas P. Perciak
Mayor

City of Strongsville

16099 Foltz Parkway
Strongsville, Ohio 44149-5598
Phone: 440-580-3145
Fax: 440-846-1639
E-mail: strongsville.law@strongsville.org
www.strongsville.org

June 20, 2019

Office of the Law Director

Via Certified Mail

The Ohio History Connection
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2474

Re: City of Strongsville, Ohio – City Records Commission

Dear Sir/Madam:

In accordance with Ohio Revised Code Section 149.39 and pursuant to an open meeting of the City of Strongsville City Records Commission held on June 20, 2019, we enclose the following forms which were approved by the Commission:

1. Amended Records Retention Schedule (RC-2) for the Police Department; and
2. Amended Records Retention Schedule (RC-2) for the Department of Recreation & Senior Services.

Please process these forms accordingly, and notify the City **via e-mail** when they have been approved by your office and/or the Auditor of State in accordance with law.

Thank you for your courtesy in this matter.

Cordially,

Nancy M. Sikorski
Secretary, City Records Commission

Enclosures

cc: Mayor Thomas P. Perciak, Chairman, City Records Commission
Joseph K. Dubovec, Director of Finance
Neal M. Jamison, Law Director
Bruce Keenen, City Records Commission
Mark Fender, Chief of Police
Lt. Michael Campbell, Police Department
Bryan V. Bogre, Director of Recreation & Senior Services
Jen Frontino, Asst. to Recreation Director & Rental Coordinator
(all letter copies via e-mail only)