



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

CITY OF STRONGSVILLE

ALL DEPARTMENTS

(local government entity)

(unit)

Thomas P. Perciak

THOMAS P. PERCIAK, MAYOR

12/4/2015

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF STRONGSVILLE

440-580-3100

(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

12/9/2015

Records Commission Chair Signature **THOMAS P. PERCIAK, MAYOR** Date

Section C: Ohio History Connection - State Archives

Amanda D. Borden
Signature

Local Government Records Archivist
Title

12/29/15
Date

Section D: Auditor of State

Martin E. Murr
Signature

Records Manager
Title

1-20-16
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.***CITY OF STRONGSVILLE****ALL DEPARTMENTS CITY-WIDE**

(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 Require d by LGRP
City-100	Telephone Voice Mails – Not of a substantive nature (Transient)	Until no longer of admin. value	Electronically stored		<input type="checkbox"/>
City-101	<p>Electronic Mail (e-mails) and Text Messages – Records sent, received, and/or drafted using electronic mailing systems which are categorized according to specific transactional information.</p> <ul style="list-style-type: none"> • Transient e-mails and text messages not of a substantive nature • General e-mails and text messages with substantive content 	<p>Until no longer of admin. value</p> <p>Retention periods are based upon subject and content as defined in the Record Titles and Descriptions for each individual department</p>	Electronically stored		<input type="checkbox"/>
					<input type="checkbox"/>



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

December 22, 2015

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 December 9, 2015, we enclose the following forms which were approved by the Commission:

1. Amended Records Retention Schedule (RC-2) for All Departments City-Wide for the City of Strongsville; and
2. Amended Records Retention Schedule (RC-2) for the Police Department.

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
Kenneth A. Kraus, Law Director
Bruce G. Keenen, Citizen/Resident Member of City Records Commission
James D. Kobak, Chief of Police
Laura Hays, Police Communications Supervisor