

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit box.)

(To complete this form online, use "tab" key to jump from box to

City of Strongsville

Civil Service Commission

(local government entity)

(unit)

(signature of responsible official)

David R. Knowles

Chairman

6/10/13

(name)

(title)

(date)

Section B: Records Commission

City of Strongsville

440-580-3145

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.

Records Commission Chair Signature

Thomas P. Perciak, Mayor

6-19-13

Date

Section C: Ohio Historical Society - State Archives

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

CITY OF STRONGSVILLE

CIVIL SERVICE COMMISSION

(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
CS12-1	Firefighter/Paramedic Entrance Exams	2yrs. after eligibility expiration	Paper		<input type="checkbox"/>
CS12-2	Firefighter/Paramedic Entrance Exams	7yrs. after eligibility expiration	Electronic Format		<input type="checkbox"/>
CS12-3	Firefighter Lieutenant Promotional Exams	7yrs. after eligibility expiration	Electronic Format		<input type="checkbox"/>
CS12-4	Firefighter Lieutenant Promotional Exams	2yrs. after eligibility expiration	Paper		<input type="checkbox"/>
CS12-5	Firefighter Captain Promotional Exam	2yrs. after eligibility expiration	Paper		<input type="checkbox"/>
CS12-6	Firefighter Captain Promotional Exam	7yrs. after eligibility expiration	Electronic Format		<input type="checkbox"/>
CS12-7	Firefighter Assistant Chief Promotional Exams	2yrs. after eligibility expiration	Paper		<input type="checkbox"/>
CS12-8	Firefighter Assistant Chief Promotional Exams	7yrs. after eligibility expiration	Electronic Format		<input type="checkbox"/>
CS12-9	Fire Chief Promotional Exams	2yrs. after eligibility expiration	Paper		<input type="checkbox"/>
CS12-10	Fire Chief Promotional Exams	7yrs. after eligibility expiration	Electronic Format		<input type="checkbox"/>
CS12-11	Police Entrance Exams	2yrs. after eligibility expiration	Paper		<input type="checkbox"/>
CS12-12	Police Entrance Exams	7yrs. after eligibility expiration	Electronic Format		<input type="checkbox"/>
CS12-13	Police Sergeant Promotional Exams	2yrs. after eligibility expiration	Paper		
CS12-14	Police Sergeant Promotional Exams	7yrs. after eligibility expiration	Electronic Format		
CS12-15	Police Lieutenant Promotional Exams	2yrs. after eligibility expiration	Paper		
CS12-16	Police Lieutenant Promotional Exams	7yrs. after eligibility expiration	Electronic Format		

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CS12-17	Police Chief Promotional Exams	2yrs. after eligibility expiration	Paper		
CS12-18	Police Chief Promotional Exams	7yrs. after eligibility expiration	Electronic Format		
CS12-19	Communications Supervisor	2yrs. after eligibility expiration	Paper		
CS12-20	Communications Supervisor	7yrs. after eligibility expiration	Electronic Format		
CS12-21	Police Dispatcher Exam	2yrs. after eligibility expiration	Paper		
CS12-22	Police Dispatcher Exam	7yrs. after eligibility expiration	Electronic Format		
CS12-23	Minutes	Permanent	Paper		✓
CS12-24	Minutes	Permanent	Electronic Format		
CS12-25	Civil Service Annual Reports	Permanent	Paper		✓
CS12-26	Employment Applications	7 years	Paper		
CS12-27	Fire Department General Correspondence	7 yrs.	Paper		
CS12-28	Rules and Regulations	Permanent	Paper		✓
CS12-29	Rules and Regulations	Permanent	Electronic Format		
CS12-30	Police Department General Correspondence	7 years	Paper		
CS12-31	Police Department Job Description	Until Superseded	Paper		
CS12-32	Police Grievances	10 yrs.	Paper		

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CS12-33	Dispatchers Grievances	10 yrs.	Paper		
CS12-34	Fire Grievances	10 yrs.	Paper		
CS12-35	Miscellaneous Litigation Correspondence	Permanent	Paper		
CS12-36	Police Entry Exam Employee Applications(not hired) Applications of individuals not hired	2 yrs. from receipt	Paper		
CS12-37	Fire Entry Exam Employee Applications(not hired) Applications of individuals not hired	2 yrs. from receipt	Paper		
CS12-38	Dispatchers Exam Employee Applications(not hired) Applications of individuals not hired	2 yrs. from receipt	Paper		

*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.