



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

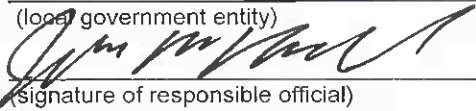
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497



# RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

## Section A: Local Government Unit

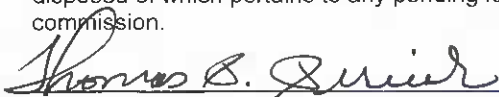
<u>CITY OF STRONGSVILLE</u> (local government entity)	<u>COMMUNICATIONS &amp; TECHNOLOGY DEPT.</u> (unit)
 (signature of responsible official)	<u>JOHN M. BEDFORD, DIRECTOR</u> (name) (title)
	<u>5/22/13</u> (date)

## Section B: Records Commission

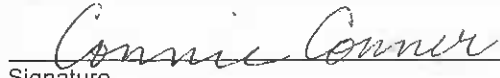
<u>CITY OF STRONGSVILLE</u> Records Commission	<u>440-580-3145</u> (telephone number)
<u>16099 FOLTZ PARKWAY</u> (address)	<u>STRONGSVILLE 44149</u> (city) (zip code)
	<u>CUYAHOGA</u> (county)

To have this form returned to the Records Commission electronically, include an email address: [strongsville.law@strongsville.org](mailto: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.

	<u>6-19-13</u>
Records Commission Chair Signature	Thomas P. Perciak, Mayor
	Date

## Section C: Ohio Historical Society - State Archives

	<u>Govt. Records Archivist</u>	<u>6/27/13</u>
Signature	Title	Date

## Section D: Auditor of State

	<u>7-16-13</u>
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

COMMUNICATIONS & TECHNOLOGY DEPT

(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
Tech 001	Video Surveillance Records - Police Dept., Service Center, Communications Center, Recreation Center, Senior Center, Cemetery, Main Campus Public Areas	7 days due to limitations of current technology	Electronic		<input type="checkbox"/>
Tech 002	Various data back-up systems relating to all city departments for records within each "originating department"	See correlating retention periods for all other city departments on file	Electronic		<input type="checkbox"/>
Tech 003	Various data-bases and data collection systems relating to all city departments for records within each "originating department"	See correlating retention periods for all other city departments on file	Electronic		<input type="checkbox"/>
Tech 004	Contracts and agreements with vendors for data services, equipment and supplies	5 years after expiration or termination	Electronic & Paper		<input type="checkbox"/>
Tech 005	General department correspondence	5 years	Electronic & Paper		<input type="checkbox"/>
Tech 006	Specification Sheets, User Manuals, Software Documentation	Until equipment or software is superseded	Electronic		<input type="checkbox"/>
Tech 007	Communications & Technology Dept Purchase Orders and Vendor Invoices	Until no longer administratively needed	Electronic		<input type="checkbox"/>
Tech 008	Various equipment inventories and information listings involving city equipment	Permanent	Electronic		<input type="checkbox"/>
Tech 009	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.				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>