



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

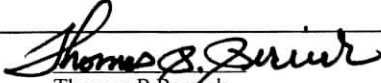
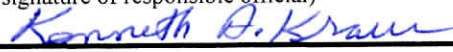
JUN 29 2016

STATE AND LOCAL GOVERNMENT RECORDS

## 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		Mayor's Court	
(local government entity)	 Thomas P Perciak	(unit)	Mayor
(signature of responsible official)	(name)	(title)	(date)
	Kenneth A Kraus	Magistrate	6/2/16

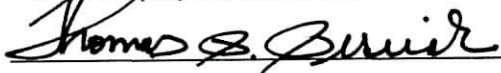
### Section B: Records Commission

City of Strongsville Records Commission		440-580-3100	
		(telephone number)	
16099 Foltz Industrial 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.

	6/8/2016
Records Commission Chair Signature	Date
Thomas P. Perciak, Mayor	

### Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	6/24/16
Signature	Title	Date

### Section D: Auditor of State

	Records Manager	7-14-16
Signature	Title	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

(local government entity) City of Strongsville		(unit) Mayor's Court			
(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
MC-1	Traffic Citation Form Citation issued for violating traffic laws	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-1A	Traffic Citation Form Citation issued for violating traffic laws	7 years	Electronic		
MC-2	Misdemeanor Criminal Citation Form Citation issued by police officer for criminal activity in violation of S.C.O. or O.R.C.	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-2A	Misdemeanor Criminal Citation Form Citation issued by police officer for criminal activity in violation of S.C.O. or O.R.C.	7 years	Electronic		<input type="checkbox"/>
MC-3	Misdemeanor Criminal Citation Form 1 & 7 Citation issued by police officer for criminal activity in violation of S.C.O. or O.R.C.	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-3A	Misdemeanor Criminal Citation Form 1 & 7 Citation issued by police officer for criminal activity in violation of S.C.O. or O.R.C.	7 years	Electronic		<input type="checkbox"/>
MC-4	OVI Citation Citation issued by police officer for driving while intoxicated.	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-4A	OVI Citation Citation issued by police officer for driving while intoxicated.	20 years	Electronic		
MC-5	Waiver of Legal Representation for OVI. Court requires waiver to be signed when there is no legal counsel.	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-5A	Waiver of Legal Representation for OVI. Court requires waiver to be signed when there is no legal counsel.	20 years	Electronic		



CITY OF STRONGSVILLE

Mayor's Court

(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
MC-6	Case Jacket File retains all documents, disposition, and any related paperwork.	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-6A	Case Jacket File retains all documents, disposition, and any related paperwork.	7 years	Electronic		<input type="checkbox"/>
MC-7	Recognizance Form – bond posted at Police Department and forwarded to Mayors Court	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-7A	Recognizance Form – bond posted at Police Department and forwarded to Mayors Court	7 years	Electronic		<input type="checkbox"/>
MC-8	Waiver of Time for Trial – if case needs to be continued, signed waiver is required.	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-8A	Waiver of Time for Trial – if case needs to be continued, signed waiver is required.	7 years	Electronic		<input type="checkbox"/>
MC-9	Failure to Appear Notice –mailed following court for lack of payment and/or appearance	1 year after quality checked & scanned	Paper		
MC-9A	Failure to Appear Notice-mailed following court for lack of payment and/or appearance	7 years	Electronic		
MC-10	ALS Court Disposition-Administrative License Suspension form required on OVI's by the Bureau of Motor Vehicles	1 year after quality checked & scanned	Paper		
MC-10A	ALS Court Disposition –Administrative License Suspension form required on OVI'S by the Bureau of Motor Vehicles	20 years	Electronic		
MC-11	Report of Law Enforcement Officer – ALS Suspension form received from Police to be entered into court record	1 year after quality checked & scanned	Paper		
MC-11A	Report of Law Enforcement Officer – ALS Suspension form received from Police to be entered into court record	20 years	Electronic		
MC-12	Voluntary Immobilization – Pre Disposition – Immobilize auto per court order prior to court appearance	1 year after quality checked & scanned	Paper		



CITY OF STRONGSVILLE

Mayor's Court

(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
MC-12A	Voluntary Immobilization – Pre Disposition – immobilize auto per court order prior to court appearance	7 years	Electronic		<input type="checkbox"/>
MC-13	Voluntary Immobilization – Post Disposition – immobilize auto per court order following court appearance	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-13A	Voluntary Immobilization – Post Disposition – immobilize auto per court order following court appearance	7 years	Electronic		<input type="checkbox"/>
MC-14	Vehicle Title Transfer – Permission to Transfer Title or Sell auto per Court Order	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-14A	Vehicle Title Transfer – Permission to Transfer Title or Sell auto per Court Order	7 years	Electronic		<input type="checkbox"/>
MC-15	OVI Intervention Program – 3 day state certified school for OVI offenders	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-15A	OVI Intervention Program – 3 day state certified school for OVI offenders	20 years	Electronic		<input type="checkbox"/>
MC-16	Imprisonment Commitment Form – Form to be given to Jail after sentencing by the Judge	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-16A	Imprisonment Commitment Form – Form to be given to Jail after sentencing by the Judge	7 years	Electronic		<input type="checkbox"/>
MC-17	Operators License Renewal – court ordered permission for Defendant to renew Operator's License while under suspension with BMV	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-17A	Operator's License Renewal – Court ordered permission for Defendant to renew Operator's License while under suspension with BMV	7 years	Electronic		<input type="checkbox"/>
MC-18	Bond Release Form – Required signature from bondsman to apply to case fines	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-18A	Bond Release Form – Required signature from bondsman to apply to case fines	7 years	Electronic		<input type="checkbox"/>
MC-19	Warrant – Issued when Defendant either Fails to Appear and/or Money Owning	1 year after served or withdrawn	Paper		<input type="checkbox"/>



**Section E: Records Retention Schedule**

CITY OF STRONGSVILLE

Mayor's Court

(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
MC-19A	Warrant – Issued when Defendant either Fails to Appear and/or Money Owing	7 years after served or withdrawn	Electronic		<input type="checkbox"/>
MC-20	Non-Resident Violator Forms – Out of State Traffic Suspension forms	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-20A	Non-Resident Violator Forms – Out of State Traffic Suspension forms	7 years	Electronic		<input type="checkbox"/>
MC-21	Release of Forfeiture – Suspension released upon payment	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-21A	Release of Forfeiture – Suspension released upon payment	7 years	Electronic		<input type="checkbox"/>
MC-22	Declaration of Forfeiture – Suspension issued as a result of non-payment of fines	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-22A	Declaration of Forfeiture – Suspension issued as a result of non-payment of fines	7 years	Electronic		<input type="checkbox"/>
MC-23	Failure to Pay Letter – Notification to Defendant they neglected to pay fines by appointed date	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-23A	Failure to Pay Letter – Notification to Defendant they neglected to pay fines by appointed date	7 years	Electronic		<input type="checkbox"/>
MC-24	Rights & Procedures Form – All Defendants attending court must enter their plea and sign and date this form	1 year after quality checked & scanned	Paper		<input type="checkbox"/>
MC-24A	Rights & Procedures Form – All Defendants attending court must enter their plea and sign and date this form	7 years	Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City of Strongsville

Mayor's Court

(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 Required by LGRP
MC-25	Annual Statement and Yearly Report- Total of monthly statements	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
MC-26	Cash Payment Records-Receipt of monies paid(incorporated into case files refer to Schedule #MC-6)	4 years provided audited	Paper/ Electronic		<input type="checkbox"/>
MC-27	Fine and Fee Record-Monies paid for violation of S.C.O. or O.R.C. (incorporated into case jacket refer to Schedule #MC-6)	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
MC-28	Monthly Statements and Reports-Total of monies collected during a particular month	3 years provided audited	Paper		<input type="checkbox"/>
MC-28A	Monthly Statements and Reports-Total of monies collected during a particular month	3 years provided audited	Electronic		<input type="checkbox"/>
MC-29	LEADS printouts (confidential under the law, generated from query or entry on persons, vehicles or stolen items)	When no longer of administrat ive value and in accordance with the law	Paper		<input type="checkbox"/>
				Audited means: the years encompassed by the records have been audited by the Auditor of State and the	<input type="checkbox"/>
				audit report has been released pursuant to	<input type="checkbox"/>
				Sec. 117.26 O.R.C.	<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.