

RECEIVED

JUN 20 2007

Form RC-1


Page ___ of ___
LAW DEPARTMENT
CITY OF STRONGSVILLE

APPLICATION FOR ONE-TIME DISPOSAL OF OBSOLETE RECORDS

(1) TO: Strongsville Records Commission 440-580-3106 Telephone Number

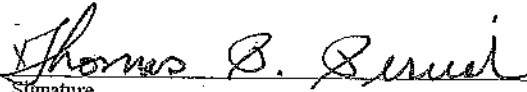
16099 Foltz Parkway Strongsville 44136 Cuyahoga
(address) (city) (zip code) (county)

(2) FROM: Strongsville Building Department
(political subdivision name) (unit)

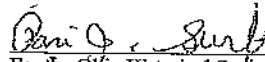
 Anthony J. Biondillo Building Commissioner 6/20/07
(signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed 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 case, claim, action or request. This was approved on 6-25-07 as reflected by the minutes kept by this commission.

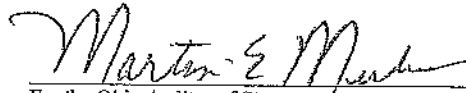
Chairman, Records Commission:


Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):


For the Ohio Historical Society 7-2-2007
Date

Approved by the Ohio Auditor of State:


For the Ohio Auditor of State 7-25-07
Date

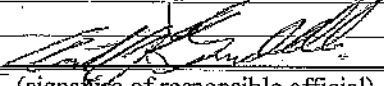

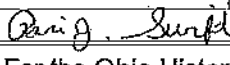
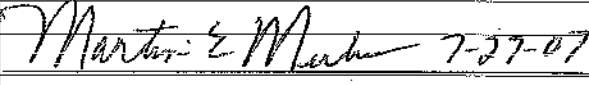
(5)

(6)

(7)

Schedule Number of State	Record Series title, description, and beginning and end dates	For Use by Auditor or OHS-LGRP
BLDG 22 (P) BLDG 22 (P)	Occupancy Certificate Receipts 1971-1976 Ledger Receipts Jan 1951 - Dec 1953	

2 2007

Form RC-2				Page ____ of ____
SCHEDULE OF RECORDS RETENTION AND DISPOSITION				
(1) TO:	City of Strongsville	Records Commission	(440) 580-3106	Telephone Number
	16099 Foltz Parkway (address)	Strongsville (city)	44149 (zip code)	Cuyahoga (county)
(2) FROM:	Strongsville (political subdivision name)		Building Dept. (unit)	
		Anthony J. Blondillo (name)	Building Commissioner (title)	6/20/07 (date)
<p>(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on as reflected by the minutes kept by this commission.</p> <p style="text-align: right;">6-25-07</p>				
Chairman, Records Commission:				
		Signature		Date
(4) Subject to selection upon receipt of a certificate of Records Disposal (RC-3)				7-2-2007
		For the Ohio Historical Society		Date
				7-27-07
Approved by the Ohio Auditor of State		For the Ohio Auditor of State		Date
*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE				
(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
BLDG 1 (P)	Budget	1 Year	Paper	
BLDG (MHD)	Budget	Life of Database	Mirrored Hard Drive	
BLDG 2 (P)	Requests for leave	1 Year	Paper	
BLDG 2(MHD)	Requests for leave	Life of Database	Mirrored Hard Drive	
BLDG 3 (P)	Finance Correspondence	3 Years	Paper	
BLDG 3(MHD)	Finance Correspondence	Life of Database	Mirrored Hard Drive	
BLDG 4 (BV)	Code Books	50 years	Bound volumes	
BLDG 4(MHD)	Code Books	Life of Database	Mirrored Hard Drive	
BLDG 5 (P)	Rolls of Drawings	Life of Structure	Tubes	
BLDG 6 (P)	Street and Address Files	Life of Structure	Paper	
BLDG 6(MHD)	Street and Address Files	Life of Database	Mirrored Hard Drive	
BLDG 7 (P)	Time Sheets	1 year	Paper	
BLDG 8 (P)	Property Maintenance Files	Life of Structure	Paper	
BLDG 8(MHD)	Property Maintenance Files	Life of Database	Mirrored Hard Drive	

*SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE

(5)	(6)	(7)	(8)*	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
BLDG 9 (P)	Exterior Maintenance	Life of Structure	Paper	
BLDG 10 (P)	Community Reinvestment	Life of Structure	Paper	
BLDG10(MHD)	Community Reinvestment	Life of Database	Mirrored Hard Drive	
BLDG 11 (P)	Contractors License	5 Years	Paper	
BLDG11(MHD)	Contractors License	Life of Database	Computer	
BLDG 12 (P)	Board of Zoning Appeals	Permanent	Paper	
	Application File			
BLDG13(MHD)	Board of Zoning Appeals	Permanent	Mirrored Hard Drive	
	Agendas			
BLDG13(P)	Board of Zoning Appeals	Permanent	Paper	
	Agendas			
BLDG14(MHD)	Board of Zoning Appeals	Permanent	Mirrored Hard Drive	
	Minutes			
BLDG14(P)	Board of Zoning Appeals	Permanent	Paper	
	Minutes			
BLDG 15 (C)	Board of Zoning Appeals	1 Year after transcription	Cassette	
BLDG 16 (P)	False Alarms	1 Year	Paper	
BLDG17(MHD)	False Alarms	Life of Database	Mirrored Hard Drive	
BLDG 18 (P)	Inspector Certifications	3 Years	Paper	
BLDG19(MHD)	Inspector Certifications	Life of Database	Mirrored Hard Drive	
BLDG 20 (P)	Board of Building Standards	Permanent	Paper	
	Minutes			
BLDG20(MHD)	Board of Building Standards	Permanent	Mirrored Hard Drive	
	Minutes			
BLDG 21 (P)	Board of Building Standards	Permanent	Paper	
	Agendas			
BLDG21(MHD)	Board of Building Standards	Permanent	Mirrored Hard Drive	
	Agendas			
BLDG 22 (C)	Board of Building Standards	1 Year after transcription	Cassette	
BLDG 23 (P)	Resumes	1 Year	Paper	
BLDG 24 (P)	Personnel Files	1 Year After Employee's	Paper	
		Departure		
BLDG 25 (P)	Building Permit Data Reports	5 Years	Paper	
	False Alarms Receipts			
	Permit Copies			
BLDG25(MHD)	Building Permit Data Reports	Life of Database	Mirrored Hard Drive	
	False Alarms Receipts			
	Permit Copies			
BLDG 26 (P)	Rubbish Haulers License	5 Years	Paper	
BLDG26(MHD)	Rubbish Haulers License	Life of Database	Mirrored Hard Drive	
BLDG 27 (P)	Massage and Tattoo License	Life of Business	Paper	
BLDG27(MHD)	Massage and Tattoo License	Life of Database	Mirrored Hard Drive	
BLDG 28 (P)	Action Requests	5 Years	Paper	
BLDG28(MHD)	Action Requests	Life of Database	Mirrored Hard Drive	