

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission 440-580-3151 Telephone Number
16099 Foltz Parkway, Strongsville OH 44149 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Donna Miscik Secretary, Civil Service Commission
 (political subdivision name) (unit)
David R. Knowles David R. Knowles Chairman 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 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 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 RC2 was approved on 6-25-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission: *Thomas D. Surval* 6/25/07
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): *Pam J. Swift* 7-2-2007
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: *Merton E. Meador* 7-27-07
 For the Ohio Auditor of State Date

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

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
CS-07-001	Firefighter/Paramedic Exams	2 years after eligibility lists expires	Paper	
CS-07-001a	" " 1999-2004 & 2007		Computer	
CS-07-002	Fire Lt. Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-002a	" " " " 1999		Computer	
CS-07-003	Fire Captain's Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-003a	" " " " 2002&2007		Computer	
CS-07-004	Asst. Chief Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-004a	" " " " 1998 & 2006		Computer	
CS-07-005	Fire Chief Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-005a	" " " " 2005		Computer	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Strongsville
(political subdivision name)

Civil Service Commission
(unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
CS-07-06	Police entrance exams	2 years after eligibility lists expires	Paper	
CS-07-06a	" " " 2000-2002-2004 & 2006		Computer	
CS-07-07	Police Sergeant Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-07	" " " 2002-2004 & 2006		Computer	
CS-07-08	Police Lt. Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-08a	" " " " 2004		Computer	
CS-07-09	Police Chief Prom. Exams	2 years after eligibility lists expires	Paper	
CS-07-10	Communications Supr.	2 years after eligibility lists expires	Paper	
CS-07-10a	" " " 1999		Computer	
CS-07-11	Police Dispatcher Exams	2 years after eligibility lists expires	Paper	
CS-07-11a	" " " 2000, 2001, 2003, 2004 & 2006		Computer	
CS-07-12	Civil Service Minutes	Permanent	Paper	
CS-07-13	Civil Service Annual Reports	Permanent	Paper	
CS-07-14	Employment Application	Until Superseded	Paper	
CS-07-17	Fire Department General Correspondence	1-5 years	Paper	
CS-07-20	Rules & Regulations Civil Service Commission	Permanent	Paper	
CS-07-20a	" " " " " "		Computer	
CS-07-23	Police Department General Correspondence	1-5 years	Paper	
CS-07-24	Police Department Job Description	Until Superseded	Paper	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Strongsville
(political subdivision name)

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(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
CS-07-26	Police Grievance	ten years	Paper	
CS-07-28	Police Grievances	ten years	Paper	
CS-07-29	Dispatchers Grievances	ten years	Paper	
CS-07-30	Fire Grievance	ten years	Paper	
CS-07-31	Mis. litigation corres.	Permanent	Paper	