

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission (440) 580-3100 Telephone Number

16099 Foltz Parkway Strongsville 44149 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Strongsville Engineering
 (political subdivision name) (unit)

RECEIVED
 JUN 18 2007
 LAW DEPARTMENT
 CITY OF STRONGSVILLE

Ken Mikula Ken Mikula City Engineer 4/9/2007
 (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 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 6-25-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Thomas B. Bissler 6/25/07
 Signature

(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

Martin E. Mack 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
E1	Topographies	permanent	paper	<p>JUL 2 2007</p>
E2	General Files-City	permanent	paper	
E3	General Files-County	permanent	paper	
E4	Flood Zone Maps	permanent	paper	
E5	Litigation	permanent	paper	
E6	Commercial addresses	permanent	paper	
E7	Residential addresses	permanent	paper	
E8	Inspection Fees/Hours Subdivisions	permanent	paper	
E9	Daily inspection reports	permanent	paper	
E10	ROW permits unrestored	permanent	paper	

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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
E11	Fax Confirmations	permanent	paper	
E12	House Fee Cards	permanent	paper	
E13	Commercial Fee Cards	permanent	paper	
E14	Subdivisions/Developments	permanent	paper	
E15	Commercial/Businesses	permanent	paper	
E16	Residential	permanent	paper	
E17	Street Improvements	permanent	paper	
E18	Subdivision Plats	permanent	paper	
E19	City Standards	permanent	paper	
E20	Sanitary Trunk Line Plats	permanent	paper	
E21	Sanitary Sewer Plats	permanent	paper	
E22	County Topos	permanent	paper	
E23	Cemetery Plat	permanent	paper	
E24	Subdivision Improvement Plans	permanent	paper	
E25	Zoning Map	permanent	paper	
E26	Splits and Consolidations	permanent	paper	
E27	Paving	permanent	paper	
E28	Drainage	permanent	paper	
E29	Traffic	permanent	paper	
E30	Improvement	permanent	paper	
E31	Sanitary Sewer	permanent	paper	
E32	Storm Sewer	permanent	paper	
E33	Widening	permanent	paper	
E34	Watermain	permanent	paper	
E35	Culvert	permanent	paper	
E36	Pump Station	permanent	paper	
E37	Bridges	permanent	paper	
E38	Bloggett Creek	permanent	paper	
E39	Ball fields	permanent	paper	
E40	Daily inspection logs	permanent	paper	
E41	Forest Park Treatment Plant	permanent	paper	
E42	Senior Center	permanent	paper	
E43	Service Center Decanting	permanent	paper	
E44	Metro Park Chalet	permanent	paper	
E45	Foltz Parkway	permanent	paper	
E46	Route 82	permanent	paper	
E47	Southpark Mall	permanent	paper	
E48	At&T permits	permanent	paper	
E49	URS Storm Sanitary Study	permanent	paper	
E50	Commercial Plans	permanent	paper	
E51	Retention/Detention Yearly Inspections	permanent	paper	
E52	Addresses	permanent	computer	
E53	Bids	permanent	computer	

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E54	Memos - Misc	permanent	computer	
E55	Memos - Legal	permanent	computer	
E56	Developer Balances	permanent	computer	
E57	Recording Fees (invoices to developer)	permanent	computer	
E58	Refund requests	permanent	computer	
E59	Escrow Draws	permanent	computer	
E60	Invoices (invoices to builder)	permanent	computer	
E61	Permits - AT&T	permanent	computer	
E62	Permits - Open Cut	permanent	computer	
E63	Permits - R.O.W.	permanent	computer	
E64	Sidewalk waivers	permanent	computer	
E65	Commercial Plans	permanent	computer	
E66	Complaint Tracking	permanent	computer	
E67	Splits and Consolidations	permanent	computer	
E68	Records Inventory	permanent	computer	
E69	Topo files	permanent	computer	
E70	Bi-Weekly Project reports	permanent	computer	
E71	Procedures	permanent	computer	
E72	Forms	permanent	computer	
E73	Subject and Administrative files	permanent	computer	
A1	Action Requests	permanent	paper	
A2	Adopt-a-spot	permanent	paper	
A3	Arbor Day	permanent	paper	
A4	Backyard Preserve	permanent	paper	
A5	Bike Trails	permanent	paper	
A6	Bills	permanent	paper	
A7	Community Advisory Committee	permanent	paper	
A8	City Beautification	permanent	paper	
A9	Correspondences	permanent	paper	
A10	Flowers	permanent	paper	
A11	Freedom Trail	permanent	paper	
A12	Gypsy Moth Task Force	permanent	paper	
A13	Insects	permanent	paper	
A14	ISA	permanent	paper	
A15	Landscaping (Ameritect)	permanent	paper	
A16	Landscaping	permanent	paper	
A17	Ordinances	permanent	paper	
A18	Pesticide Regulations	permanent	paper	
A19	Phone logs	permanent	paper	
A20	Recycling	permanent	paper	
A21	Shade Tree Commission	permanent	paper	
A22	Street lights	permanent	paper	
A23	Tree City USA	permanent	paper	

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A24	Tree Industry Standards	permanent	paper	
A25	Tree Preservation Plans	permanent	paper	
A26	Receipt Book	permanent	paper	
A27	CC Board of Health Phamphlets	permanent	paper	
A28	Rocky River Watershed maps	permanent	paper	
A29	EAB USDA	permanent	paper	
A30	EAB USDA	permanent	dvds	
A31	Tree ID signage	permanent	metal	
A32	Plant Trees for America	permanent	paper	
A33	BYP Maps	permanent	paper	
A34	Action Request	permanent	computer	
A35	BYP	permanent	computer	
A36	Flowers	permanent	computer	
A37	Freedom Trail	permanent	computer	
A38	Grants	permanent	computer	
A39	MapInfo	permanent	computer	
A40	Nuisance abatements	permanent	computer	
A41	Pictures	permanent	computer	
A42	Preservation	permanent	computer	
A43	Recycling	permanent	computer	
A44	Signage	permanent	computer	
A45	Street lights	permanent	computer	
A46	Trees	permanent	computer	
A47	Time Tracking	permanent	computer	
A48	Tree Ordinance	permanent	computer	