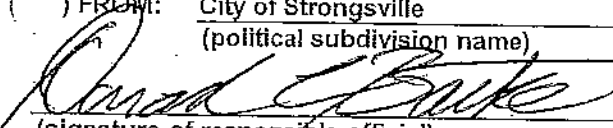
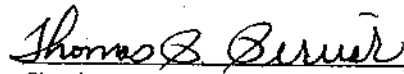


(1) TO: City of Strongsville Records Commission (440) 580 - 3100 Telephone Number  
 16099 Foltz Parkway Strongsville 44149 Cuyahoga  
 (address) (city) (zip code) (county)

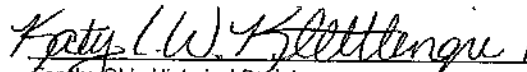
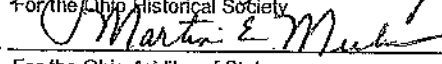
( ) FROM: City of Strongsville Department of Finance  
 (political subdivision name) (unit)  
  
 (signature of responsible official) Donald C. Batke, Director of Finance 12/06/07  
 (name) (title) (date)

(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 RC - 2 was approved on 12-6-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

  
 Signature Date 12/6/07

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

  
 For the Ohio Historical Society Date 12/17/07  
  
 For the Ohio Auditor of State Date 1-15-08

Approved by the Ohio Auditor of State:

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

(5) Schedule Number	(6) Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
F-100	Accounting: Appropriation Ledgers	5 years & Audit	Paper	
F-101	Accounting: Balance Sheets	3 years & Audit	Paper	
F-102	Accounting: Budgets	Permanent	Paper	
F-103	Accounting: Cancelled Checks	3 years & Audit	CD's	<b>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>
F-104	Accounting: Cancelled Checks	3 years & Audit	Paper	
F-105	Accounting: Certificates of Estimated Resources	7 years	Paper	
F-106	Accounting: Depository Agreements	Duration of agreement	Paper	
F-107	Accounting: Fixed Asset Reports	10 years	Paper	
F-108	Accounting: General Ledger	25 years	Paper	
F-109	Accounting: Insurance Data & Appraisals	2 years & expiration	Paper	
F-110	Accounting: Monthly Bank Reconciliations & Journal Entries	3 years & Audit	Paper	
F-111	Accounting: Old Records	Permanent	Paper	
F-112	Accounting: YTD Budget Reports	3 years & Audit	Paper	
F-113	Accounts Payable: Check Register	3 years & Audit	Paper	
F-114	Accounts Payable: Purchase Orders & Invoices	3 years & Audit	Paper	
F-115	Accounts Payable: Vendor Reports	3 years & Audit	Paper	
F-116	Audit: Financial Statements, Reports & Backup	Permanent	Paper	
F-117	Bids: Documents, Plans & Specifications	15 years	Paper	
F-118	Debt: Bond and Coupon Registers	Permanent	Paper	DEC 17 2007
F-119	Debt: Bond and Note Transcripts	Permanent	Paper	
F-120	Miscellaneous: Legal Notices	5 years	Paper	
F-121	Miscellaneous: Microfilm	Permanent	Microfilm	
F-122	Miscellaneous: Special Assessment Reports	Until Paid & Audit	Paper	
F-123	Miscellaneous: Title Searches	3 years	Paper	
P-1000	Payroll: Personnel Files & All Other Payroll Documentation	Permanent	Paper	
P-2000	Payroll: Time Sheets	3 years & Audit	Paper	

(5) Schedule Number	(6) Description	(7) Retention Period	(8) Media Type	(9) For use by Auditor of State or OHS-LGRP
P-3000	Payroll: Voluntary Payroll Deduction Backup	3 years & Audit	Paper	
F-124	Permits: Refund Backup - Builders & Engineering	Permanent	Paper	
F-125	Receipts: Bond Escrow, Construction & Builder Deposits	10 years	Paper	
F-126	Receipts: Building Permits and Licenses	3 years & Audit	Paper	
F-127	Receipts: Credit Cards	3 years & Audit	Paper	
F-128	Receipts: Daily Activity Reports	3 years & Audit	Paper	
F-129	Receipts: EMS & Medicare Payments	3 years & Audit	Paper	
F-130	Receipts: Hand Written Receipt Books	3 years & Audit	Paper	
F-131	Receipts: White Book Items	3 years & Audit	Paper	
F-132	Sewer: Adjustment Reports, Journals & Audit Trail	3 years & Audit	Paper	
F-133	Sewer: COD Reports HS & RDS	3 years & Audit	Paper	
F-134	Sewer: Connection Deposits & Permits	Until refunded	Paper	
F-135	Sewer: Consumption Report	3 years & Audit	Paper	
F-136	Sewer: Invoices, Receipts & Reports	3 years & Audit	Paper	
F-137	Computer: Munis Financial Reporting Package	5 years & Audit	Hard Drive	
F-138	Computer: Back-up Reports & Financial Records	3 years & Audit	Hard Drive	

**Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.**