

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

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

(2) FROM: Strongsville Fire & Emergency Services
 (political subdivision name) (unit)

Robert Moody Robert Moody Chief 4/3/2007
 (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 pertain 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. Purcell 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 Auditor of State

Martin E. Muehle 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
2003-01	General Orders, Rules, Regulations of Procedures	Until Updated, Revised or Superseded	Paper	
2003-01(A)	General Orders, Rules Regulations or Procedures	Until Updated, Revised or Superseded	Computer	

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2003-02	Annual Department Report	Permanent	Paper	
2003-02(A)	Annual Department Report	Permanent	Computer	
2003-03	Bulletins, Posters & Notices to Employees	Until No Longer Administratively Necessary	Paper	
2003-04	Correspondence-Routine Form Letters	1 Year	Paper	
2003-05	Delivery Slips/Packing Slips	2 Years	Paper	
2003-06	Disaster Plans	Until Updated or Superseded	Paper	
2003-06(A)	Disaster Plans	Until Updated or Superseded	Computer	
2003-07	Equipment Inventories	3 years	Paper	
2003-08	Equipment Maintenance Records	Life of Equipment	Paper	
2003-08(A)	Equipment Maintenance Records	Life of Equipment	Computer	
2003-09	Fuel Usage Records	3 Years	Paper	
2003-10	Records Request	2 Years	Paper	
2003-11	Reference/Library Materials	Until Superseded Obsolete or Replaced	Paper	
2003-12	Statistical Reports Monthly	Until Incorporated into Annual Report	Paper	
2003-12(A)	Statistical Reports Monthly	Until Incorporated into Annual Report	Computer	
2003-13	Organizational Charts	Until Superseded	Paper	
2003-14	Telephone Messages	Until No Longer Administratively Necessary	Paper	
2003-14(A)	Telephone Messages	Until No Longer Administratively Necessary	Voicemail	
2003-15	Training Materials/Lesson Plans	Until Superseded	Paper	
2003-15(A)	Training Materials/Lesson Plans	Until Superseded	Computer	
2003-16	Vehicle Maintenance Records	Until Vehicle Sold	Paper	
2003-16(A)	Vehicle Maintenance Records	Until Vehicle Sold	Computer	
2003-17	Vehicle Mileage Records	Until Vehicle Sold	Paper	
2003-17(A)	Vehicle Mileage Records	Until Vehicle Sold	Computer	
2003-18	Work Schedules	When No Longer Needed for Administrative Purposes	Paper	
2003-19	Above & Underground Storage Tank Records	10 Years after Tank is Out of Service or Removed	Paper	

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2003-20	Arson Reports	50 Years & Appraise for Historical Value	Paper	
2003-21	Emergency Medical Service Records	7 Years	Paper	
2003-21(A)	Emergency Medical Service Records	7 Years	Computer	
2003-22	Fire Code	Until Superseded	Paper	
2003-23	Fire Incident Reports	10 Years	Paper	
2003-23(A)	Fire Incident Reports	10 Years	Computer	
2003-24	Fire Investigation Reports	50 Years and Appraise for Historical Value	Paper	
2003-25	Fire & Loss Record	Permanent	Paper	
2003-26	Fireworks Application and Permits	1 Year after Expiration	Paper	
2003-27	Hydrant Maintenance Records	2 Years after Test Date	Paper	
2003-27(A)	Hydrant Maintenance Records	2 Years after Test Date	Computer	
2003-28	Fire Inspection Reports	3 Years	Paper	
2003-28(A)	Fire Inspection Reports	3 Years	Computer	
2003-29	Mutual Aid Agreements	10 Years after Superseded	Paper	
2003-30	Sprinkler/Standpipe Tests	3 Years	Paper	
2003-31	Station House Daily Logs	10 Years and Appraise for Historical Value	Computer	
2003-32	Violation Notices	1 Year after Violation Corrected	Paper	
2003-32(A)	Violation Notices	1 Year after Violation Corrected	Computer	
2003-33	Grant Applications	1 Year after Grant Refusal or Expiration of Grant, or Audit Thereof, if Required	Paper	
2003-34	Exchange of Duty Forms	When no Longer Needed for Administrative Purposes	Paper	
2003-35	Fire Pump Tests	3 Years	Paper	
2003-36	Fire Hose Tests	3 Years	Paper	
2003-37	Aerial Ladder Test	3 Years	Paper	
2003-38	Ground Ladder Tests	3 Years	Paper	
2003-39	Self-Contained Breathing Apparatus Tests	3 Years	Paper	
2003-40	Biomedical Equipment Tests	3 Years	Paper	
2003-41	Request for Vehicle Equipment or Building Repairs	30 Days after Repair Completed	Paper	

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
2003-42	Drug License	Until Superseded and New License Issued	Paper	
2003-43	Clinical Laboratory License	Until Superseded and New License Issued	Paper	
2003-44	Material Safety Data Sheets	Until Superseded	Paper	
2003-45	Visitors' Log/Sign-In Sheets	1 Year	Paper	
2003-46	Requisitions	Until Consolidated with Finance	Paper	
2003-46(A)	Requisitions	Until Consolidated with Finance	Computer	
2003-47	Purchase Orders	Until Consolidated with Finance	Paper	
2003-47(A)	Purchase Orders	Until Consolidated with Finance	Computer	
2003-49	Expense Records	Until Consolidated with Finance	Paper	
2003-50	Blank Forms	Until Obsolete or Superseded	Paper	
2003-51	Continuing Education Certificates	Permanent, Place in Personnel File	Paper	
2003-52	Receipts/Receipt Books	2 years Provided Audited	Paper	
2003-53	Licenses, Permits	1 Year After Expiration	Paper	
2003-54	Daily Alarm Logs	5 Years	Computer	
2003-55	Mail/Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until No Longer Administratively Necessary	Paper	
2003-56	Assignment Schedules/Sheets	Expiration 3 Years	Paper	
2003-56(A)	Assignment Schedules/Sheets	Expiration 3 Years	Computer	
2003-57	Voice Mail Messages	Until No Longer Administratively Necessary	Telephone	
2003-58	E-Mail General	Expiration 2 Years	Computer	
2003-	E-Mail Executive	Expiration 5 Years	Computer	

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.