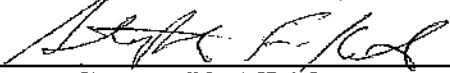


SCHEDULE OF RECORDS RETENTION AND DISPOSITION

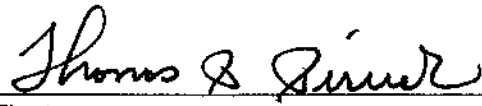
(1) TO: City of Strongsville Records Commission Telephone Number: 440-580-3100

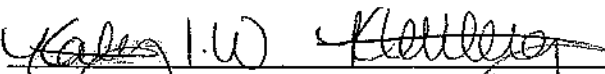
16099 Foltz Industrial Parkway Strongsville Ohio 44149 Cuyahoga
 (Address) (City) (State) (Zip code) (County)

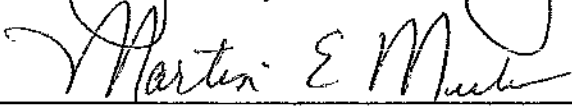
(2) FROM: City of Strongsville Recreation Department
 (Political Subdivision Name) (Unit)

 Stephen F. Kilo Director 6/20/07
 (Signature of Responsible Official) (Printed 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 6-23-08 as reflected by the minutes kept by this commission.

Chairman, Records Commission:  6-23-08
 Signature Date

(4) Subject to selection upon receipt of a certificate of Records Disposal (RC-3):  8/16/08
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:  9-15-08
 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 |
|------------------------|---|--------------------------------------|-------------------|--|
| RD-1 | Record Retention Documents | 25 years | Paper | |
| RD-2 | Recreation Board Meeting Minutes | Permanent | Paper | |
| RD-3 | Newspaper Articles | Permanent | Paper | |
| RD-4 | Property Maps & Plans for Center & Park and Original Building Documents | Permanent | Paper | |
| RD-5 | Specs for Rec Park/Rec Center/Pool and Original Building Documents | Permanent | Paper | |
| RD-6 | Current Membership Applications and Renewals (Applicable to RD-39) | Permanent while active | Paper Computer | |
| RD-7 | Office Forms | Permanent | Paper | |
| RD-7(a) | | | Computer | |
| RD-8 | Bids - Successful | 15 years | Paper | |
| RD-8(a) | | | Computer | |
| RD-9 | Bids - Unsuccessful | 2 year after letting of the contract | Paper | |
| RD-10 | Contracts/Agreements | 15 years after completion or exp. | Paper | |
| RD-10(a) | | | Computer | |
| RD-11 | Accident Reports/Incident Reports - Non Employees | 6 years (unless action pending) | Paper | |

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: City of Strongsville
(Political subdivision name)

Recreation Department
(Unit)

| (5) Schedule Number | (6) Record Title and Description | (7) Retention Period | (8) Media Type | (9) For use by Auditor of State or OHS-LGRP |
|---------------------------|--|--|----------------------|---|
| RD-12 | Budget - Yearly Recreation Budget | 5 years | Paper | |
| RD-12(a) | | | Computer | |
| RD-13 | Refunds | 5 years | Paper | |
| | (Applicable to RD-39) | | Computer | |
| RD-14 | Finance Reports (Daily, Monthly, Cash Register Tapes, etc.) | 3 years | Paper | |
| RD-14(a) | | | Computer | |
| RD-15 | Purchase Orders/Invoices | 3 years | Paper | |
| RD-15(a) | | | Computer | |
| RD-16 | Expense Records | 3 years | Paper | |
| RD-16(a) | | | Computer | |
| RD-17 | Employee Records (Payroll) | 2 years for copies. Originals in Payroll Department are Permanent | Paper | |
| RD-17(a) | | | Computer | |
| RD-18 | Liability Waivers | 3 years (unless action pending) | Paper | |
| RD-19 | Memberships - Previous Years | 1 year | Paper | |
| | (Applicable to RD-39) | | Computer | |
| RD-20 | Activities- Recreation and Senior Center (Registrations, Waivers, etc.) | 3 years | Paper | |
| | (Applicable to RD-39) | | Computer | |
| RD-21 | Receipts/Receipt Books | 2 years | Paper | |
| | (Applicable to RD-39) | | Computer | |
| RD-22 | Leases - Equipment | 2 years after lease termination | Paper | |
| RD-23 | Records Requests | 2 years | Paper | |
| RD-24 | Sponsor Files - Youth Ball/Special Events, etc. | 3 years | Paper | |
| RD-24(a) | | | Computer | |
| RD-25 | School Requisitions (for Rec's use of school facility) | 2 years | Paper | |
| RD-25(a) | | | Computer | |
| RD-26 | Work Schedules | 1 year | Paper | |
| RD-26(a) | | | Computer | |
| RD-27 | Visitor Logs or Sign-in Sheets/Coupons (Passbooks) | 1 year | Paper | |
| RD-28 | Facility Schedules | 1 year | Paper | |
| RD-28(a) | | | Computer | |
| RD-29 | Donations to Local Organizations (\$100 Value - 10 Free Admission Coupons) | 1 year | Paper | |
| RD-30 | Department of Health Swimming Pool Operation Reports (includes Daily Pool Chemistry Logs) | 1 year | Paper | |
| RD-31 | Rosters/Directories | 1 year | Paper | |
| RD-32 | Team Rosters/Score Books | 1 year | Paper | |
| RD-32(a) | Team Rosters | | Computer | |
| RD-33 | Municipal Publications | Until obsolete or superceded (keep one copy) | | |
| RD-34 | Continuing Education/Training/Certifications/Seminars | Place in personnel file | Paper | |
| RD-35 | Equipment Warranties for Center & Dept. | Lifetime of Equipment | Paper | |
| RD-36 | Equipment Brochures & Manuals | Lifetime or Outdated | Paper | |
| RD-37 | Senior Transportation Schedules | 3 years | Paper | |
| RD-37(a) | | | Computer | |

