

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission (440) 580-3100 Telephone Number
16099 Foltz Parkway Strongsville 44139 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Strongsville Service Dept
 (political subdivision name) (unit)

[Signature] JOSEPH WALKER SERVICES DIRECTOR 6/14/07
 (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 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 as reflected by the minutes kept by this commission.

6-25-07

Chairman, Records Commission:

[Signature] 6/25/07
 Signature

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

[Signature] 7-2-2007
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State

[Signature] 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
SDSR-1	Sewer Action Requests	Permanent	Paper	
SDSO-1	A/R Files-Sewer Maint.	Permanent	Electronic	
SDSR-2	Vehicle Maint. Records	2 Yrs after Veh. Sale	Paper	
SDSO-2	Vehicle Maint. Records	2 Yrs after Veh. Sale	Electronic	
SDSR-3	Sr. Driveway Program	Perm. for Prog. Dura.	Paper	
SDSR-4	Solid Waste	10 Yrs after Opr. Ends	Paper/Volumes	
SDSR-5	Sewer Infrastructure Files	Permanent	Paper/Binders	
SDSR-6	Health Dept. Records	30 Years	Paper	
SDSR-7	SWGK Van Records	Program Existence	Paper	
SDSR-8	Atlantic Allot. Infrastructure	Permanent	Paper	
SDSR-9	Personnel Payroll	50 Years	Paper	
SDSO-3	Personnel Payroll	50 Years	Paper	

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(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
SDSR-10	Svc/Equip Bids & Contracts	15 Yrs after Contract Exp.	Paper	
SDSR-11	Summer Employment	2 Years	Paper	
SDSO-4	Specifications	Until Superseded	Paper	
SDSO-5	Specifications	Until Superseded	Electronic	
SDSO-6	Cemetery	Permanent	Electronic	
SD-1	Personnel Files/Records	Permanent	Paper	
SDSO-7	Personnel Records	Permanent	Paper	
SDF-1	Shift Worksheets/Tickets	2 Years	Paper	
SDF-2	General Work Requests	2 Years	Paper	
SDF-3	Daily Worksheets	2 Years	Paper	
SDF-4	Plow Assignment Tickets	2 Years	Paper	
SDF-5	Shift Assignment Books	2 Years	Paper/Binders	
SDF-6	Job Assignment Tickets	2 Years	Paper	
SDF-7	Sewer Main Video Tapes	Permanent	Tape	
SDAW-1	Animal Calls/Complaints	2 Years	Electronic	
SDAW-2	Traps	2 Years	Electronic	
SDAW-3	Animal Bites	3 Years	Paper	
SDCO-1	Cemetery	Permanent	Cards/Paper/Bks	