

JUL 6 2010

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Shaker Heights Records Commission (216) 491-1400 Telephone Number

3400 Lee Road Shaker Heights 44120 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Shaker Heights Community Life Department
 (political subdivision name) (unit)

Pamela Quinn Pamela Quinn Director 4/16/2010
 (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 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 X as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Eal J. Juh JUL -1 2010
 Signature Date

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

Ernest Pruitt 7-23-10
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Mueh 8-10-10
 For the Ohio Auditor of State Date

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

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
R95-01	Administrative records – current	3 years	Paper/electronic	
R95-02	Agenda & minutes Community Life & Health Committee, median field and field renovations	permanent	Paper/electronic	
R95-03	Brochure planning materials and brochures	2 years	Paper/electronic	
R93-04	Departmental budgets, daily revenue, check detail, journal tapes, charge slips, cash reports, financial reports, expenditure/revenue reports, general ledgers, and wage spreadsheets	5 years	Paper/electronic	
R95-05	Camp program and fundaze records	3 years	paper	
R95-06	Audit receipts	5 years	paper	
R95-07	History Recreation Dept, proposed recreation package, master pool plan, engineering study of pool, public forum of pool, council/recreation task force, master plan for Horseshoe Lake,	Permanent	Paper/electronic	

OR; Original Record; RIC: Reading/Information Copies – may be disposed of by the recipient when no longer of administrative value to them. 7/98 No Certificate of disposal form is required. DFT: Draft Copies – original draft copies may be disposed of after formal final record is adopted/created. No Certificate of disposal form required.

	recreation and leisure framework plan, blueprints			
R10-01	Contracts with vendors, instructors, outside agencies, i.e., Shaker Figure Skating Club, Shaker Youth Hockey Association, Shaker Youth Baseball Association, Shaker Youth Soccer Association	5 years	Paper/electronic	
R95-09	Interdepartmental memos and correspondence-Thornton Park	2 years	Paper/electronic	
R95-10	Minority Business Enterprise & Female Business Enterprise information, recreation scheduling information, bids & requesting proposal quotes	4 years	Paper/electronic	
R95-11	Paid invoices, purchase orders and receipts	4 years	paper	
R95-12	Payroll records – past and present employees, personnel records, time cards, work permits and summer applications	4 years	Paper/electronic	
R95-13	Shaker Day School personnel records, participant information, tuition, vouchers and purchasing, program files, facility usage permits and playground reports	4 years	paper	
R95-14	Refund (general)	3 years	paper	
R95-15	Shaker Day School enrollment/medical records	20 years	paper	
R95-16	Resource material, licensing, grant programs, Ohio EPA	5 years	paper	
R95-17	Thornton Park, swimming pool and concession reports, capital project information, weather and attendance information	3 years	paper/electronic	
R95-18	School Age Care payment records, correspondence, memos, and collection files	3 years	Paper/electronic	
R10-02	Team rosters, class and coach lists, program/class development notes, contacts and permits	3 years	Paper/electronic	
R10-03	Senior Transportation enrollment forms, emergency contacts and Western Reserve Area Agency on Aging release forms	3 years	paper	
R10-04	Senior client profile files, forms and notes	2 years	Paper/electronic	
R10-05	Recreation for Youth Scholarship applications, backup data, awards and correspondence	5 years	Paper/electronic	
R10-06	Recreation for Youth Scholarship state and federal tax returns	20 years	Paper/electronic	
R10-07	Transient Records: temporary drafts, flyers, accounting records/statements, invoices, draft of minutes, fees, draft agendas	When no longer administratively necessary	Paper/electronic	