

#1  
12/3/18

**For Records Commission Use Only**

Date Approved: 12/3/18  
 Date of Destruction: 5/11/19  
 Historical Value: YES  NO

**FAIRVIEW PARK CERTIFICATE OF RECORDS DISPOSAL (RC-3)**

Finance Carlene Hayes 440-356-4400

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(Department) (Contact Person) (Telephone Number) (Location of Records)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)**. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request.

[Signature] DIR. OF FINANCE (440) 356-4401

(Signature of Responsible Official) (Title) (Telephone Number)

RC2- Approval Date: 3/21/2016

Code: (P) Paper (E) Electronic (N) None

Record Title & Description	Schedule Number	Media Type To be destroyed (circle one)		Media Type To be retained (circle one)		Inclusive Dates of Records		Proposed date of destruction (At least 15 business days from approval)
		P	E	P	E	From	To	
I-9's (Termed Employees)	10085	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2000-12/2017	5/11/2019
Life Insurance Enrollments (Termed Employees)	10310	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2000-12/2017	5/11/2019
Medical Files (Termed Employees)	10292	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2014-12/2016	5/11/2019
Pre-employment drug screens-negative (Termed employees)	10231	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2006-12/2016	5/11/2019
Documents related to random selection process	10235	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	2006-2016	5/11/2019
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		