

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: City of Strongsville Records Commission 440.580.3145 Telephone Number  
16099 Foltz Parkway Strongsville 44149 Cuyahoga  
 (address) (city) (zip code) (county)

(2) FROM: City of Strongsville All Departments  
 (political subdivision name) (unit)

Thomas P. Perciak Thomas P. Perciak, Mayor  
 (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 12-6-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Thomas P. Perciak 12/6/07  
 Signature Thomas P. Perciak, Mayor Date

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

Kathy W. G. Stettin 12/17/07  
 (For the Ohio Historical Society) Date

Approved by the Ohio Auditor of State

Martin E. Muehlen 1-15-08  
 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
City 07-01	Telephone Voice Mails - Not of a substantive nature (Transient)	Until no longer administratively necessary (No RC-3 required)	Computer Hard Drive	
City 07-02	Electronic Mail (e-mails) - Not of a substantive nature (Transient)	Until no longer administratively necessary (No RC-3 required)	Computer Hard Drive	DEC 17 2007