

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission (440) 238-7373 Telephone Number
16099 Foltz Parkway Strongsville 44149 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Strongsville Boards & Commissions
 (political subdivision name) (unit)
[Signature] Carol M. Opera Administrative Assistant
 (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 |
|---------------------|----------------------------------|------------------------|-----------------|---|
| PC 07-1 | PC Minutes | Permanent | Hard Copy | |
| PC 07-2 | PC Minutes | Permanent | Computer | |
| PC 07-3 | PC Minutes | 1 yr after transcribed | Tapes | |
| PC 07-4 | PC Agendas | Permanent | Hard Copy | |
| PC 07-5 | PC Agendas | Permanent | Computer | |
| PC 07-6 | PC Application Files | Permanent | Hard Copy | |
| ARB 07-7 | ARB Minutes | Permanent | Hard Copy | |
| ARB 07-8 | ARB Minutes | Permanent | Computer | |
| ARB 07-9 | ARB Minutes | 1 yr after transcribed | Tapes | JUL 2 2007 |
| ARB 07-10 | ARB Agendas | Permanent | Hard Copy | |
| ARB 07-11 | ARB Agendas | Permanent | Computer | |
| ARB 07-12 | ARB Application Files | Permanent | Hard Copy | |

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|------------------------|-------------------------------------|-------------------------|--------------------|--|
| TC 07-13 | TC Minutes | Permanent | Hard Copy | |
| TC 07-14 | TC Minutes | Permanent | Computer | |
| TC 07-15 | TC Minutes | 1 yr after transcribed | Tapes | |
| TC 07-16 | TC Agendas | Permanent | Hard Copy | |
| TC 07-17 | TC Agendas | Permanent | Computer | |
| TC 07-18 | TC Applications Files | Permanent | Hard Copy | |