

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: City of Strongsville Records Commission 440-580-3151 Telephone Number
16099 Foltz Parkway, Strongsville OH 44149 Cuyahoga
 (address) (city) (zip code) (county)

(2) FROM: Donna Miscik Mayor's Office
 (political spbdivision name) (unit)
Thomas P. Perciak Mayor June 20, 2007
 (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 RG2 was approved on 6-25-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Thomas P. Perciak 6/25/07
 Signature Date

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

Pam J. Smith 7-2-2007
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Martin E. Muehle 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
MO-07-15	Miscellaneous corres.	five years	Paper	
MO-07-15 (A)	Miscellaneous corres.	five years	Computer	
MO-07-16	Marriages performed by Mayors	Permanent	Paper	
MO-07-18	General Correspondence	five years	Paper	
MO-07-19	speeches State of City	Permanent	Paper	
MO-07-19 (a)	speeches " " "	Permanent	Computer	
MO-07-21	Airport Coalition- CCAC and West	Permanent	Paper	
MO-07-22	Telephone Message Call Sheets	1 year	Paper	

JUL 2 2007