

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 Law Department
 (political subdivision name) (unit)

K. M. Kraus Kenneth A. Kraus, Law Director
 (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 6-25-07 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Thomas P. Perciak 6/25/07
 Signature Thomas P. Perciak, Mayor Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3) Pamela Smith 7-2-2007
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State Martin E. Madden 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 |
|---------------------|----------------------------------|---|---------------------|---|
| Law 07-01 | Bankruptcy Claims | 10 years after case closed or statutory, whichever longer | Paper | |
| Law 07-01(A) | Bankruptcy Claims | 10 years after case closed or statutory, whichever longer | Computer Hard Drive | |
| Law 07-02 | City Records Commission Files | Permanent | Paper | |
| Law 07-02(A) | City Records Commission Files | Permanent | Computer Hard Drive | |

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|------------------------|--|---|---------------------|--|
| Law 07-02(B) | City Records Commission Files | 1 year after transcription | Cassette | |
| Law 07-03 | Claims Against the City (non-litigation) | 2 years after claim settled or statute of limitations exhausted | Paper | |
| Law 07-04 | Contracts or Agreements | 15 years after expiration or termination | Paper | |
| Law 07-04(A) | Contracts or Agreements | 15 years after expiration or termination | Computer Hard Drive | |
| Law 07-05 | General Correspondence | 5 years | Paper | |
| Law 07-05(A) | General Correspondence | 5 years | Computer Hard Drive | |
| Law 07-06 | Legal Research | Permanent or until superseded | Paper | |
| Law 07-06(A) | Legal Research | Permanent or until superseded | Computer Hard Drive | |
| Law 07-07 | Legal Opinions | Permanent | Paper | |
| Law 07-07(A) | Legal Opinions | Permanent | Computer Hard Drive | |
| Law 07-08 | Litigation Files (Civil) | 10 years after case closed or statutory, whichever longer | Paper | |
| Law 07-08(A) | Litigation Files (Civil) | 10 years after case closed or statutory, whichever longer | Computer Hard Drive | |
| Law 07-09 | Moral Claims | 4 years after paid or denied or statutory | Paper | |
| Law 07-10 | Public Records Requests | 2 years unless litigation pending or threatened | Paper | |
| Law 07-10(A) | Public Records Requests | 2 years unless litigation pending or threatened | Computer Hard Drive | |
| Law 07-11 | Resumes and Requests for Employment | 2 years after position filled | Paper | |
| Law 07-12 | Sewer Files -- | | | |
| | (i) Routine Administrative Files | 5 years | Paper | |
| | (ii) Specific Project Files | Permanent | Paper | |

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|------------------------|--|---|--|--|
| Law 07-12(A) | Sewer Files -- (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Computer Hard Drive Computer Hard Drive | |
| Law 07-13 | Sidewalk Files -- (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Paper Paper | |
| Law 07-13(A) | Sidewalk Files -- (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Computer Hard Drive Computer Hard Drive | |
| Law 07-14 | Street Files -- (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Paper Paper | |
| Law 07-14(A) | Street Files -- (i) Routine Administrative Files (ii) Specific Project Files | 5 years Permanent | Computer Hard Drive Computer Hard Drive | |
| Law 07-15 | Subdivision Files | Permanent | Paper | |
| Law 07-15(A) | Subdivision Files | Permanent | Computer Hard Drive | |
| Law 07-16 | Subject and Administrative Files (General and by City Department) | 5 years | Paper | |
| Law 07-16(A) | Subject and Administrative Files (General and by City Department) | 5 years | Computer Hard Drive | |
| Law 07-17 | Telephone Message Books | 1 year or when no longer administratively necessary | Paper | |
| Law 07-18 | Wastewater Treatment Plant Files | Permanent | Paper | |
| Law 07-19 | Wireless Telecommunications Files | Permanent | Paper | |
| Law 07-19(A) | Wireless Telecommunications Files | Permanent | Computer Hard Drive | |