

1 COPY

FILED  
COURT OF APPEALS  
MAR 21 2013  
Clerk of Courts  
Cuyahoga County, Ohio

IN THE COURT OF APPEALS  
EIGHTH APPELLATE DISTRICT  
CUYAHOGA COUNTY, OHIO

STATE OF OHIO, EX. REL.

Judge:

STRONGSVILLE EDUCATION  
ASSOCIATION, OEA/NEA  
c/o 7530 Lucerne Dr., Suite 100  
Middleburg Heights, Ohio 44130-6657

C CA 13 099677  
JUDGE \_\_\_\_\_

Relator

-vs-

STRONGSVILLE CITY SCHOOL  
DISTRICT BOARD OF EDUCATION  
13200 Pearl Road  
Strongsville, Ohio 44136-3402

**VERIFIED COMPLAINT IN  
MANDAMUS TO COMPEL  
PRODUCTION OF  
PUBLIC RECORDS**

Respondent

1. This is an action in mandamus brought by Relator, Strongsville Education Association OEA/NEA, to compel Respondent, Strongsville City School District Board of Education, to produce certain public records under Ohio's Public Records Act, Ohio Revised Code Section 149.43.

2. Relator, Strongsville Education Association, OEA/NEA (hereinafter referred to as "Relator Association"), is an Employee Organization

and is the duly recognized and certified collective bargaining representative for the certificated teaching personnel employed by Respondent Strongsville City School District Board of Education. Relator also is an unincorporated association under Ohio Revised Code Chapter 1745. Relator brings this action for itself and on behalf of its members.

3. ~~Respondent Strongsville City School District Board of~~ Education (hereinafter referred to as "Respondent Board"), is a body politic and corporate, capable of suing and being sued, and is statutorily charged, to the extent permitted by law, with the administration and management of the Strongsville City School District.

4. Under the laws of the State of Ohio, and specifically O.R.C. §149.43 (A)(1), Respondent board as a public employer, is required to produce upon request, public records in its custody. On or about February 25, 2013 and again on March 11, 2013, Relator Association requested that certain public records in the custody of Respondent be produced pursuant to O.R.C. §149.43. (Attached hereto as Exhibits A and B are true and accurate copies of Relator's document requests).

5. Relator received what was purported to be a response to its February 25, 2013 records requests from Respondent's Treasurer Deborah Hermann. The response from Treasurer Hermann essentially was a refusal to produce the requested records. Attached hereto as Exhibit C is Ms. Hermann's response.

6. Relator has not been contacted by Respondent's Treasurer Deborah Hermann regarding the public records requested on March 11, 2013. Respondent has failed and refuses to comply with this request.

7. The actions of the Respondent Board are clearly in violation of the Public Records Act and in willful disregard of the requirements for a public entity to produce their records in a timely fashion. Moreover, Respondent Board has provided the requested documents to WKYC TV while continuing to refuse to provide the documents to Relator.

8. Respondent Board has a clear legal obligation and responsibility under O.R.C. §149.43 to make the documents available as requested by Relator. Respondent Board selectively chose to provide public records to one party and deny the same to Relator.

9. Relator has a clear and legal right under O.R.C. §149.43 to require Respondent to produce the public records that it has requested.

10. Relator has no adequate remedy at law. Unless the writ demanded by the Relator herein is issued, Relator and its members will suffer severe and irreparable harm.

WHEREFORE, Relator, on its behalf and on behalf of its members, demands that the Court:

1. Issue a Preemptory Writ of Mandamus directing Respondent Board to immediately produce the documents requested by Relator pursuant to O.R.C. §149.43 (A) and (B);

2. Issue an alternative Writ of Mandamus directing Respondent Board to show cause, on or before a date set by this Court, as to why it has failed and refused to produce the documents requested by Relator under Ohio Revised Code §149.43;

3. Grant Relator an award of costs and reasonable attorney fees pursuant to Ohio Revised Code §149.43 (C); and

4. Grant such further relief as the Court deems just and equitable.

Respectfully submitted,

BAASTEN, McKINLEY & Co., L.P.A.

By:   
KATHLEEN K. McKINLEY (0043949)  
RACHEL M. REIGHT (0077712)  
Attorney for Plaintiff/Relator  
4150 Belden Village Street, Suite 604  
Canton, Ohio 44718  
Telephone: (330) 492-0550  
Fax: (330) 492-0588

TO THE CLERK:

Please serve a copy of the Verified Complaint in Mandamus to Compel Production of Public Records on Strongsville City School District Board of Education, c/o Deborah Hermann, Treasurer and John J. Krupinski, Superintendent of Strongsville City Schools, 13200 Pearl Road, Strongsville, Ohio 44136, by certified mail, return receipt requested.

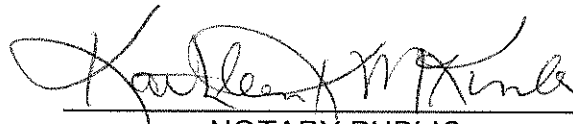
  
KATHLEEN K. MCKINLEY (0043949)  
Attorney for Plaintiff/Relator

STATE OF OHIO :  
:  
COUNTY OF CUYAHOGA:

I, Tad Colbeck, am the representative of the Relator in this matter and verify that the allegations contained in this Complaint for Mandamus are true and accurate to the best of my knowledge and belief.

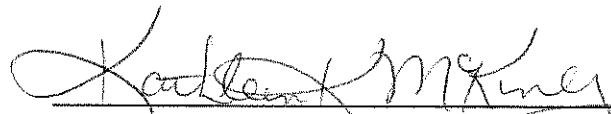
  
TAD COLBECK

SWORN TO before me and SUBSCRIBED in my presence, this 21 day of March, 2013.

  
NOTARY PUBLIC  
KATHLEEN K. MCKINLEY  
Atty. at Law  
My Commission Has No Expiration Date  
Under Section 2333.02 BE

TO THE CLERK:

Please serve a copy of the Complaint in Mandamus, Affidavit and Notice of Summons on Respondent by certified mail, return receipt requested.

  
KATHLEEN K. MCKINLEY (0443949)



OHIO EDUCATION ASSOCIATION

Patricia Frost-Brooks, President  
William Leibensperger, Vice President  
Tim Myers, Secretary-Treasurer  
Larry E. Wicks, Executive Director

*The OEA will lead the way for continuous improvement of public education while advocating for members and the learners they serve.*

February 25, 2013

**VIA FACSIMILE, ELECTRONIC MAIL AND U.S. CERTIFIED MAIL**  
**Certified Mail Number: 7011 0470 0002 5251 9695**

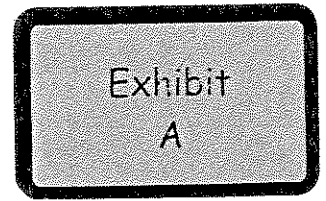
Deborah Herrmann, Treasurer  
Mr. John Krupinski, Superintendent  
Strongsville City Schools  
13200 Pearl Road  
Strongsville, OH 44136

**Re: Public Records Request**

Dear Ms. Herrmann and Mr. Krupinski:

This office represents the Strongsville Education Association (SEA). Pursuant to Ohio's public record law R.C. 149.43, the Association requests that you immediately provide me with any and all records that relate in any way to the following:

1. A complete copy of any and all contracts (signed or unsigned) with Huffmaster or any of its subsidiaries;
2. A complete copy of any expense incurred as a result of bargaining and/or strike preparation from January 1, 2013 to the present, including any itemized expenses/invoices;
3. A complete listing of all substitute teachers hired by the District, Huffmaster or Alternative Workforce to work in the Strongsville City Schools;
4. A complete listing of all substitute teachers hired by the Board of Education since January 1, 2012. This request also includes the complete personnel file for each substitute teacher;
5. A complete listing of all non-Board of Education employed personnel working on behalf of the Board of Education, including their address and phone numbers.



Deborah Herrmann, Treasurer  
Mr. John Krupinski, Superintendent  
Page Two  
February 25, 2013

If the District is unable to produce any of these records, or is unable to produce a specific portion of this request, please provide a written explanation and legal position as to why this information cannot be provided.

~~These records should be provided to me no later than March 1, 2013. Please contact me as soon as they are prepared and we will arrange for pickup.~~

Very truly yours,



Todd Jaeck  
Labor Relations Consultant  
[jaeckt@ohea.org](mailto:jaeckt@ohea.org)

TJ:kz

cc: Tracy Linscott, SEA President  
Tad Colbeck, OEA LRC





OHIO EDUCATION ASSOCIATION

Patricia Frost-Brooks, President  
William Leibensperger, Vice President  
Tim Myers, Secretary-Treasurer  
Larry E. Wicks, Executive Director

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February 25, 2013

**VIA FACSIMILE, ELECTRONIC MAIL AND U.S. CERTIFIED MAIL**  
**Certified Mail Number: 7012 2210 0002 56423 7330**

Deborah Herrmann, Treasurer  
Mr. John Krupinski, Superintendent  
Strongsville City Schools  
13200 Pearl Road  
Strongsville, OH 44136

**Re: Public Records Request**

Dear Ms. Herrmann and Mr. Krupinski:

This office represents the Strongsville Education Association (SEA). Pursuant to Ohio's public record law R.C. 149.43, the Association requests that you immediately provide me with any and all records that relate in any way to the following:

1. Any and all files, including, but not limited to e-mails, as they relate in any way to negotiations with SEA from January 1, 2012 to the present;
2. A copy of any and all correspondence, including, but not limited to e-mails, to and/or from any administrative employee relating in any way to SEA negotiations from January 1, 2012, to the present. This includes, but is not limited to, any record relating in any way to strike preparation;
3. A copy of any and all correspondence, including, but not limited to e-mails, to and/or from any Board of Education member relating in any way to SEA negotiations from January 1, 2012 to the present. This includes, but is not limited to, any record relating in any way to strike preparation;
4. A copy of all invoices or other paid expenses associated with any administrative meetings, retreats or bargaining preparations, as well as any meals purchased during such activities, from January 1, 2012 to the present;
5. A copy of all compensation provided to, or accepted by, any Board member for duties they perform in their capacity as members of the Board of Education;

MENTOR UNISERV OFFICE

56004 Heisley Road, Mentor, OH 44060 ■ PHONE: (440) 639-1300 or 6000-6606-42260 ■ FAX: (440) 639-1634

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Deborah Herrmann, Treasurer  
Mr. John Krupinski, Superintendent  
Page Two  
February 25, 2013

6. A listing of any insurance(s) or other fringe benefit(s), including the cost of said insurance or fringe benefit, purchased or accepted by each Board member through their service to the District;
7. A copy of all professional and personal expenses that have been paid by the District to, or on behalf of each Board member from January 1, 2012 to the present. This request also includes, but is not limited to, copies of any itemized expenses or reimbursements associated with any Board trainings, meals, professional development, conferences and any other expenses associated with their service to the District;
8. The complete application file for anyone that has submitted an application for employment for any type of certified position from January 1, 2011 to the present;
9. A copy of all e-mails sent and/or received by Superintendent John Krupinski from August 1, 2012 to the present that relates in any way to negotiations, including, but not limited to, Huffmaster, Pepple and Waggoner and/or Stevens Strategic.

The records requested by SEA include, but are not limited to, any and all reports, e-mail, correspondence, agendas, agreements, minutes, notes, interviews, letters and/or memoranda. Your response should include records in whatever format they exist, including written, audio, video and/or electronically stored, whether printed or unprinted.

If the District is unable to produce any of these records, or is unable to produce a specific portion of this request, please provide a written explanation and legal position as to why this information cannot be provided.

These records should be provided to me no later than March 1, 2013. Please contact me as soon as they are prepared and we will arrange for pickup.

Very truly yours,



Todd Jaeck  
Labor Relations Consultant  
[jaeckt@ohea.org](mailto:jaeckt@ohea.org)

TJ:kz

cc: Tracy Linscott, SEA President  
Tad Colbeck, OEA LRC



OHIO EDUCATION ASSOCIATION

Patricia Frost-Brooks, President  
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Tim Myers, Secretary-Treasurer  
Larry E. Wicks, Executive Director

*The OEA will lead the way for continuous improvement of public education while advocating for members and the learners they serve.*

February 25, 2013

**VIA FACSIMILE, ELECTRONIC MAIL AND U.S. CERTIFIED MAIL**

**Certified Mail Number: 7012 2210 0002 56423 7330**

Deborah Herrmann, Treasurer  
Mr. John Krupinski, Superintendent  
Strongsville City Schools  
13200 Pearl Road  
Strongsville, OH 44136

**Re: Public Records Request**

Dear Ms. Herrmann and Mr. Krupinski:

This office represents the Strongsville Education Association (SEA). Pursuant to Ohio's public record law R.C. 149.43, the Association requests that you immediately provide me with any and all records that relate in any way to the following:

1. Any and all files, including, but not limited to e-mails, as they relate in any way to negotiations with SEA from January 1, 2012 to the present;
2. A copy of any and all correspondence, including, but not limited to e-mails, to and/or from any administrative employee relating in any way to SEA negotiations from January 1, 2012, to the present. This includes, but is not limited to, any record relating in any way to strike preparation;
3. A copy of any and all correspondence, including, but not limited to e-mails, to and/or from any Board of Education member relating in any way to SEA negotiations from January 1, 2012 to the present. This includes, but is not limited to, any record relating in any way to strike preparation;
4. A copy of all invoices or other paid expenses associated with any administrative meetings, retreats or bargaining preparations, as well as any meals purchased during such activities, from January 1, 2012 to the present;
5. A copy of all compensation provided to, or accepted by, any Board member for duties they perform in their capacity as members of the Board of Education;

MENTOR UNISERV OFFICE

56004 Heisley Road, Mentor, OH 44060 ■ PHONE: (440) 639-1300 or 6000-6606-42260 ■ FAX: (440) 639-1634

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Deborah Herrmann, Treasurer  
Mr. John Krupinski, Superintendent  
Page Two  
February 25, 2013

6. A listing of any insurance(s) or other fringe benefit(s), including the cost of said insurance or fringe benefit, purchased or accepted by each Board member through their service to the District;
7. A copy of all professional and personal expenses that have been paid by the District to, or on behalf of each Board member from January 1, 2012 to the present. This request also includes, but is not limited to, copies of any itemized expenses or reimbursements associated with any Board trainings, meals, professional development, conferences and any other expenses associated with their service to the District;
8. The complete application file for anyone that has submitted an application for employment for any type of certified position from January 1, 2011 to the present;
9. A copy of all e-mails sent and/or received by Superintendent John Krupinski from August 1, 2012 to the present that relates in any way to negotiations, including, but not limited to, Huffmaster, Pepple and Waggoner and/or Stevens Strategic.

The records requested by SEA include, but are not limited to, any and all reports, e-mail, correspondence, agendas, agreements, minutes, notes, interviews, letters and/or memoranda. Your response should include records in whatever format they exist, including written, audio, video and/or electronically stored, whether printed or unprinted.

If the District is unable to produce any of these records, or is unable to produce a specific portion of this request, please provide a written explanation and legal position as to why this information cannot be provided.

These records should be provided to me no later than March 1, 2013. Please contact me as soon as they are prepared and we will arrange for pickup.

Very truly yours,



Todd Jaeck  
Labor Relations Consultant  
[jaeckt@ohea.org](mailto:jaeckt@ohea.org)

TJ:kz

cc: Tracy Linscott, SEA President  
Tad Colbeck, OEA LRC



OHIO EDUCATION ASSOCIATION

Patricia Frost-Brooks, President  
William Leibensperger, Vice President  
Tim Myers, Secretary-Treasurer  
Larry E. Wicks, Executive Director

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March 11, 2013

Sent Via E-Mail [herrmann@strongnet.org](mailto:herrmann@strongnet.org) and Regular U.S. Mail

Deborah Herrmann, Treasurer  
Strongsville City Schools  
Administrative Offices  
13200 Pearl Road  
Strongsville, OH 44136

Re: Public Records Request

Dear Ms. Herrmann:

As you know, this office represents the Strongsville Education Association (SEA). On February 25, 2013, I made several public records requests to the Strongsville City School District pursuant to Ohio's public records law, R.C. §149.43. To date many of these records have not been received. The School District's failure to supply these records places it in clear violation of R.C. §149.43.

To streamline these requests, please allow this correspondence to serve as a public records request under the Public Records Act, R.C. §149.43(A)(1) and (B), *et seq.*, for any and all names of those individuals currently working/assigned to perform teaching services in the Strongsville City School District and the teaching license(s)/certificate(s) for each individual.

Additionally, I am seeking the Board Resolution(s) authorizing the contract and/or contracts with Pepple & Waggoner, Huffmasters, and any other persons contracted by the Board to hire personnel on the Board's behalf.

These records should be provided to me no later than Friday, March 15, 2013. If the Strongsville City School District continues in its failure to provide these records by this date, the SEA will take appropriate action under R.C. §149.43(C) to compel compliance by the School District. If this occurs the Association will seek all available remedies including court costs, reasonable attorney fees and statutory damages.

MIDDLEBURG HEIGHTS UNISERV OFFICE  
7530 Lucerne Drive, Suite 100, Middleburg Heights, OH 4130-6557 ■ PHONE: (440) 243-6030 or 866-871-4557 ■ FAX: (440) 243-6126

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Exhibit  
B



Deborah Herrmann, Treasurer  
March 11, 2013  
Page 2 of 2

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I understand that any document I request copied might be assessed a copying fee. Please advise me of the Board's copying rate and if payment is required before the documents are provided to me.

Thank you for your time and attention to this matter. If you have any questions or concerns, please do not hesitate to contact this office.

Very truly yours,



TODD JAECK  
jaeckt@ohea.org

cc: Kathleen McKinley, Baasten, McKinley & Co., L.P.A.

# STRONGSVILLE CITY SCHOOLS

Administrative Offices  
13200 Pearl Road  
Strongsville, OH 44136  
(440) 572-7021 Fax (440)572-8562

John J. Krupinski, Superintendent  
Deborah Herrmann, Treasurer

---

March 1, 2013

VIA REGULAR AND ELECTRONIC MAIL – (jaect@ohea.org)

Mr. Todd Jaeck  
Ohio Education Association  
56004 Heisley Road  
Mentor, OH 44060

Re: Response to February 25, 2013 Public Records Requests  
Certified Mail No. 7011 0470 0002 5251 9695  
Certified Mail No. 7012 2210 0002 56423 7330  
Certified Mail No. 7012 2210 0002 5423 7323

Dear Mr. Jaeck:

I am in receipt of three separate public records requests from you, all dated February 25, 2013. The following shall serve as a full response to those requests.

February 25, 2013 Public Records Request – Certified Mail No. 7011 0470 0002 5251 9695

1. No contracts with Huffmaster are currently in possession of the District. Once received, a copy will be forwarded to you.
2. With regard to item two (2) of your request, your request is denied as ambiguous and overly broad on the basis of State ex rel. Zidonis v. Columbus State Community College, 133 Ohio St.3d 139, 2012-Ohio-4228, State ex rel. Dillery v. Icsman, 92 Ohio St.3d 312, 2001-Ohio-193, and State ex rel. Daugherty v. Mohr, 10th Dist. No. 11AP-5, 2011-Ohio-6453.

In Zidonis, the Ohio Supreme Court stated, “it is the responsibility of the person who wishes to inspect and/or copy records to identify with reasonable clarity the records at

Exhibit

C

issue. \* \* \* In identifying records for purposes of presenting a viable request, the Public Records Act ‘does not contemplate that any individual has the right to a complete duplication of voluminous files kept by government agencies.’” *Id.* at ¶21.

In finding that Zidonis’ request was overly broad, the Court cited its previous decision in State ex rel. Glasgow v. Jones, 119 Ohio St.3d 391, 2008-Ohio-4788, stating that in Glasgow “we examined a request for all the work-related e-mail messages, text messages, and correspondence of a state representative” during her six-month tenure. *Id.* at ¶22. The Court found that the request in Glasgow was overly broad. *Id.* The Court also referenced its previous decision in State ex rel. Dehler v. Spatny, 127 Ohio St.3d 312, 2010-Ohio-5711, where the Court found that a request for all records relating to a prison quartermaster’s orders for and a receipt of clothing and shoes over a seven-year period was also an improper, overbroad request. *See, also*, Attorney General Mike Dewine and Auditor of State David Yost, Ohio Sunshine Laws: An Open Government Resource Manual 2012, Pp. 15-16 (“[a]ll records containing particular names or words” is an ambiguous and overly broad request).

Similarly, in Dillery, the Court found that a request for any and all records relating to a particular person or topic is an inappropriate public records request because it fails to identify the particular records sought. *See, also*, Ohio Sunshine Laws: An Open Government Resource Manual 2012, *supra*, Pp. 10, 15-16 (“all records having to do with a particular topic, or all records of a particular type” is an ambiguous or overly broad request).

Finally, in Daugherty, Ohio’s Tenth District Court of Appeals found that a request seeking copies of all policies, e-mails, or memos regarding the topic of “whether prison officials are authorized to ‘triple cell’ inmates into segregation” was overbroad. Citing its previous decision in State ex rel. Zauderer v. Joseph, 62 Ohio App.3d 752 (10th Dist.1989), the Court stated “a general request for records, which asks for everything, is not only vague and meaningless, but essentially asks for nothing. At the very least, such a request is unenforceable because of its overbreadth. At the very best, such a request is not sufficiently understandable so that its merit can be properly considered.” *Id.* at ¶34.

Item two (2) of your request bears a striking resemblance to the overbroad and vague requests of the above-referenced cases. Specifically, your request for a “complete copy of any expense incurred as a result of bargaining and/or strike preparation from January 1, 2013 to the present, including any itemized expenses/invoices” does not specifically identify the particular records sought.



Pursuant to O.R.C. §149.43(B)(2) and Board Policy, you may revise your request to help me reasonably identify the specific records you seek. Accordingly, I have furnished you a copy of the Board's records retention policy which discusses the manner district records are maintained. If you submit a revised request which allows me to identify the specific records you seek, and those records are "public records" as defined in O.R.C. §149.43(a), I will gladly provide such records to you.

3. No substitute teachers have been hired through Huffmaster and/or Alternative Workforce to work in the District. Accordingly, there are no records for me to provide in response to your request.
4. The District does not maintain such a list of substitute teachers, nor does the District maintain a personnel file for each substitute teacher. Therefore, there are no records for me to provide to you.
5. Your request of "a complete listing of all non-Board of Education employed personnel working on behalf of the Board of Education" is denied as ambiguous and unclear. It is not understood as to exactly what records you are requesting or the individuals you are requesting information about. Like item two (2), you may revise your request to assist me in reasonably identifying the records you seek.

Additionally, with regard to item five (5) of your request, also please be advised that the residential addresses and phone numbers of employees are not "records" and, as a result, are not "public records" subject to disclosure under O.R.C. §149.43. *See State ex rel. Dispatch Printing Co. v. Johnson*, 106 Ohio St.3d 160, 2005-Ohio-4384; *State ex rel. Beacon Journal Publishing Co. v. Bond*, 98 Ohio St.3d 146, 2002-Ohio-7117; *Kallstrom v. City of Columbus*, 136 F.3d 1055 (6th Cir.1998). Therefore, residential phone numbers and addresses cannot be disclosed.

**February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 56423 7330**

1. Your request is denied on the basis of O.R.C. §149.43(B)(2), O.R.C. §4117.21, O.R.C. §121.22, and O.R.C. §149.43(a)(1)(v).

Pursuant to O.R.C. §149.43, any record kept by a public office, such as a public school, is deemed a public record which must be opened to the public at all reasonable times for inspection. However, specifically exempted from this requirement are "records the release of which is prohibited by state or federal law." O.R.C. §149.43(A)(1)(v).

Please be advised that records created for the purposes of the negotiations process are exempt from disclosure under Ohio law pursuant to O.R.C. §4117.21 and O.R.C. §121.22, and therefore have not been provided to you. See Springfield Local School Dist. Bd. of Ed. v. Ohio Assn. of Public School Employees, Local 530, 106 Ohio App.3d 855, 869-870 (9th Dist. 1995). In that case, the Ninth District Court of Appeals of Ohio explained that “the legislature has manifested an interest in protecting the privacy of the collective bargaining process through statutes that prohibit or limit public access to that process. \* \* \* [T]hese provisions suggest a strong policy against public disclosure of the deliberations underlying negotiations \* \* \*. Disclosure of the public employer's internal discussions concerning negotiations, including its strategies, options and proposals, whether accepted or rejected, could seriously endanger the success of pending negotiations or otherwise give an unfair advantage to the bargaining agent for the employees. This impact may not be limited only to pending negotiations; for example, knowledge of the employer's bottom-line figures in the negotiation of one year's contract may dictate the course of action taken by the union in the next year's negotiations.” Id.

Additionally, your request is denied as ambiguous and overly broad on the basis of State ex rel. Zidonis v. Columbus State Community College, 133 Ohio St.3d 139, 2012-Ohio-4228, State ex rel. Dillery v. Icsman, 92 Ohio St.3d 312, 2001-Ohio-193, and State ex rel. Daugherty v. Mohr, 10th Dist. No. 11AP-5, 2011-Ohio-6453. Again, you have the right to revise your request to assist me in reasonably identifying the records you seek. If you submit a revised request which allows me to identify the specific records you seek, and those records are “public records” as defined in O.R.C. §149.43(a), I will gladly provide such records to you.

Finally, your request is denied on the basis of the attorney-client privilege. See State ex rel. Leslie v. Ohio Housing Finance Agency, 105 Ohio St.3d 261, 2005-Ohio-1508, ¶¶24-27.

2. See response one (1) to February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 56423 7330.
3. See response one (1) to February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 56423 7330.
4. No such expenses have been incurred by the District for administrative meetings, retreats or bargaining preparations, including any meals. Therefore, no records exist.
5. See attached W-2 Forms of Board Member compensation.

6. No records exist for your request because no Board Member is on the District's insurance plan or receives fringe benefits.
7. No professional or personal expenses have been paid to or on behalf of a Board Member and, therefore, no records exist.
8. Your request is denied as ambiguous and overly broad on the basis of State ex rel. Zidonis v. Columbus State Community College, 133 Ohio St.3d 139, 2012-Ohio-4228, State ex rel. Dillery v. Icsman, 92 Ohio St.3d 312, 2001-Ohio-193, and State ex rel. Daugherty v. Mohr, 10th Dist. No. 11AP-5, 2011-Ohio-6453. Again, you have the right to revise your request to assist me in reasonably identifying the records you seek. If you submit a revised request which allows me to identify the specific records you seek, and those records are "public records" as defined in O.R.C. §149.43(a), I will gladly provide such records to you.
9. See response one (1) to February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 56423 7330.

**February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 5423 7323**

1. No such contract exists and, therefore, no records can be provided in response to your request.
2. A copy of this record was already been provided in a February 22, 2013 response to a public records request by the SEA. Therefore, your request is denied as repetitive. Please review the earlier response.
3. No contracts with Huffmaster are currently in possession of the District. Once received, a copy will be forwarded to you.
4. See response one (1) to February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 56423 7330.
5. The Board does not maintain such a list of the individuals you seek. Therefore, no such "record" exists for disclosure.
6. Your request is denied as ambiguous and overly broad on the basis of State ex rel. Zidonis v. Columbus State Community College, 133 Ohio St.3d 139, 2012-Ohio-4228, State ex rel. Dillery v. Icsman, 92 Ohio St.3d 312, 2001-Ohio-193, and State ex rel. Daugherty v. Mohr, 10th Dist. No. 11AP-5, 2011-Ohio-6453. Again, you have the right to revise your request to assist me in reasonably identifying the records you seek. If you submit a revised request which allows me to identify the specific records you seek, and those records are "public records" as defined in O.R.C. §149.43(a), I

will gladly provide such records to you. *See*, also, Attorney General Mike Dewine and Auditor of State David Yost, Ohio Sunshine Laws: An Open Government Resource Manual 2012.

7. No copies of the advertisements are currently in possession of the District. Once received, a copy will be forwarded to you. With regard to the second portion of your request, regarding invoices for "conference/meeting rooms, hotel accommodations and/or reservations and or food and beverage provided to potential recruits and/or replacement employees," no such records exist because the Board has not incurred any such expenses.
8. Your request is denied as ambiguous and overly broad on the basis of State ex rel. Zidonis v. Columbus State Community College, 133 Ohio St.3d 139, 2012-Ohio-4228, State ex rel. Dillery v. Icsman, 92 Ohio St.3d 312, 2001-Ohio-193, and State ex rel. Daugherty v. Mohr, 10th Dist. No. 11AP-5, 2011-Ohio-6453. Again, you have the right to revise your request to assist me in reasonably identifying the records you seek. If you submit a revised request which allows me to identify the specific records you seek, and those records are "public records" as defined in O.R.C. §149.43(a), I will gladly provide such records to you.
9. Your request is denied on the basis of the attorney-client privilege. *See State ex rel. Leslie v. Ohio Housing Finance Agency*, 105 Ohio St.3d 261, 2005-Ohio-1508, ¶¶24-27. *See*, also, response one (1) to February 25, 2013 Public Records Request – Certified Mail No. 7012 2210 0002 56423 7330.

Please do not hesitate to contact me should you have any questions or concerns regarding this matter.

Very truly yours,



Deborah Herrmann  
Treasurer

Enclosures

cc: Mr. John Krupinski, Superintendent

## Strongsville City School District Administrative Guidelines

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### 8310E - RECORDS RETENTION AND DISPOSAL

The President of the Board of Education, the Superintendent, and the Treasurer serve as the District Records Commission. The Commission shall meet as needed, Form 8310 F4 at least annually, to review applications for one-time records disposal and schedules of records retention and disposition Form 8310 F5 submitted by any employee of the District. Records may be disposed of by the Commission as outlined below. The Commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

Ohio law states that "any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Revised Code, created or received by, or coming under the jurisdiction of any public office of the State or its political subdivisions which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office" is a record. R.C. 149.011(G)

#### Recommended Procedure

To properly dispose of records that are no longer required for the current operation of the School District, are of no further administrative, legal or fiscal value to the School District or its citizens, and are not required to be retained by any statute, the following steps are to be followed by the Commission and all employees:

- A. Review the "Records Retention Schedule" in AG 8310A - Public Records to determine documents to be destroyed. Place common records into boxes and clearly mark the box as to contents and dates.
- B. Prepare an "Application for One-Time Records Disposal".
- C. The building principal or other department head must approve the application.
- D. Submit the application to the Treasurer and retain one (1) copy of the application.
- E. WAIT! Do not destroy records until you receive authorization to do so. The disposal application must first be reviewed by the District Records Commission, the Ohio Historical Society, and the Auditor of the State of Ohio. The OHS shall review the application or schedule of records retention and disposition within sixty (60) days of its receipt of it, and shall then forward the application or schedule to the Auditor. The Auditor shall approve or disapprove the application or schedule within sixty (60) days after receipt of it.
- F. Prepare a "Certificate of Records Disposal."
- G. Have the disposal certificate signed by the building principal or other department head.
- H. Submit the certificate to the Treasurer and retain one (1) copy.
- I. Wait! The OHS has fifteen (15) business days to select for its custody any public records it considers to be of continuing historical value. The OHS may not review or select any confidential records the release of which is prohibited by State or Federal law, including, but not limited to records containing personally identifiable information concerning any student, other than directory information. (See Policy 8330 and AG 8330) without the written consent of the student's parent or the student if eighteen (18) or older.
- J. Dispose of records upon receipt of, and in accordance with, the instructions of the District Records Commission.

R.C. 149.41, 149.43, 2151.86, 3319.321  
20 U.S.C. 1232g; 42 U.S.C. 12101

## Strongsville City School District Bylaws & Policies

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### 8310 - PUBLIC RECORDS

The Board of Education is responsible for maintaining the public records of this District and to make such records available to residents of Ohio for inspection and reproduction.

The Board will utilize the following procedures regarding the availability of public records. "Public records" are defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other exceptions set forth in R.C. 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. 149.43.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the record. Upon request, a person may receive copies of public records, at cost, within a reasonable period of time.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requester must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the District's Record Officer cannot reasonably identify what public records are being requested, the District Record Officer or designee may deny the request but shall provide the requestor with an opportunity to revise the request by informing the requestor of the manner in which records are maintained by the District and accessed in the ordinary course of business. The request for records shall need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s).

At the time of the request, the records custodian shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request;
- B. an estimated cost if copies are requested; and
- C. any items within the request that may be exempt from disclosure

The Superintendent or designee is authorized to grant or refuse access to the records of this District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be

redacted and the rest released. If there are redactions, the requester must be notified of the redaction and/or the redaction must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the custodian of records determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. 149.43(B)(7))

Those seeking public records will be charged only the actual cost of making copies.

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 or AG 8310A, they may fall under Policy 8315 - "Information Management" and/or AG 8315 - "Litigation Hold Procedure".

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except student records and certain confidential portions of personnel records.

A School District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. Record retention schedules shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months.

The Superintendent or designee shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. Administrative guidelines shall be developed to provide guidance to District employees in responding to public records requests. The Superintendent shall require the posting and distribution of this policy in accordance with statute.

R.C. 9.01, 102.03(B), 149.011, 149.41, 149.43, 1306.01, 1347 et seq., 3313.26,  
R.C. 3319.32, 3319.321

20 U.S.C. 1232g  
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

Revised 8/19/10



## Strongsville City School District Administrative Guidelines

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### 8310A - PUBLIC RECORDS

The School District's public records are available for public inspection and/or copying in accordance with State law.

#### Designation of Officers

The Treasurer shall be the District Records Officer (DRO).

#### Definitions

"Public record" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

"Public record" does not mean any of the following: medical records; documents containing genetic information; trial preparation records; confidential law enforcement investigatory records; and other records the release of which is prohibited by State or Federal law, including, but not limited to, student personally identifiable information and student directory information when the student's parents have affirmatively withdrawn consent for release of it in writing.

"Electronic record" includes any record having been created, generated, sent, communicated, received, or stored by electronic means.

"Redaction" means obscuring or deleting any information that is exempt from public inspection or copying from an item that otherwise meets the definition of a "public record."

#### Location and Time

Public records are to be available for inspection during regular business hours, with the exception of published holidays. The District shall organize and maintain public records in a manner such that they are promptly made available for inspection or copying. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. No record shall be removed from such location. A member of the staff must be present throughout the inspection and copying of such record.

While personnel files contain public records, some specific information and/or records contained in such files may be confidential and not subject to disclosure (see AG 8320).

#### Procedures

The following procedures shall be followed in connection with requests to inspect and secure copies of School District's public records:

- A. Requests to inspect and/or obtain copies of public records shall be submitted to the Treasurer. A public records request must at least identify the records requested with sufficient clarity to allow the District to identify, retrieve, and review the records. If it is not clear what records are being sought,

the DRO shall contact the requester for clarification.

- B. Individuals requesting to inspect and/or obtain copies of public records do not have to put records requests in writing and do not have to provide his/her identity or the intended use of the requested public record(s).

The District may ask that the requester's identity and reason the information is sought be in writing. The District, however, must first inform the requester that such disclosure is not mandatory, unless the request is for student directory information. The District must also inform the requester that providing such information in writing enhances the District's ability to identify, locate, and/or deliver the records sought. The District may ask that records requests be put in writing, but must also notify the requester that it is not mandatory to do so.

Each request shall be evaluated for an estimated length of time required to gather the records. Routine request for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both draft and final form), budgets, salary information, forms and applications, personnel roster, etc. If fewer than twenty (20) pages of copy are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as equipment allows.

All requests for public records must either be satisfied (as above) or be acknowledged in writing by the DRO promptly following the District's receipt of the request. If the request for records was in writing, the acknowledgement shall also be in writing.

If a request is deemed significantly beyond "routine" (such as seeking a large volume/number of copies or requiring extensive research), the acknowledgement may include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure and the reason for such exemption, including legal authority

With respect to public records that are determined to be available, the Treasurer will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

With respect to records that are determined not to be available, the Treasurer will notify the requester of same, noting the reason for unavailability on the request form if one is submitted, and return one (1) copy of the form to the requestor. The Treasurer shall also notify the requester of the estimated time necessary to process and fulfill the request, make arrangements with the requester for delivery of the requested records, and arrange a method of communication between the requester and the School District in the event that further information is needed by the District to fulfill the request.

### **Fees**

Upon request, copies of public records will be provided at the actual cost of making copies.

A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and mailing supplies.

### **Electronic Mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 – "Public Records" or this guideline, they may fall under Policy 8315 – "Information Management" or AG 8315 – "Litigation Hold Procedure."

## RETENTION OF RECORDS

The District Records Commission is responsible for developing the District's "Schedule of Records Retention and Disposition – Form RC-2," which must be approved by the Ohio Historical Society and the State Auditor. Subsequent revisions to the RC-2 Form must also be approved using this same process. Only in conformance with the approved "Schedule of Records Retention and Disposition - Form RC-2" may the District's Records Commission review applications for the disposal of obsolete records utilizing the "Certificate of Disposal Form RC-3."

To facilitate the development, updating and/or revision of the Schedule of Records Retention and Disposition, and in reviewing requests for disposal of obsolete records, the District Records Commission shall utilize the following guidelines recommended by the State Auditor's office.

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

| Record Title and Description                  | Retention Period        |
|---|-------------------------|
| <b>BOARD RECORDS</b>                          |                         |
| Minutes                                       | Permanent               |
| Audio Tapes                                   | 2 Years                 |
| Blue Prints, Plans, Maps                      | Permanent               |
| Deeds, Easements, Leases                      | Permanent               |
| Board Policy Books and Other Adopted Policies | 1 Year After Superseded |
| Administrative Regulations                    | 1 Year After Superseded |

|                              |                                       |
|------------------------------|---------------------------------------|
| Court Decisions              | Permanent                             |
| Claims and Litigation        | Permanent                             |
| Elections                    | 10 Years                              |
| Record Disposal Forms (RC-3) | 10 Years                              |
| Bargaining Agreements        | 10 Years After Expiration             |
| Budget Policy Files          | 5 Years                               |
| Worker's Compensation Claims | 10 Years After Financial Payment Made |
| Bank Depository Agreements   | 4 Years After Completion              |

## Record Title and Description

## Retention Period

## BOARD RECORDS (cont'd)

|                                    |                    |
|------------------------------------|--------------------|
| Organization Reports               | 2 Years**          |
| Board Meeting Notes                | 1 Year             |
| Agendas                            | 1 Calendar Year ** |
| Adopted Courses of Study           | Until Superseded   |
| Adopted Special Education Programs | Until Superseded   |
| Adopted Special Programs           | Until Superseded   |
| Employees Files                    |                    |

(Employment Applications, Resumes, Contracts/Salary Notices, Evaluations, Personnel Actions, Absence Certification, Transcripts And Any Other Documents Which Become Part of the File.)

Certified Active Employees

Permanent

|                                 |                  |
|---------------------------------|------------------|
| Classified Active Employees     | Permanent        |
| Certificated Inactive Employees | Permanent***     |
| Record Title and Description    | Retention Period |

## BOARD RECORDS (cont'd)

|  |   |
|--|---|
| Classified Inactive Employees                          | Permanent***                              |
| Civil Rights, Civil Services, and Disciplinary Reports | Permanent***                              |
| Retirement Letters                                     | Permanent***                              |
| Substitute Records                                     | 25 Years                                  |
| Employee Contracts                                     | 4 Years After Termination From Employment |
| Professional Conference Applications                   | 2 Years **                                |
| Irregular Employee Contracts (Substitutes, etc.)       | 4 Years After Contract Expires            |
| Unemployment Claims                                    | 5 Years                                   |
| Unemployment   | 5 Years                                   |
| Applications (Not Hired)                               | 2 Years**                                 |
| Schedules of Employees                                 | Fiscal Year Plus 2 years                  |
| Student Helper Applications                            | 2 Years                                   |
| Teacher Personnel Reports (Internal)                   | Fiscal Year Plus 1 Year                   |
| I-9 Immigration Verification Forms                     | Termination of Employment Plus 1 Year     |
| Job Description  | Retain until superceded or obsolete       |
| Record Title and Description                           | Retention Period                          |

## STUDENT RECORDS

Permanent\*\*\*

Student Record Folders  
 Enrollment/Withdrawal  
 Information  
 Grades/Transcripts  
 Activities Record  
 Attendance Records  
 Individual Test Results  
     Standardized  
     Competency/Proficiency  
     Aptitude  
 Intervention Records  
 Foreign Exchange Records  
 Suspension/Expulsions  
 Home Schooled Student Records

Office Record Card (K-9)

Permanent\*\*\*

Cosmetology Records (Vocational)

Permanent\*\*\*

Health/Medical Records

7 Years After Graduation

Visual Screening

Hearing Screening

Immunization Records

Discipline Records

1 Year After Student Leaves School

Letters to Parents

Office Discipline

Psychological Records (Restricted)

Permanent\*\*\*

Child Abuse/Neglect

7 Years After Graduation

Referral Letters

Teacher Grade Books/Records

3 Years\*\*

Record Title and Description

Retention Period

**STUDENT RECORDS (cont'd)**

|  |                                    |
|--|------------------------------------|
| Pre-School Screening Profiles                                    | 3 Years                            |
| Age And Schooling Records (Work Permits)                         | 3 Years                            |
| Accident Reports   | 5 Years Provided No Action Pending |
| Individual Education Plan (IEP)                                  | Permanent                          |
| Free/Reduced Price Lunch Application                             | 4 Years                            |
| Emergency Information  | Until Superseded                   |
| Court orders on guardianship or parental rights/responsibilities | Until Superseded                   |

**BUILDING RECORDS**

|                                |                  |
|--------------------------------|------------------|
| Tornado and Fire Drill Records | 1 Year*          |
| Building Health Inspections    | 2 Years*         |
| Student Activity Records       | 2 Years**        |
| Pay-In Forms                   |                  |
| Pay-Out Forms                  |                  |
| Account Forms/District         |                  |
| Budget Forms                   |                  |
| Requisitions                   |                  |
| Purchase Orders                |                  |
| Ticket Sale Reports            |                  |
| Receipts/Deposits Slips        | 4 Years**        |
| Budget/Appropriation Records   | 4 Years**        |
| Requisitions/Purchase Orders   | 10 Years**       |
| Textbook Inventories           | Until Superseded |
| Supplies Inventory             | Until Superseded |

|                              |                  |
|------------------------------|------------------|
| Student Handbooks            | Until Superseded |
| Record Title and Description | Retention Period |

**ADMINISTRATIVE RECORDS**

|   |                                       |
|---|---------------------------------------|
| School Calendars                                | 5 Years                               |
| Repair, Installation, and Maintenance Records   | 4 Years**                             |
| Prevailing Wage Records                         | 4 Years**                             |
| Rental Information (Use of Facilities)          | 4 Years**                             |
| Work Orders                                     | 4 Years**                             |
| Environmental Reports And Data (asbestos, etc.) | 4 Years**                             |
| Vandalism Reports                               | 4 Years**                             |
| Student Activity Purpose Clauses                | 4 Years**                             |
| Sales Potential Forms (Student Activities)      | 4 Years**                             |
| Bids and Specifications (Unsuccessful)          | 1 Year**                              |
| Bids and Specifications (Successful)            | 4 Years After Completion of Project** |

|                              |                  |
|------------------------------|------------------|
| Record Title and Description | Retention Period |
|------------------------------|------------------|

**ADMINISTRATIVE RECORDS (cont'd)**

|  |   |
|--|---|
| Contractor Files<br>(Resolutions, Additions, Drawings, etc.) | Until Project Complete,<br>if No Action Pending** |
| Preventive Maintenance Reports                               | Fiscal Year Plus 2 Year                           |
| Warranty/Guarantee   | Life/Warrant of Equipment                         |



|                               |                    |
|-------------------------------|--------------------|
| Plant and Equipment Inventory | Until Superseded** |
| Textbook/Workbook Inventory   | Until Superseded** |
| Supplies Inventory            | Until Superseded** |

| Record Title and Description | Retention Period |
|------------------------------|------------------|
|------------------------------|------------------|

**SPECIAL EDUCATION RECORDS**

|                                       |              |
|---------------------------------------|--------------|
| Special Education<br>Tutoring Reports | 10 Years     |
| Individual Educational Plan (IEP)     | Permanent    |
| Psychological Records (Restricted)    | Permanent*** |

**TRANSPORTATION RECORDS**

|   |                                    |
|---|------------------------------------|
| Driver Physical                             | 2 Years After Termination          |
| Fuel Consumption Data                       | 4 Years**                          |
| Transportation Records                      | 4 Years**                          |
| Field Trip Forms and Volunteer Driver Forms | Fiscal Year Plus 2 Years           |
| Accident Reports                            | 3 Years Provided No Action Pending |
| Vehicle Registration                        | Life of Vehicle                    |
| Vehicle License                             | 1 Year After Termination           |
| Driver Certifications                       | 1 Year After Termination           |

| Record Title and Description | Retention Period |
|------------------------------|------------------|
|------------------------------|------------------|

**TRANSPORTATION RECORDS (cont'd)**

|                                      |                         |
|--------------------------------------|-------------------------|
| Supplies Inventory                   | Until Superseded**      |
| Vehicle Defect Report                | Life of Vehicle         |
| <b>FOOD SERVICE RECORDS</b>          |                         |
| Food Service Records                 | 4 Years**               |
| Menus                                |                         |
| Food Production                      |                         |
| Milk Sold                            |                         |
| Students Served                      |                         |
| Lunchroom Records                    | 4 Years**               |
| Cash Register Tapes                  |                         |
| Cashier's Daily Reports              |                         |
| Lunchroom Reports (Free and Reduced) | 4 Years**               |
| Inventories                          | Until Superseded**      |
| Lunchroom License                    | 1 Year After Expiration |
| Record Title and Description         | Retention Period        |

**FINANCIAL RECORDS**

|                          |           |
|--------------------------|-----------|
| Annual Financial Reports | 5 Years** |
| Appropriation Ledgers    |           |
| Budget Ledgers           |           |
| Revenue Ledgers          |           |
| Vendor Listing           |           |
| Check Register           |           |
| Purchase Order Listing   |           |
| Invoice List             |           |
| Account Reports          |           |
| Financial Summary        |           |
| Detail Reports           |           |

|  |   |
|--|---|
| Activity Fund Cash Journal and Ledger      | 5 Years**   |
| Bond Register                              | 20 Years After Issue Expires                          |
| Securities                                 | Permanent***  |
| Investment Ledger                          | 5 Years**   |
| Foundation Distribution                    | 5 Years**   |
| Tax Settlements (Semi-Annual) and Advances | 5 Years**   |
| Budgets (Annual)                           | 5 Years**   |
| Insurance Policies                         | 15 Years After Expiration Provided All Claims Settled |

Record Title and Description

Retention Period

FINANCIAL RECORDS (cont'd)

|  |                           |
|--|---------------------------|
| Contracts  | 15 Years After Expiration |
| Bonds and Coupons  | Until Redeemed**          |
| Accounts Payable Ledgers   | 5 Years**                 |
| Account Receivable Ledgers   | 5 Years**                 |
| Budget Work Papers   | 5 Years**                 |
| Vouchers, Invoices and Purchase Orders   | 10 Years**                |
| State Program Files<br>Aux. Services, DPPF,<br>Adult Vocational<br>Excess Lottery, Data<br>Processing, Public/Private Grants, etc. | 10 Years **               |

|  |            |
|--|------------|
| Federal Program Files<br>Title I, II, III, IV-B<br>IV-C, & VI-B;<br>Chapter 1, 2;<br>Drug Free, etc. | 10 Years** |
| Travel Expenses Vouchers   | 10 Years** |
| Tax Anticipation Notes<br>(Records Borrowing Against Future Tax Collections)                         | 10 Years** |

| Record Title and Description | Retention Period |
|------------------------------|------------------|
|------------------------------|------------------|

**FINANCIAL RECORDS (cont'd)**

|  |                           |
|--|---------------------------|
| State Reimbursement Settlement Sheets  | 5 Years**                 |
| Unemployment Claims  | 5 Years                   |
| Employee Bonds, Board Member Bonds   | 5 Years                   |
| Certificate of Estimated Resources   | 15 Years After Expiration |
| Appropriation Resolutions  | 5 Years                   |
| Tax Appointments (Semi-annual)   | 5 Years                   |
| Canceled Checks and Bank Settlements   | 4 Years**                 |
| Publication Notice   | 4 Years**                 |
| Tuition Fees and Payments  | 4 Years**                 |
| School Finance (S.F.)<br>Monthly Statements  | 4 Years**                 |
| Investment Records (May include individual<br>Record of Investments, Bank Confirmation, Wire<br>Transfers, Copy of CD, etc.) | 4 Years**                 |
| Travel Expense Reports   | 10 Years**                |

| Record Title and Description   | Retention Period                      |
|--|---------------------------------------|
| State Sales Tax Reports  | 4 Years**                             |
| <b>FINANCIAL RECORDS (cont'd)</b>  |                                       |
| Student Activity Fund (Pay-Ins, Pay-Outs, Receipts/Deposits, Reports)  | 4 Years**                             |
| Check Registers  | 4 Years**                             |
| Deposit Slips/Cash Proofs  | 4 Years**                             |
| Bids and Specifications (Unsuccessful)   | 1 Year**                              |
| Bids and Specifications (Successful)   | 4 Years After Completion of Project** |
| Receipt Books  | 4 Years**                             |
| Extra Trip Records   | 4 Years**                             |
| Monthly Financial Reports  | 4 Years**                             |
| Accounting Data  | 4 Years**                             |
| Service Contracts  | 4 Years**                             |
| State Subsidy Reports<br>Application for Driver Education,<br>Student Transportation,<br>Special Education, etc. | 3 Years**                             |
| Delivery/Packing Slips   | 1 Year**                              |
| Requisitions   | 1 Year*                               |
| Record Title and Description   | Retention Period                      |

**PAYROLL RECORDS**

|                                   |                       |
|-----------------------------------|-----------------------|
| Payroll Ledgers                   | Permanent***          |
| BI-Weekly Payroll                 |                       |
| Reports, Quarterly                |                       |
| Payroll Reports                   |                       |
| Earnings Registers                | Permanent***          |
| By Staff Member                   |                       |
| By Calendar Year                  |                       |
| Monthly Payroll Reports           | Permanent***          |
| Leave Usage And Accumulation,     |                       |
| Retirement Service, etc.          |                       |
| Bureau of Employment              | 7 Years               |
| Service Quarterly Reports         |                       |
| W-2's, W-4's (Employer Copy)      | 6 Years and Current** |
| Federal Income Tax                | 6 Years and Current** |
| (Quarterly/Annual)                |                       |
| Ohio Income Tax                   | 6 Years and Current** |
| (Monthly/Annual)                  |                       |
| City Income Tax                   | 6 Years And Current** |
| (Monthly/Annual)                  |                       |
| School Income Tax                 | 6 Years and Current** |
| (Monthly/Annual)                  |                       |
| Payroll Reports                   | 4 Years**             |
| Reports Used for                  |                       |
| Each Payroll – Computer Generated |                       |

Record Title and Description

Retention Period

## PAYROLL RECORDS (cont'd)

|  |                  |
|--|------------------|
| Payroll Update Listing   | 4 Years**        |
| Payroll Calculations   | 4 Years**        |
| State Teachers System<br>And School Employees<br>Retirement System Waivers                             | Permanent***     |
| State Employees<br>Retirement System<br>(SERS)   | 4 Years**        |
| State Teachers<br>Retirement System (STRS) Reports   | 4 Years**        |
| Annuity Reports  | 4 Years**        |
| Benefit Folders/Reports  | 4 Years**        |
| Employee Request and/or<br>Authorization For Leave Forms<br>(Sick, Vacation, Personal, or Other Leave) | 4 Years**        |
| Deduction Reports<br>Voluntary Payroll<br>Deductions   | 4 Years**        |
| Employee Vacation/Sick Leave Records   | 4 Years**        |
| Time Sheets  | 6 Years**        |
| Record Title and Description   | Retention Period |

## PAYROLL RECORDS (cont'd)

|                                     |           |
|-------------------------------------|-----------|
| Overtime Authorization              | 6 Years   |
| Employee Insurance Bills<br>Medical | 4 Years** |

|                         |   |
|-------------------------|---|
| Dental                  |   |
| Life                    |   |
| Paycheck Register       | 4 Years**                               |
| Payroll Bank Statement  | 4 Years**                               |
| Deduction Authorization | Until Superseded or Employee Terminated |

**REPORTS**

|   |         |
|---|---------|
| State Audit Reports                           | 5 Years |
| #59, #659 and #4502                           | 5 Years |
| #25 and #625                                  | 5 Years |
| School Finance<br>(S.F.) Reports – Annual     | 5 Years |
| Special Education<br>(S.E.) Reports – Annual  | 7 Years |
| Vocation Education<br>(V.E.) Reports – Annual | 5 Years |
| Ohio Common Core Data<br>(OCCD) Reports       | 5 Years |

Record Title and Description

Retention Period

**REPORTS (cont'd)**

|  |              |
|--|--------------|
| Drivers Education Reports                  | 5 Years      |
| Ohio Department of Education (ODE) Reports | 5 Years      |
| Civil Rights Reports                       | Permanent*** |
| Title IX Reports                           | 10 Years     |



|   |                  |
|---|------------------|
| SM-1 & SM-2<br>(Annual and Quarterly)             | 10 Years         |
| State Minimum Standards                           | 10 Years         |
| Personnel State Reports<br>(Currently SF-1, CS-1) | 4 Years**        |
| Worker's Comp Wage<br>Reports (C. Auditor)        | 5 Years          |
| Bank Balance Certification<br>(Co. Auditor)       | 5 Years          |
| Transportation Reports                            | 4 Years**        |
| <b>OTHER</b>                                      |                  |
| Personnel Directory                               | 10 Years         |
| Employment Record<br>(By Grade and Building)      | Permanent***     |
| School Calendars                                  | 5 Years          |
| Record Title and Description                      | Retention Period |

**OTHER (cont'd)**

|  |                  |
|--|------------------|
| Building, Boiler,<br>Maintenance Reports   | 2 Years*         |
| Employee Handbooks   | Until Superseded |
| Directives, Standards,<br>Laws for Local, State and Federal<br>Governmental Agencies | Until Superseded |
| Attendance Records   | Until Superseded |

\*After End of Fiscal Year

\*\*Provided Audited

\*\*\*Hard Copy maintained for 5 Years, Then Microfilmed

Form RC-2, Ohio Historical Society

Department of the Treasury Internal Revenue Service  
**Form W-2 Wage and Tax Statement 2012** 0000745  
 OMB No. 1545-0048

Copy B To Be Filed With Employee's FEDERAL Tax Return.  
 This information is being furnished to the Internal Revenue Service.

**c** Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

**e** Employee's name, address, and ZIP code  
 RUTH A BRICKLEY  
 20762 PINEVIEW CIRCLE  
 STRONGSVILLE, OH 44149

|     |                                      |              |     |                                   |         |
|-----|--------------------------------------|--------------|-----|-----------------------------------|---------|
| 1   | Wages, tips, other compensation      | 4275.00      | 2   | Federal income tax withheld       | 524.66  |
| 7   | Social security tax                  |              | 3   | Social security wages             |         |
| 8   | Allocated tips                       |              | 5   | Medicare wages and tips           | 4750.00 |
| 9   | State income tax                     | 104.78       | 6   | Medicare tax withheld             | 68.89   |
| 10  | Dependent care benefits              |              | 11  | Nonqualified plans                |         |
| 12a | See instructions for box 12          |              | 12b |                                   |         |
| 12c |                                      |              | 12d |                                   |         |
| 13  | Statutory wife                       |              | 14  | Other                             |         |
| 14  | Retirement plan                      | X            |     |                                   |         |
| 15  | Third-party sick pay                 |              |     |                                   |         |
| 16  | Employer identification number (EIN) | 34-6002750   | 17  | Employee's social security number |         |
| 18  | State                                | OH           | 19  | State wages, tips, etc.           | 4275.00 |
| 20  | Employer's state ID number           | 51-318669    | 21  | State income tax                  | 98.00   |
| 22  | State wages, tips, etc.              | 4275.00      | 23  | Local wages, tips, etc.           | 4750.00 |
| 24  | State income tax                     | 104.78       | 25  | Local income tax                  | STAVL   |
| 26  | Local wages, tips, etc.              | 4750.00      | 27  | Local income tax                  | 98.00   |
| 28  | Locality name                        | STRONGSVILLE |     |                                   |         |

Department of the Treasury Internal Revenue Service  
**Form W-2 Wage and Tax Statement 2012** 0000745  
 OMB No. 1545-0048

Copy C For EMPLOYEE'S RECORDS. (See notice to Employee on back of Copy B.)

**c** Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

**e** Employee's name, address, and ZIP code  
 RUTH A BRICKLEY  
 20762 PINEVIEW CIRCLE  
 STRONGSVILLE, OH 44149

|     |                                      |              |     |                                   |         |
|-----|--------------------------------------|--------------|-----|-----------------------------------|---------|
| 1   | Wages, tips, other compensation      | 4275.00      | 2   | Federal income tax withheld       | 524.66  |
| 7   | Social security tax                  |              | 3   | Social security wages             |         |
| 8   | Allocated tips                       |              | 5   | Medicare wages and tips           | 4750.00 |
| 9   | State income tax                     | 104.78       | 6   | Medicare tax withheld             | 68.89   |
| 10  | Dependent care benefits              |              | 11  | Nonqualified plans                |         |
| 12a | See instructions for box 12          |              | 12b |                                   |         |
| 12c |                                      |              | 12d |                                   |         |
| 13  | Statutory wife                       |              | 14  | Other                             |         |
| 14  | Retirement plan                      | X            |     |                                   |         |
| 15  | Third-party sick pay                 |              |     |                                   |         |
| 16  | Employer identification number (EIN) | 34-6002750   | 17  | Employee's social security number |         |
| 18  | State                                | OH           | 19  | State wages, tips, etc.           | 4275.00 |
| 20  | Employer's state ID number           | 51-318669    | 21  | State income tax                  | 98.00   |
| 22  | State wages, tips, etc.              | 4275.00      | 23  | Local wages, tips, etc.           | 4750.00 |
| 24  | State income tax                     | 104.78       | 25  | Local income tax                  | STAVL   |
| 26  | Local wages, tips, etc.              | 4750.00      | 27  | Local income tax                  | 98.00   |
| 28  | Locality name                        | STRONGSVILLE |     |                                   |         |

Department of the Treasury Internal Revenue Service  
**Form W-2 Wage and Tax Statement 2012** 0000745  
 OMB No. 1545-0048

Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return.

**c** Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

**e** Employee's name, address, and ZIP code  
 RUTH A BRICKLEY  
 20762 PINEVIEW CIRCLE  
 STRONGSVILLE, OH 44149

|     |                                      |              |     |                                   |         |
|-----|--------------------------------------|--------------|-----|-----------------------------------|---------|
| 1   | Wages, tips, other compensation      | 4275.00      | 2   | Federal income tax withheld       | 524.66  |
| 7   | Social security tax                  |              | 3   | Social security wages             |         |
| 8   | Allocated tips                       |              | 5   | Medicare wages and tips           | 4750.00 |
| 9   | State income tax                     | 104.78       | 6   | Medicare tax withheld             | 68.89   |
| 10  | Dependent care benefits              |              | 11  | Nonqualified plans                |         |
| 12a | See instructions for box 12          |              | 12b |                                   |         |
| 12c |                                      |              | 12d |                                   |         |
| 13  | Statutory wife                       |              | 14  | Other                             |         |
| 14  | Retirement plan                      | X            |     |                                   |         |
| 15  | Third-party sick pay                 |              |     |                                   |         |
| 16  | Employer identification number (EIN) | 34-6002750   | 17  | Employee's social security number |         |
| 18  | State                                | OH           | 19  | State wages, tips, etc.           | 4275.00 |
| 20  | Employer's state ID number           | 51-318669    | 21  | State income tax                  | 98.00   |
| 22  | State wages, tips, etc.              | 4275.00      | 23  | Local wages, tips, etc.           | 4750.00 |
| 24  | State income tax                     | 104.78       | 25  | Local income tax                  | STAVL   |
| 26  | Local wages, tips, etc.              | 4750.00      | 27  | Local income tax                  | 98.00   |
| 28  | Locality name                        | STRONGSVILLE |     |                                   |         |

Department of the Treasury Internal Revenue Service  
**Form W-2 Wage and Tax Statement 2012** 0000745  
 OMB No. 1545-0048

Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return.

**c** Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

**e** Employee's name, address, and ZIP code  
 RUTH A BRICKLEY  
 20762 PINEVIEW CIRCLE  
 STRONGSVILLE, OH 44149

|     |                                      |              |     |                                   |         |
|-----|--------------------------------------|--------------|-----|-----------------------------------|---------|
| 1   | Wages, tips, other compensation      | 4275.00      | 2   | Federal income tax withheld       | 524.66  |
| 7   | Social security tax                  |              | 3   | Social security wages             |         |
| 8   | Allocated tips                       |              | 5   | Medicare wages and tips           | 4750.00 |
| 9   | State income tax                     | 104.78       | 6   | Medicare tax withheld             | 68.89   |
| 10  | Dependent care benefits              |              | 11  | Nonqualified plans                |         |
| 12a | See instructions for box 12          |              | 12b |                                   |         |
| 12c |                                      |              | 12d |                                   |         |
| 13  | Statutory wife                       |              | 14  | Other                             |         |
| 14  | Retirement plan                      | X            |     |                                   |         |
| 15  | Third-party sick pay                 |              |     |                                   |         |
| 16  | Employer identification number (EIN) | 34-6002750   | 17  | Employee's social security number |         |
| 18  | State                                | OH           | 19  | State wages, tips, etc.           | 4275.00 |
| 20  | Employer's state ID number           | 51-318669    | 21  | State income tax                  | 98.00   |
| 22  | State wages, tips, etc.              | 4275.00      | 23  | Local wages, tips, etc.           | 4750.00 |
| 24  | State income tax                     | 104.78       | 25  | Local income tax                  | STAVL   |
| 26  | Local wages, tips, etc.              | 4750.00      | 27  | Local income tax                  | 98.00   |
| 28  | Locality name                        | STRONGSVILLE |     |                                   |         |

STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

RUTH A BRICKLEY  
 20762 PINEVIEW CIRCLE  
 STRONGSVILLE, OH 44149

BLD-DEP  
 912000

Form **W-2 Wage and Tax Statement** **2012** 0000754  
 OMB No. 1545-0046

Department of the Treasury-Internal Revenue Service

Copy B To Be Filed With Employee's FEDERAL Tax Return. 104 information is being furnished to the Internal Revenue Service.

c Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

e Employee's name, address, and ZIP code  
 DAVID R FRAZEE  
 19908 STOUGHTON DR.  
 STRONGSVILLE, OH 44149

1 Wages, tips, other compensation 4050.00 2 Federal income tax withheld 403.20

7 Social security tax 3 Social security wages

8 Allocated tax 5 Medicare wages and tips 4500.00 6 Medicare tax withheld 65.25

10 Dependent care benefits 11 Nonqualified plans

12a See instructions for box 12 12b 12c

13 Statutory rate Retirement plan Third-party sick pay 14 Other

9 Employer identification number (EIN) 34-6002750 4 Employee's social security number

OH 51-316688 4050.00 92.37 4500.00 90.00 STRVL

15 State Employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

Form **W-2 Wage and Tax Statement** **2012** 0000754  
 OMB No. 1545-0046

Department of the Treasury-Internal Revenue Service

Copy C For EMPLOYEE'S RECORDS. (See Notes to Employee on back of Copy B).

c Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

e Employee's name, address, and ZIP code  
 DAVID R FRAZEE  
 19908 STOUGHTON DR.  
 STRONGSVILLE, OH 44149

1 Wages, tips, other compensation 4050.00 2 Federal income tax withheld 403.20

7 Social security tax 3 Social security wages

8 Allocated tax 5 Medicare wages and tips 4500.00 6 Medicare tax withheld 65.25

10 Dependent care benefits 11 Nonqualified plans

12a See instructions for box 12 12b 12c

13 Statutory rate Retirement plan Third-party sick pay 14 Other

9 Employer identification number (EIN) 34-6002750 4 Employee's social security number

OH 51-316688 4050.00 92.37 4500.00 90.00 STRVL

15 State Employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

Form **W-2 Wage and Tax Statement** **2012** 0000754  
 OMB No. 1545-0046

Department of the Treasury-Internal Revenue Service

Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return.

c Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

e Employee's name, address, and ZIP code  
 DAVID R FRAZEE  
 19908 STOUGHTON DR.  
 STRONGSVILLE, OH 44149

1 Wages, tips, other compensation 4050.00 2 Federal income tax withheld 403.20

7 Social security tax 3 Social security wages

8 Allocated tax 5 Medicare wages and tips 4500.00 6 Medicare tax withheld 65.25

10 Dependent care benefits 11 Nonqualified plans

12a See instructions for box 12 12b 12c

13 Statutory rate Retirement plan Third-party sick pay 14 Other

9 Employer identification number (EIN) 34-6002750 4 Employee's social security number

OH 51-316688 4050.00 92.37 4500.00 90.00 STRVL

15 State Employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

Form **W-2 Wage and Tax Statement** **2012** 0000754  
 OMB No. 1545-0046

Department of the Treasury-Internal Revenue Service

Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return.

c Employer's name, address, and ZIP code  
 STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

e Employee's name, address, and ZIP code  
 DAVID R FRAZEE  
 19908 STOUGHTON DR.  
 STRONGSVILLE, OH 44149

1 Wages, tips, other compensation 4050.00 2 Federal income tax withheld 403.20

7 Social security tax 3 Social security wages

8 Allocated tax 5 Medicare wages and tips 4500.00 6 Medicare tax withheld 65.25

10 Dependent care benefits 11 Nonqualified plans

12a See instructions for box 12 12b 12c

13 Statutory rate Retirement plan Third-party sick pay 14 Other

9 Employer identification number (EIN) 34-6002750 4 Employee's social security number

OH 51-316688 4050.00 92.37 4500.00 90.00 STRVL

15 State Employer's state ID number 16 State wages, tips, etc. 17 State income tax 18 Local wages, tips, etc. 19 Local income tax 20 Locality name

STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

DAVID R FRAZEE  
 19908 STOUGHTON DR.  
 STRONGSVILLE, OH 44149

BLD-DEP  
 912000

Form **W-2 Wage and Tax Statement** **2012**

0000096

Department of the Treasury - Internal Revenue Service

Copy B To Be Filed With Employer's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

|  |                                     |                               |                            |
|--|-------------------------------------|-------------------------------|----------------------------|
| 1 Wages, tips, other compensation      |                                     | 2 Federal income tax withheld |                            |
| 4275.00                                |                                     | 175.87                        |                            |
| 7 Social security tax                  | 3 Social security wages             | 8 Medicare wages and tips     | 9 Medicare tax withheld    |
|  |                                     | 4750.00                       | 68.88                      |
| 10 Dependent care benefits             | 11 Nonqualified plans               |                               |                            |
| 12a See instructions for box 12        | 12b                                 | 12c                           |                            |
| 13 Statutory rate                      | 13a Retirement                      | 13b Third-party sick pay      | 14 Other                   |
|  | <input checked="" type="checkbox"/> |                               |                            |
| 5 Employer identification number (EIN) | 6 Employee's social security number |                               |                            |
| 34-6002750                             |                                     |                               |                            |
| 15 State                               | 16 State wages, tips, etc.          | 17 State income tax           | 18 Local wages, tips, etc. |
| OH                                     | \$1,318,889                         | 4275.00                       | 109.76                     |
|  |                                     | 4750.00                       | 95.00                      |
|  |                                     |                               | STRVL                      |

Form **W-2 Wage and Tax Statement** **2012**

0000096

Department of the Treasury - Internal Revenue Service

Copy C For EMPLOYEE'S RECORDS. (See Notice to Employees at back of Copy B).

|  |                                     |                               |                            |
|--|-------------------------------------|-------------------------------|----------------------------|
| 1 Wages, tips, other compensation      |                                     | 2 Federal income tax withheld |                            |
| 4275.00                                |                                     | 175.87                        |                            |
| 7 Social security tax                  | 3 Social security wages             | 8 Medicare wages and tips     | 9 Medicare tax withheld    |
|  |                                     | 4750.00                       | 68.88                      |
| 10 Dependent care benefits             | 11 Nonqualified plans               |                               |                            |
| 12a See instructions for box 12        | 12b                                 | 12c                           |                            |
| 13 Statutory rate                      | 13a Retirement                      | 13b Third-party sick pay      | 14 Other                   |
|  | <input checked="" type="checkbox"/> |                               |                            |
| 5 Employer identification number (EIN) | 6 Employee's social security number |                               |                            |
| 34-6002750                             |                                     |                               |                            |
| 15 State                               | 16 State wages, tips, etc.          | 17 State income tax           | 18 Local wages, tips, etc. |
| OH                                     | \$1,318,889                         | 4275.00                       | 109.76                     |
|  |                                     | 4750.00                       | 95.00                      |
|  |                                     |                               | STRVL                      |

Form **W-2 Wage and Tax Statement** **2012**

0000096

Department of the Treasury - Internal Revenue Service

Copy D To Be Filed with Employer's State, City, or Local Income Tax Return.

|  |                                     |                               |                            |
|--|-------------------------------------|-------------------------------|----------------------------|
| 1 Wages, tips, other compensation      |                                     | 2 Federal income tax withheld |                            |
| 4275.00                                |                                     | 175.87                        |                            |
| 7 Social security tax                  | 3 Social security wages             | 8 Medicare wages and tips     | 9 Medicare tax withheld    |
|  |                                     | 4750.00                       | 68.88                      |
| 10 Dependent care benefits             | 11 Nonqualified plans               |                               |                            |
| 12a See instructions for box 12        | 12b                                 | 12c                           |                            |
| 13 Statutory rate                      | 13a Retirement                      | 13b Third-party sick pay      | 14 Other                   |
|  | <input checked="" type="checkbox"/> |                               |                            |
| 5 Employer identification number (EIN) | 6 Employee's social security number |                               |                            |
| 34-6002750                             |                                     |                               |                            |
| 15 State                               | 16 State wages, tips, etc.          | 17 State income tax           | 18 Local wages, tips, etc. |
| OH                                     | \$1,318,889                         | 4275.00                       | 109.76                     |
|  |                                     | 4750.00                       | 95.00                      |
|  |                                     |                               | STRVL                      |

Form **W-2 Wage and Tax Statement** **2012**

0000096

Department of the Treasury - Internal Revenue Service

Copy E To Be Filed with Employer's State, City, or Local Income Tax Return.

|  |                                     |                               |                            |
|--|-------------------------------------|-------------------------------|----------------------------|
| 1 Wages, tips, other compensation      |                                     | 2 Federal income tax withheld |                            |
| 4275.00                                |                                     | 175.87                        |                            |
| 7 Social security tax                  | 3 Social security wages             | 8 Medicare wages and tips     | 9 Medicare tax withheld    |
|  |                                     | 4750.00                       | 68.88                      |
| 10 Dependent care benefits             | 11 Nonqualified plans               |                               |                            |
| 12a See instructions for box 12        | 12b                                 | 12c                           |                            |
| 13 Statutory rate                      | 13a Retirement                      | 13b Third-party sick pay      | 14 Other                   |
|  | <input checked="" type="checkbox"/> |                               |                            |
| 5 Employer identification number (EIN) | 6 Employee's social security number |                               |                            |
| 34-6002750                             |                                     |                               |                            |
| 15 State                               | 16 State wages, tips, etc.          | 17 State income tax           | 18 Local wages, tips, etc. |
| OH                                     | \$1,318,889                         | 4275.00                       | 109.76                     |
|  |                                     | 4750.00                       | 95.00                      |
|  |                                     |                               | STRVL                      |

STRONGSVILLE CITY SCHOOL DIST.  
13200 PEARL RD.  
STRONGSVILLE OH 44136

RICHARD O MICKO  
20520 WILDWOOD LANE  
STRONGSVILLE, OH 44149

BLD-DEP  
014000

Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000773 OMB No. 1545-0048

Copy 2 To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

1 Wages, tips, other compensation: **4275.00** 2 Federal income tax withheld: **329.93**

3 Social security wages: 4 Social security tax withheld:

5 Medicare wages and tips: **4750.00** 6 Medicare tax withheld: **68.89**

7 Social security tips: 8 Allocated tips:

9 Dependent care benefits: 10 Nonqualified plans:

11a See instructions for box 12: 12b: 12c:

13 Disability and Retirement and Long-term care plan:

14 Other:

15 State: **OH** 16 State wages, tips, etc.: **4275.00** 17 State income tax: **100.99** 18 Local wages, tips, etc.: **4750.00** 19 Local income tax: **95.00** 20 Locality name: **STRVL**

Employer's name, address, and ZIP code: **STRONGSVILLE CITY SCHOOL DIST. 13200 PEARL RD. STRONGSVILLE OH 44136**

Employee's name, address, and ZIP code: **JENNIFER A SINISGALLI 20637 WESTMINSTER DR. STRONGSVILLE, OH 44149**

Employer identification number (EIN): **34-6002750**

Employee's social security number: [REDACTED]

Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000773 OMB No. 1545-0048

Copy 2 To Be Filed With EMPLOYEE'S RECORDS. (See Notice to Employee on back of Copy 2).

1 Wages, tips, other compensation: **4275.00** 2 Federal income tax withheld: **329.93**

3 Social security wages: 4 Social security tax withheld:

5 Medicare wages and tips: **4750.00** 6 Medicare tax withheld: **68.89**

7 Social security tips: 8 Allocated tips:

9 Dependent care benefits: 10 Nonqualified plans:

11a See instructions for box 12: 12b: 12c:

13 Disability and Retirement and Long-term care plan:

14 Other:

15 State: **OH** 16 State wages, tips, etc.: **4275.00** 17 State income tax: **100.99** 18 Local wages, tips, etc.: **4750.00** 19 Local income tax: **95.00** 20 Locality name: **STRVL**

Employer's name, address, and ZIP code: **STRONGSVILLE CITY SCHOOL DIST. 13200 PEARL RD. STRONGSVILLE OH 44136**

Employee's name, address, and ZIP code: **JENNIFER A SINISGALLI 20637 WESTMINSTER DR. STRONGSVILLE, OH 44149**

Employer identification number (EIN): **34-6002750**

Employee's social security number: [REDACTED]

Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000773 OMB No. 1545-0048

Copy 2 To Be Filed with Employee's State, City, or Local Income Tax Return.

1 Wages, tips, other compensation: **4275.00** 2 Federal income tax withheld: **329.93**

3 Social security wages: 4 Social security tax withheld:

5 Medicare wages and tips: **4750.00** 6 Medicare tax withheld: **68.89**

7 Social security tips: 8 Allocated tips:

9 Dependent care benefits: 10 Nonqualified plans:

11a See instructions for box 12: 12b: 12c:

13 Disability and Retirement and Long-term care plan:

14 Other:

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Employer's name, address, and ZIP code: **STRONGSVILLE CITY SCHOOL DIST. 13200 PEARL RD. STRONGSVILLE OH 44136**

Employee's name, address, and ZIP code: **JENNIFER A SINISGALLI 20637 WESTMINSTER DR. STRONGSVILLE, OH 44149**

Employer identification number (EIN): **34-6002750**

Employee's social security number: [REDACTED]

Department of the Treasury - Internal Revenue Service

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Employer identification number (EIN): **34-6002750**

Employee's social security number: [REDACTED]

STRONGSVILLE CITY SCHOOL DIST.  
13200 PEARL RD.  
STRONGSVILLE OH 44136

JENNIFER A SINISGALLI  
20637 WESTMINSTER DR.  
STRONGSVILLE, OH 44149

BLD-DEP  
912000

Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000767 OMB No. 1545-0048

Copy B To Be Filed With Employee's FEDERAL Tax Return. This information is being furnished to the Internal Revenue Service.

1 Employer's name, address, and ZIP code  
**STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136**

2 Wages, tips, other compensation: **4050.00**

3 Social security wages: **4050.00**

4 Federal income tax withheld: **163.28**

5 Medicare wages and tips: **4500.00**

6 Medicare tax withheld: **65.26**

7 Social security tips

8 Allocated tips

9 Dependent care benefits

10 Nonqualified plans

11 Other

12 State: **OH** 13 State wages, tips, etc.: **4050.00** 14 State income tax: **88.69** 15 Local wages, tips, etc.: **4500.00** 16 Local income tax: **90.00** 17 Locality name: **STRVIL**

Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000767 OMB No. 1545-0048

Copy C For EMPLOYEE'S RECORDS. (See Notice to Employees on back of Copy B).

1 Employer's name, address, and ZIP code  
**STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136**

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Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000767 OMB No. 1545-0048

Copy D To Be Filed with Employee's State, City, or Local Income Tax Return.

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 STRONGSVILLE OH 44136**

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Department of the Treasury - Internal Revenue Service

Form **W-2 Wage and Tax Statement** **2012** 0000767 OMB No. 1545-0048

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STRONGSVILLE CITY SCHOOL DIST.  
 13200 PEARL RD.  
 STRONGSVILLE OH 44136

CARL W NASO  
 17006 DEER PATH DRIVE  
 STRONGSVILLE, OH 44136

BLD-DEP  
 912000