

**CITY OF BEACHWOOD, OHIO  
RECORDS COMMISSION MEETING  
APRIL 21, 2019, 9:00 AM**

*\* Please note, this meeting will be held by video conference via Zoom and livestreamed on the City of Beachwood website at [www.beachwoodohio.com](http://www.beachwoodohio.com).*

*This Records Commission Meeting has been duly noticed and is being held in accordance with Ohio Revised Code Section 121.22 specific to recent Amendments made in light of the current COVID-19 declared emergency.*

1. Roll Call.
2. Discussion regarding RC-2 Changes for the Building Department.
3. Any other matters coming before the Records Commission.

XXX



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17th Avenue  
 Columbus, Ohio 43211-2497

## RECORDS RETENTION SCHEDULE (RC-2) - Part 1

*See instructions before completing this form. Must be submitted with PART 2*

### Section A: Local Government Unit

<b>City of Beachwood</b>	<b>Building</b>
(local government entity)	(unit)
<b>William Griswold</b>	<b>Building Commissioner</b>
(signature of responsible official)	(title)
	<b>4/14/2020</b>
	(date)

### Section B: Records Commission

<b>City of Beachwood</b>	<b>(216) 464-1070</b>
Records Commission	(telephone number)
<b>25325 Fairmount Blvd.</b>	<b>Beachwood</b>
(address)	(city)
	<b>44122</b>
	(zip code)
	<b>Cuyahoga</b>
	(county)

To have this form returned to the Records Commission electronically, include an email address:

[Diane.Calta@beachwoodohio.com](mailto:Diane.Calta@beachwoodohio.com)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature	Date
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### Section C: Ohio Historical Society - State Archives

Signature	Date
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### Section D: Auditor of State

Signature	Date
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*Please Note: The State Archives retains RC-2 forms permanently.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form.*

**Section E: Records Retention Schedule (RC-2) - Part 2****City of Beachwood****Building**

(local government entity)

(unit)

(1) Schedule Number	(2) Record title and description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BLD-227	Annexation Case Files	PERMANENT	Multi		<input type="checkbox"/>
BLD-228	Annexation Record	PERMANENT	Multi		<input type="checkbox"/>
BLD-229	Appeals on Interpretation of Code (Adjudication Orders)	2 years	Multi		<input type="checkbox"/>
BLD-233	Building Applications	1 year after expiration	Multi		<input type="checkbox"/>
BLD-234	Building Cards	PERMANENT	Multi		<input type="checkbox"/>
BLD-239	Building Plans - Commercial	PERMANENT	Multi		<input type="checkbox"/>
BLD-240	Building Plans - Municipal owned	PERMANENT	Multi		<input type="checkbox"/>
BLD-238	Building Plans - Residential	2 years after completion	Multi		<input type="checkbox"/>
BLD-242	Case files - BBS	5 years	Multi		<input type="checkbox"/>
BLD-243	Case files - Board of Zoning Appeals	PERMANENT	Multi		<input type="checkbox"/>
BLD-244	Certificate of Insurance	1 year	Multi		<input type="checkbox"/>
BLD-245	City Building Code	Until superseded or obsolete, retain one copy	Multi		<input type="checkbox"/>
BLD-247	Complaints	1 year pending no action	Multi		<input type="checkbox"/>

**Section E: Records Retention Schedule (RC-2) - Part 2****City of Beachwood****Building**

(local government entity)

(unit)

(1) Schedule Number	(2) Record title and description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BLD-248	Condemnation and Demolition Records	2 years	Multi		<input type="checkbox"/>
BLD-249	Contractor's Registration/ License ( General Contractor, Masonry, HVAC, Plumbing and Electrical)	1 year	Multi		<input type="checkbox"/>
BLD-515	Correspondence : Executive	5 years	Multi		<input type="checkbox"/>
BLD-488	Correspondence : General	2 years	Multi		<input type="checkbox"/>
BLD-517	Correspondence : Routine Letters	1 year	Multi		<input type="checkbox"/>
BLD-516	Correspondence : With Legislative Branch	3 years	Multi		<input type="checkbox"/>
BLD-489	Delivery Slips / Packing Slips	2 years	Multi		<input type="checkbox"/>
BLD-250	Demolition Permits	1 year after expiration	Multi		<input type="checkbox"/>
BLD-567	Demolition Plans	2 years after demolition	Multi		<input type="checkbox"/>
BLD-490	Facsimile (FAX) Messages	Treat as correspondence	Multi		<input type="checkbox"/>
BLD-491	Finance Budget Reports	1 year	Multi		<input type="checkbox"/>
BLD-492	Hatch Reports	1 year	Multi		<input type="checkbox"/>
BLD-251	House Number Record	PERMANENT	Multi		<input type="checkbox"/>

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BLD-252	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value, appraise for historical value	Multi		<input type="checkbox"/>
BLD-253	Index to Board of Zoning Adjustments Case Files	PERMANENT	Multi		<input type="checkbox"/>
BLD-254	Index to Variance Record	PERMANENT	Multi		<input type="checkbox"/>
BLD-255	Index to Zoning Case Record	PERMANENT	Multi		<input type="checkbox"/>
BLD-493	Inspection Reports	5 years	Multi		<input type="checkbox"/>
BLD-494	Invoices - Plan Review & Engineering	1 year	Multi		<input type="checkbox"/>
BLD-495	Leave Requests	1 year	Multi		<input type="checkbox"/>
BLD-496	Mail: Electronic (E-Mail)	Retain according to content. See Correspondence & Transient documents	Multi		<input type="checkbox"/>
BLD-497	Maps / Plats	Until information is superseded, obsolete, or replaced, then appraise for historical value	Multi		<input type="checkbox"/>
BLD-498	Material Safety Sheets	Until obsolete or superseded	Multi		<input type="checkbox"/>
BLD-499	Minutes of Meetings: Approved Hard Copy	PERMANENT	Multi		<input type="checkbox"/>
BLD-500	Minutes of Meetings: Audio Recording of Planning & Zoning Commission	PERMANENT	Multi		<input type="checkbox"/>
BLD-501	Minutes of Meetings: Drafts / Notes	Until hardcopy of minutes approved	Multi		<input type="checkbox"/>

**Section E: Records Retention Schedule (RC-2) - Part 2****City of Beachwood****Building**

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(1) Schedule Number	(2) Record title and description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BLD-259	Occupancy Permits ( Commercial, Residential and Rental)	1 year after expiration	Multi		<input type="checkbox"/>
BLD-260	Performance Bonds - Contractors	10 years after expiration	Multi		<input type="checkbox"/>
BLD-518	Periodic Sale Permits & Applications	2 years	Multi		<input type="checkbox"/>
BLD-261	Permits - All types (Building, HVAC, Electrical, Plumbing, Fire, Fence, Tent, House Sales, Masonry, Siding, Sign, Pool, Temp. Structure)	1 year after expiration	Multi		<input type="checkbox"/>
BLD-502	Plan Review Refund Letters	2 years	Multi		<input type="checkbox"/>
BLD-503	Pool Licenses	1 year after expiration	Multi		<input type="checkbox"/>
BLD-504	Project Manuals & Spec Books	1 year after final occupancy	Multi		<input type="checkbox"/>
BLD-505	Public Records Requests	2 years	Multi		<input type="checkbox"/>
BLD-506	Purchase Requisitions	1 year	Multi		<input type="checkbox"/>
BLD-508	Receipt Books	2 years	Multi		<input type="checkbox"/>
BLD-507	Receipts - AllTypes (Trash, ARB Fee, Plan Review Deposits, Engineer Deposits)	2 years	Multi		<input type="checkbox"/>
BLD-509	Record Retention Documents (RC1, RC2, RC3)	25 years	Multi		<input type="checkbox"/>
BLD-510	State Tax Reports	5 years	Multi		<input type="checkbox"/>

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(1) Schedule Number	(2) Record title and description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
BLD-512	Stop Work Orders	2 years	Multi		<input type="checkbox"/>
BLD-272	Street / Alley Vacation Case Files	PERMANENT	Multi		<input type="checkbox"/>
BLD-271	Street Name Change Record	PERMANENT	Multi		<input type="checkbox"/>
BLD-511	Street Opening Permits	1 year after expiration	Multi		<input type="checkbox"/>
BLD-519	Surveying - Field Notes	PERMANENT	Multi		<input type="checkbox"/>
BLD-568	Tenant Remodel Plans	5 years unless superseded by new construction/remodel	Multi		<input type="checkbox"/>
BLD-276	Violations	1 year or until corrected	Multi		<input type="checkbox"/>
BLD-513	Weekly Deposits	1 year	Multi		<input type="checkbox"/>
BLD-514	Zoning Refinance Letters	5 years	Multi		<input type="checkbox"/>