



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

OHIO HISTORY CONNECTION

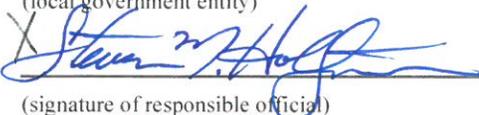
OCTOBER 21, 2024

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

Section A: Local Government Unit

City of Beachwood			Fire
(local government entity)			(unit)
	Steven Holtzman	Fire Chief	8/29/2024
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

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

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

Whitney.Crook@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.

	10/14/24
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

_____ Signature	Government Records Archivist	_____ Date
--------------------	-------------------------------------	---------------

Section D: Auditor of State

_____ Signature	_____ Date
--------------------	---------------

*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

Fire

(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
FIR-607	Administrative Standard Operating Procedures and Guidelines, receipt log	Until superseded	Multi		<input type="checkbox"/>
FIR-620	Arson reports	50 years, then appraise for historical value	Multi		<input checked="" type="checkbox"/>
FIR-618	Daily Log	10 years	Multi		<input type="checkbox"/>
FIR-648	Disaster plan	Until superseded	Multi		<input type="checkbox"/>
FIR-611	Employee information: Initial hiring, equipment issued/returned, reprimands, honors	Place in Operating File	Multi		<input type="checkbox"/>
FIR-614	Employee Injury - Infectious Exposure reports	30 years after retirement/resignation	Multi		<input type="checkbox"/>
FIR-613	Employee injury / Sick leave reports: NFIRS, incident report, witness & supervisor report, medical treatment & release to work forms, etc	Place in Operating File	Multi		<input type="checkbox"/>
FIR-612	Employee Rosters	Until superseded	Multi		<input type="checkbox"/>
FIR-610	Employee schedule : time off requests, schedules, calendars, attendance , OT forms, reports to the Chief	3 years, provided audited	Multi		<input type="checkbox"/>
FIR-652	Employee training records and certifications	Place in Operating File	Multi		<input type="checkbox"/>
FIR-616	EMS drug inventory and check sheets	3 years	Multi		<input type="checkbox"/>
FIR-615	EMS treatment/transport/run reports, attachments	7 years	Multi		<input type="checkbox"/>
FIR-645	EPA burning violation record	5 years after violation recorded	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

City of Beachwood

Fire

(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
FIR-632	Equipment maintenance: Requests, records, tests	Life of equipment or per State/NFPA standard, whichever is longer	Multi		<input type="checkbox"/>
FIR-631	Equipment warranty cards, forms	Until no longer administratively needed or equipment disposed of	Multi		<input type="checkbox"/>
FIR-649	Fire & Loss records/reports	PERMANENT	Multi		<input type="checkbox"/>
FIR-608	Fire Codes and Standards: International, State & Municipal	Until superseded	Multi		<input type="checkbox"/>
FIR-619	Fire incident reports	10 years	Multi		<input type="checkbox"/>
FIR-621	Fire investigation reports	50 years, then appraise for historical value	Multi		<input checked="" type="checkbox"/>
FIR-622	Fire preplan	Until superseded	Multi		<input type="checkbox"/>
FIR-636	Fire prevention citations	3 years	Multi		<input type="checkbox"/>
FIR-634	Fire prevention inspections	3 years	Multi		<input type="checkbox"/>
FIR-635	Fire prevention violation notices	1 year after violations corrected	Multi		<input type="checkbox"/>
FIR-633	Fire Prevention: tests and inspections, outside agency, i.e. acceptance annual/semi-annual (hood, sprinkler, standpipe, alarm, etc.)	3 years	Multi		<input type="checkbox"/>
FIR-646	Fireworks applications and permits	1 year after expiration	Multi		<input type="checkbox"/>
FIR-643	Hydrant flow tests (Water surveys)	3 years	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

City of Beachwood

Fire

(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
FIR-625	Hydrant flush records	2 years after test date or until no longer administratively needed, whichever is longer	Multi		<input type="checkbox"/>
FIR-624	Hydrant location list	PERMANENT	Multi		<input checked="" type="checkbox"/>
FIR-627	Hydrant repair list	2 Years after test date	Multi		<input type="checkbox"/>
FIR-628	Hydrant repair records	2 Years after test date	Multi		<input type="checkbox"/>
FIR-647	Insurance claim file	10 years after final settlement	Multi		<input type="checkbox"/>
FIR-630	Inventory	3 years	Multi		<input type="checkbox"/>
FIR-623	MABAS	Until superseded	Multi		<input type="checkbox"/>
FIR-639	Mercury drop-off forms and collection logs	At least 1 year, or until no longer administratively needed	Multi		<input type="checkbox"/>
FIR-640	MSDS forms- Informational from Various Businesses	Until superseded	Multi		<input type="checkbox"/>
FIR-617	Mutual Aid agreements	10 years after superseded	Multi		<input type="checkbox"/>
FIR-609	Operating file: Contains Department specific personnel information	At least 5 years after retirement/resignation	Multi		<input type="checkbox"/>
FIR-638	Permits - Fire prevention	2 years or until no longer needed, whichever is longer	Multi		<input type="checkbox"/>
FIR-637	Plans review - Fire prevention	2 years after building occupied	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2

City of Beachwood

Fire

(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
FIR-641	Public Education activity: visitor schedules, meeting agendas, logs, forms	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIR-642	Public Education CPR Billing Invoices	3 years, provided audited	Multi		<input type="checkbox"/>
FIR-666	Receipt Book	3 years, provided audited	Paper		<input type="checkbox"/>
FIR-626	Special teams agreements, i.e. HASRT, HTRT, SWAT, etc.	10 years after superseded	Multi		<input type="checkbox"/>
FIR-644	Storage tank records: Above and below ground	10 years after tank is out of service or removed	Multi		<input checked="" type="checkbox"/>
FIR-629	Vehicle check sheets - Fire & EMS, all vehicles	Until no longer administratively necessary	Multi		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C

