



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

OHIO HISTORY CONNECTION

MAY 14 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

Police

(local government entity)

(unit)

John Resek

Deputy Chief

5/13/2024

(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.

Records Commission Chair Signature

Date

5/13/24

Section C: Ohio Historical Society - State Archives

Signature

Date

5/29/2024

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

Police

(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
P-588	9-1-1/Radio/Telephone Dispatch Data	90 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-442	Arrest Files	PERMANENT	Multi		<input checked="" type="checkbox"/>
P-443	Auto Lockout Waiver Forms	1 year	Multi		<input type="checkbox"/>
P-482	BMV form 2255	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-601	Body Worn Camera (BWC) Recordings	30 days unless retained as evidence and no longer administratively necessary	Multi		<input type="checkbox"/>
P-470	Breathalyzer Test Records	Results electronically sent to the State of Ohio. Place paper copy in arrest file.	Multi		<input type="checkbox"/>
P-446	Criminal Case Files	PERMANENT	Multi		<input checked="" type="checkbox"/>
P-459	Evidence/Property Room Ledger	25 years	Multi		<input type="checkbox"/>
P-448	Expunged Cases	PERMANENT	Multi		<input type="checkbox"/>
P-593	Expunged Disciplinary Records Including Corresponding Internal Affairs Documents	As long as employed, and/or 2 years after separation	Multi		<input type="checkbox"/>
P-592	Expunged Police Officer's Personnel Record	2 years after separation and no longer administratively necessary	Multi		<input type="checkbox"/>
P-575	Extra Duty Employment Request Forms with payment method	3 years	Multi		<input type="checkbox"/>
P-586	GPS/MDT Messaging Data From Cruisers	90 Days and No Longer Administratively Necessary	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
P-449	In-Car Video Recordings	Until no longer administratively necessary (but at least 30 days provided no action pending	Multi		<input type="checkbox"/>
P-450	Incident Reports	10 years	Multi		<input type="checkbox"/>
P-596	Internal Affairs Control Log	PERMANENT	Multi		<input type="checkbox"/>
P-595	Internal Affairs Investigations	As long as employed, and/or 2 years after separation, and no longer administratively necessary	Multi		<input type="checkbox"/>
P-474	Jail Daily Log Book	5 years	Multi		<input type="checkbox"/>
P-475	Jail Fire Drills	2 years	Multi		<input type="checkbox"/>
P-476	Jail Inmate Records	Retained in Arrest Jackets	Multi		<input type="checkbox"/>
P-477	Jail Inspection Records	2 years	Multi		<input type="checkbox"/>
P-478	Jail Medical Journal	10 years	Multi		<input type="checkbox"/>
P-479	Jail Register	25 years	Electronic		<input type="checkbox"/>
P-480	Jail Visitor Log	2 years	Multi		<input type="checkbox"/>
P-451	Junk Vehicle Records	3 years	Multi		<input type="checkbox"/>
P-452	Juvenile Records	Until expunged or approval of destruction by Juvenile Court	Multi		<input type="checkbox"/>

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P-585	Key Logs - City Wide	30 days and no longer administratively necessary	Electronic		<input type="checkbox"/>
P-453	Law Enforcement Automatic Data Systems Records Printouts	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-473	Law Enforcement Trust / State & Federal Asset Forfeiture Records	10 years	Multi		<input type="checkbox"/>
P-584	License Plate Reader -LPR information	180 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-481	Liquor Permit Records	3 years	Multi		<input type="checkbox"/>
P-454	Misdemeanor Citations (copies)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-455	Parking ticket- file copy	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-590	Patrol Car Video Cams	30 Days Unless Retained As Evidence	Multi		<input type="checkbox"/>
P-456	Permits	1 year past expiration	Multi		<input type="checkbox"/>
P-597	Personnel Early Warning System	As long as employed, and/or 2 years after separation	Multi		<input type="checkbox"/>
P-457	Personnel Records (Former Employees)	Transfer to Human Resources upon termination of employment	Multi		<input type="checkbox"/>
P-458	Prisoner Booking Video Recording	Until no longer administratively necessary (but at least 30 days provided no action pending	Multi		<input type="checkbox"/>
P-471	Property Room Records (releases, transfers, disposal, etc)	5 years	Electronic		<input type="checkbox"/>

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P-483	Protection Orders	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-460	Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	Multi		<input type="checkbox"/>
P-461	Record Requests	Retain until forwarded to Law Department, and no longer administratively necessary.	Multi		<input type="checkbox"/>
P-574	Schedule Change Request Forms	90 Days	Multi		<input type="checkbox"/>
P-587	Security Video - All City Facilities	10 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-463	Shaker Court Dockets	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-464	Signal Service Customer Service Order (copy)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-465	State of Ohio Traffic Crash Report OH-1	6 years	Multi		<input type="checkbox"/>
P-466	Subpoenas, summonses or warrants	Until served, discharged, answered or withdrawn or until no longer administratively necessary	Multi		<input type="checkbox"/>
P-467	Tow Tickets	3 years	Multi		<input type="checkbox"/>
P-468	Traffic Citations (File Copy)	3 years, provided audited	Multi	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.	<input type="checkbox"/>
P-472	UCR/OBIRS Reports	3 years	Multi		<input type="checkbox"/>
P-469	Warning Citations	1 year from date of issue	Multi		<input type="checkbox"/>

