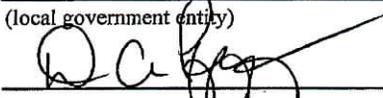


Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only	
Date Reviewed:	
Form Scanned:	

RECORDS RETENTION SCHEDULE (RC-2)

Section A: Local Government Unit

City of Beachwood	Payroll/Personnel		
(local government entity)	(unit)		
	David A. Pfaff	Finance Director	11/8/2011
(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: Patricia.Vanek@BeachwoodOhio.com

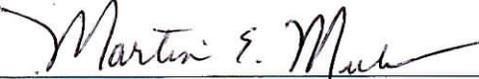
CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from 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.

	11-9-11
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

		12/14/11
Signature		Date

Section D: Auditor of State

	12-30-11
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

City of Beachwood

Payroll/Personnel

(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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
PAY-397	Address Changes	Place in Personnel File, until superseded	Paper		<input type="checkbox"/>
PAY-410	Annual Payroll Deduction/ Voucher Check Book	3 years, provided audited	Paper	Audited means: the records 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"/>
PAY-366	Application for Employment / Resume / Person Hired	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-367	Application for Employment / Resume / Person Not Hired	2 years	Paper		<input type="checkbox"/>
PAY-353	Application for PERS Refund or Waiver	PERMANENT	Paper		<input type="checkbox"/>
PAY-389	Authorization to Release Information Form	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-393	Cobra Forms - Initial Notice & Election Forms	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-368	Commendations/Promotions	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-354	Court Orders for payroll deduction	Until employee terminates or Order rescinded	Paper		<input type="checkbox"/>
PAY-398	Deferred Compensation Changes	Current form and preceding form.	Paper		<input type="checkbox"/>
PAY-390	Direct Deposit Form	Current form and preceding form.	Paper		<input type="checkbox"/>
PAY-394	Employee Attendance Cards	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-369	Employee Exposure to Hazards	Place in Medical File or Maintained by Individual Department	Paper		<input type="checkbox"/>
PAY-370	Employee Performance Evaluation	Until no longer administratively necessary, if conducted.	Paper		<input type="checkbox"/>
PAY-371	Employee Time Cards	3 years, provided audited	Paper		<input type="checkbox"/>
PAY-357	Employee withholding requests	Until replaced or revoked by employee	Paper		<input type="checkbox"/>
PAY-386	Employment Ordinances.	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-391	Ethics Policy Receipt Forms	Place in Personnel File	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

City of Beachwood

Payroll/Personnel

(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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
PAY-359	Form I-9	3 years after date of hire or 1 year after the date employment ends, whichever is later.	Paper		<input type="checkbox"/>
PAY-387	Form IT-4	Current form and preceding form.	Paper		<input type="checkbox"/>
PAY-358	Garnishment orders	Until employee terminates or Order rescinded	Paper		<input type="checkbox"/>
PAY-372	Grievance Hearing Records	1 year after final decision rendered	Paper		<input type="checkbox"/>
PAY-380	Grievance Hearing Ruling	3 years, then when no longer administratively necessary	Paper		<input type="checkbox"/>
PAY-373	Insurance Enrollment Record	1 year after employee leaves municipal employment	Paper		<input type="checkbox"/>
PAY-374	Job / Position Description	1 year after superseded or obsolete	Paper		<input type="checkbox"/>
PAY-375	Labor Union Agreements	15 years after expiration or termination	Paper		<input type="checkbox"/>
PAY-376	Leave Requests	3 years provided balances journalized	Paper		<input type="checkbox"/>
PAY-377	Letter of Appointment	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-378	Letter of Resignation	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-402	Medical Files: Worker's Compensation Paperwork Injury on Duty (IOD) Paperwork Physician/Doctor's Notes Medical Paperwork of a Diagnostic Nature Drug Testing Paperwork	PERMANENT	Paper		<input type="checkbox"/>
PAY-360	Notification of Pay Increases	Until superseded	Paper		<input type="checkbox"/>
PAY-385	Oaths of Office	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-414	Ohio Municipal League Enrollment Change Form	Current form and preceding form.	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule

City of Beachwood

Payroll/Personnel

(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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
PAY-388	P.E.R.S. and OP&F Application Forms	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-362	Payroll Book CD-ROM	PERMANENT	CD-ROM		<input type="checkbox"/>
PAY-361	Payroll Book: Time Sheets Payroll Processing Authorization Forms Pre-transmittal Audit Reports ADP Payroll Register/Reports YTD Report (Bi-weekly) Overtime Reports Quarterly/ Annual Payroll Summary Reports	3 years, provided audited	Paper		<input type="checkbox"/>
PAY-400	Payroll Correction Forms	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-411	Payroll Manual / Void Check Book	3 years, provided audited	Paper		<input type="checkbox"/>
PAY-379	Personnel Actions	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-381	Personnel File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, leave balances, taxes paid, resignation letter, retirement information and waivers.	Paper		<input type="checkbox"/>
PAY-415	Prevailing Wage Payrolls	1 year from contract completion provided audited	Paper		<input type="checkbox"/>
PAY-413	Preview Payroll Register	1 year provided audited	Paper		<input type="checkbox"/>
PAY-382	Promotion Action	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-364	Quarterly Reports Payroll Book: Qtrly Tax Verification Letter Quarterly Statement of Deposits and Filings Quarterly Wage and Tax Register Annual Statement of Deposits and Filings Ohio Dept. of Job & Family Svcs. & Oh Bureau of Employ. Svcs Qtrly Reports	6 years, provided audited	Paper		<input type="checkbox"/>
PAY-383	Record of Disciplinary Action	4 years or as stipulated in union contract	Paper		<input type="checkbox"/>
PAY-363	Report of Retirement Systems	50 years	Paper		<input type="checkbox"/>
PAY-395	Sick Leave Transfer Forms	Place in Personnel File	Paper		<input type="checkbox"/>

Audited in accordance with 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.

Section E: Records Retention Schedule

City of Beachwood
(local government entity)

Payroll/Personnel
(unit)

(1) Schedule Number	(2) Record title and description	(3) Retention Period	(4) Media Type	(5) For Use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
PAY-409	Time sheets & Time Cards for Seasonal & Temporary Recreation Employees	3 years provided audited or when no longer administratively necessary, whichever is longer	Paper		<input type="checkbox"/>
PAY-396	Training / Educational Certificates	Place in Personnel File	Paper		<input type="checkbox"/>
PAY-412	United Way Deduction Form	2 years, provided audited	Paper		<input type="checkbox"/>
PAY-399	Vacation Payout Forms	3 years, provided audited	Paper		<input type="checkbox"/>
PAY-365	W-2 Forms	6 years, provided audited	Paper		<input type="checkbox"/>
PAY-356	Withholding payment record	6 years, provided audited	Paper		<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.