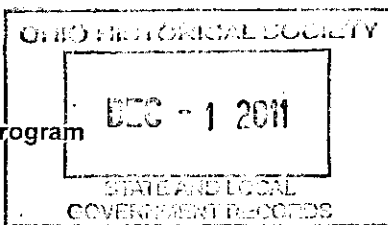
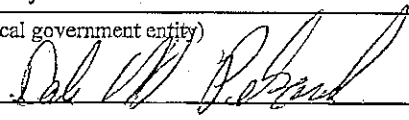


Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17th Avenue  
Columbus, Ohio 43211-2497



## RECORDS RETENTION SCHEDULE (RC-2)

### Section A: Local Government Unit

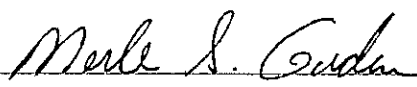
City of Beachwood			Service
(local government entity)			(unit)
	Dale Pekarek	Service Director	11/8/2011
(signature of responsible official)	(name)	(title)	(date)

### Section B: Records Commission

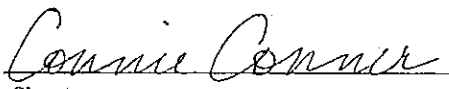
City of Beachwood			(216) 464-1070
Records Commission			(telephone number)
25325 Fairmount Blvd.	Beachwood	44122	Cuyahoga
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: [Patricia.Vanek@BeachwoodOhio.com](mailto:Patricia.Vanek@BeachwoodOhio.com)

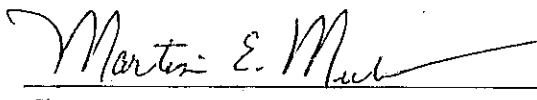
CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from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

	Goit Records Archivist	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 (local government entity)		Service (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
SVC-426	C.W.D. Billing Records	2 years	Paper		<input type="checkbox"/>
SVC-422	Daily Attendance Sheets	Until no longer administratively necessary	Paper		<input type="checkbox"/>
SVC-421	Daily Schedules	1 year	Paper		<input type="checkbox"/>
SVC-427	E.O.G. Billings Record	2 years	Paper		<input type="checkbox"/>
SVC-429	Monthly / Yearly Rubbish Totals	2 years	Paper		<input type="checkbox"/>
SVC-428	Sewer Tapes	5 years	Video Tape		<input type="checkbox"/>
SVC-424	Street Opening Permit Application	2 years after Street Opening Deposit Refunded	Paper		<input type="checkbox"/>
SVC-425	Street Opening Permit Books	PERMANENT	Paper		<input checked="" type="checkbox"/>
SVC-423	Street Opening Permits	2 years after Street Opening Deposit Refunded	Paper		<input type="checkbox"/>
SVC-420	Tree City Records	2 years	Paper		<input type="checkbox"/>