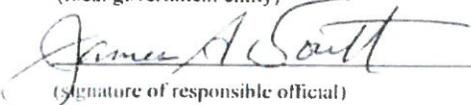


NOV - 6 2014

## RECORDS RETENTION SCHEDULE (RC-2)

<b>For State Archives - LGRP Use Only</b>
Date Reviewed: _____
Form Scanned: _____

### Section A: Local Government Unit

<b>City of Beachwood</b> (local government entity)	<b>Economic Development</b> (unit)		
 (signature of responsible official)	<b>James A. Doult</b> (name)	<b>Director</b> (title)	<b>10/28/2014</b> (date)

### Section B: Records Commission

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

To have this form returned to the Records Commission electronically, include an email address: [lupe.jones@beachwoodohio.com](mailto:lupe.jones@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.

  
Records Commission Chair Signature

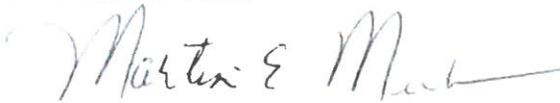
**10-29-14**  
Date

### Section C: Ohio Historical Society - State Archives

  
Signature

**11/13/14**  
Date

### Section D: Auditor of State

  
Signature

**12-3-14**  
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**

**Economic Development**

(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
ED-580	Economic Incentive Grant Program Files	Duration of Incentive plus 1 year and no longer administratively necessary	Multi	<input type="checkbox"/>	<input type="checkbox"/>
ED-579	Informational Data Bases ( available properties, restaurants,...)	Continually Updated, Revised or Erased and/or No Longer Administrative Value	Multi	<input type="checkbox"/>	<input type="checkbox"/>
ED-581	Planning Documents	5 years and no longer administratively necessary	Multi	<input type="checkbox"/>	<input type="checkbox"/>