



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)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Beachwood

Engineer

(local government entity)

(unit)

Thomas S. Kreczko

Thomas Kreczko

Engineer

11/9/2011

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

216-464-1070

City of Beachwood

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed 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 these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Meile S. Gorden

11/10/11

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Connor

Govt Records Archivist

11/28/11

Signature

Title

Date

Section D: Auditor of State

Martin E. March

12-13-11

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

SAO/LGRP-RC2-(Inst.) Revised September 2011

Section E: Records Retention Schedule

City of Beachwood

Engineer

(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/GRP	(6) RC-3 Required by OHS/GRP
ENG-407	Blue print, Maps and Plans (Street Record)	Life of Infrastructure then appraise for historical value	Paper		<input checked="" type="checkbox"/>
ENG-403	Change Orders	Place in Project File	Paper		<input type="checkbox"/>
ENG-404	Project Files (Contracts, specifications, change orders, preconstruction videos/dvds, progress reports, etc.)	15 years after completion	ALL MEDIA		<input checked="" type="checkbox"/>
ENG-405	Sanitary & Storm Sewer Records	PERMANENT	Paper		<input checked="" type="checkbox"/>
ENG-406	Sewer Testing Records	Until superseded	Paper		<input type="checkbox"/>