



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

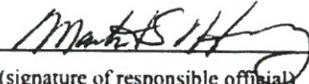
MAY 18 2018

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 (local government entity)	General Administration (unit)		
	Martin S. Horwitz	Mayor	5/16/2018
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

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

To have this form returned to the Records Commission electronically, include an email address:

Diane.Calta@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.

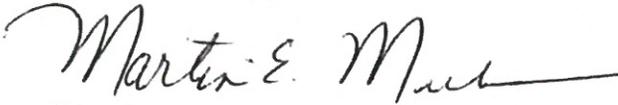

Records Commission Chair Signature

5/16/18
Date

Section C: Ohio Historical Society - State Archives

	Local Government Records Archivist	5/23/18
Signature		Date

Section D: Auditor of State


Signature

6-4-18
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

General Administration

(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
GAR-1	Accident Reports / Employee Injury Report	Place In Personnel File	Multi		<input type="checkbox"/>
GAR-2	Accident Reports: Bodily Injury to non-employee, Damage to Municipal Vehicle or Property	8 years provided no action pending	Multi		<input type="checkbox"/>
GAR-4	Agendas	6 years	Multi		<input type="checkbox"/>
GAR-8	Attendance Reports / Records	3 years	Multi		<input type="checkbox"/>
GAR-573	Awards/Plaques	Until no longer of administrative value, appraise for historical value	Multi		<input type="checkbox"/>
GAR-10	Badges and ID's	Turn in upon termination	Multi		<input type="checkbox"/>
GAR-11	Blank Forms	Until obsolete or superseded	Multi		<input type="checkbox"/>
GAR-12	Blueprints / Vellums	Until information is superseded, obsolete, or replaced, then appraise for historical value	Multi		<input checked="" type="checkbox"/>
GAR-13	Budget Preparation Documents (Working Papers)	4 years	Multi		<input type="checkbox"/>
GAR-14	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary	Multi		<input type="checkbox"/>
GAR-582	Business Calendar (Including Schedules and Appointment Documents for Official City Business)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
GAR-600	Complimentary Pool Pass Documents (Including but not limited to Requests, Passes, and Logs)	9 Months from Close of Pool Season	Multi		<input type="checkbox"/>
GAR-20	Copies - All media ; Official File Copy	Use applicable records series retention period	Multi		<input type="checkbox"/>

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GAR-21	Copies - All media : Reading\Informational\Reference Copy	Until no longer administratively necessary	Multi		<input type="checkbox"/>
GAR-25	Correspondence : Executive	5 years	Multi		<input type="checkbox"/>
GAR-23	Correspondence : General	2 years	Multi		<input type="checkbox"/>
GAR-22	Correspondence : Routine Form Letters	1 year	Multi		<input type="checkbox"/>
GAR-24	Correspondence : With Legislative Branch	3 years	Multi		<input type="checkbox"/>
GAR-26	Delivery Slips / Packing Slips	2 years	Multi		<input type="checkbox"/>
GAR-29	Drafts	Until no longer administratively necessary	Multi		<input type="checkbox"/>
GAR-30	Drawings, Tracings, Mylar	Until information is superseded, obsolete, or replaced, then appraise for historical value	Multi		<input checked="" type="checkbox"/>
GAR-31	Equipment Inventories	3 years	Multi		<input type="checkbox"/>
GAR-32	Equipment Maintenance Records	Life of equipment	Multi		<input type="checkbox"/>
GAR-33	Equipment Records - Personal Use Items (E.g. tools, weapons, clothing etc.)	Until equipment returned by employee	Multi		<input type="checkbox"/>
GAR-37	Facsimile (FAX) Messages	Treat as correspondence	Multi		<input type="checkbox"/>
GAR-39	Fuel Usage Records	3 years	Multi		<input type="checkbox"/>

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GAR-40	General Orders, Directives, Policies, Rules , Regulations or Procedures	Until superseded, retain one copy until audited	Multi		<input type="checkbox"/>
GAR-41	Grant Files / Records - Federal / State	5 years provided audited and disputes resolved	Multi		<input type="checkbox"/>
GAR-42	Hearings (Not Employee Related) Audio and Video Recordings	1 year	Multi		<input type="checkbox"/>
GAR-43	Hearings (Not Employee Related) Report of Proceedings	PERMANENT	Multi		<input type="checkbox"/>
GAR-44	Hearings (Not Employee Related) Transcripts	5 years	Multi		<input type="checkbox"/>
GAR-583	Informational Data Bases (Available Properties, restaurants,...)	Continually Updated, Revised or Erased and/or No Longer Administrative Value	Multi		<input type="checkbox"/>
GAR-45	Leases - Equipment	2 years after expiration	Multi		<input type="checkbox"/>
GAR-46	Leases - Real Estate	5 years after expiration	Multi		<input type="checkbox"/>
GAR-47	Licenses, Permits, Certifications	1 year after expiration	Multi		<input type="checkbox"/>
GAR-50	Mail: Electronic Mail (E-Mail)	Retain according to content. See Correspondence & Transient documents	Multi		<input type="checkbox"/>
GAR-49	Mail: Postal Records (e.g. Receipts / Postal Meter Documents)	2 years	Multi		<input type="checkbox"/>
GAR-48	Mail: Unsolicited Mail (e.g. anonymous / slanderous letters, groundless complaints, sales materials, etc.)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
GAR-56	Maps / Plats	Until information is superseded, obsolete, or replaced, then appraise for historical value	Multi		<input checked="" type="checkbox"/>

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GAR-57	Material Safety Sheets	Until obsolete or superseded	Multi		<input type="checkbox"/>
GAR-58	Meeting Notices (Sec. 121.22 ORC)	1 year	Multi		<input type="checkbox"/>
GAR-59	Memoranda	Treat as correspondence	Multi		<input type="checkbox"/>
GAR-60	Minutes of Meetings: Approved Hard Copy	PERMANENT	Paper		<input type="checkbox"/>
GAR-61	Minutes of Meetings: Audio Recordings of all Council Meetings, and Planning & Zoning Commission Meetings	PERMANENT	Multi		<input type="checkbox"/>
GAR-603	Minutes of Meetings: Audio Recordings of all other City Board Meetings, Commission Meetings and Committee Meetings	1 year after hard copy of minutes approved	Multi		<input type="checkbox"/>
GAR-62	Minutes of Meetings: Drafts / Notes	Until hardcopy of minutes approved	Multi		<input type="checkbox"/>
GAR-63	Municipal Publications	Until superseded or obsolete, retain one copy	Multi		<input type="checkbox"/>
GAR-68	Oaths of Office of Elected Officials	Place in Personnel File	Multi		<input type="checkbox"/>
GAR-571	Photo File (includes prints, slides, negatives, transparencies, and related photographic items)	Until information no longer current, then appraise for historical value	Multi		<input type="checkbox"/>
GAR-73	Receipts / Receipt Books	2 years, provided audited	Multi		<input type="checkbox"/>
GAR-74	Receiving Documents	3 years	Multi		<input type="checkbox"/>
GAR-76	Records Requests	2 years	Multi		<input type="checkbox"/>

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GAR-75	Records Retention Documents (RC1, RC2, RC3)	25 years	Multi		<input type="checkbox"/>
GAR-77	Reference / Library Materials	Until obsolete or superseded	Multi		<input type="checkbox"/>
GAR-78	Requisitions	3 years	Multi		<input type="checkbox"/>
GAR-80	Rosters / Directories	1 year after superseded or obsolete	Multi		<input type="checkbox"/>
GAR-572	Speeches/Presentations	3 years, then when no longer administratively necessary	Multi		<input type="checkbox"/>
GAR-86	Surveying - Field Notes	PERMANENT	Multi		<input checked="" type="checkbox"/>
GAR-88	Table of Organization / Organization Charts	Until updated or superseded	Multi		<input type="checkbox"/>
GAR-89	Telephone Records: Charges \ Bills \ Call Detail Records	2 years, provided audited	Multi		<input type="checkbox"/>
GAR-91	Telephone Records: Service Record	2 years	Multi		<input type="checkbox"/>
GAR-90	Telephone Records: System Documentation	Life of System	Multi		<input type="checkbox"/>
GAR-92	Telephone Records: System Equipment Inventory	Continually updated, retain superseded data 1 year	Multi		<input type="checkbox"/>
GAR-94	Transient Documents: Includes telephone messages, text messages, tweets, calendars, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
GAR-95	Uniform Record	3 years, provided audited	Multi		<input type="checkbox"/>

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GAR-96	Vehicle Maintenance Records	Until vehicle sold	Multi		<input type="checkbox"/>
GAR-97	Vehicle Mileage Records	Until vehicle sold	Multi		<input type="checkbox"/>
GAR-98	Visitors' Log or Sign-In Sheets	1 year	Multi		<input type="checkbox"/>
GAR-99	Voice Mail Messages/telephone messages/text messages/tweets	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
GAR-569	Website Content, Social Media Records, System logs, and Metadata (includes updates to the City web page, transactional server logs used for troubleshooting purposes and records that may be created when a user interacts with the website, including Facebook & Twitter, and records that hold very little administrative value to the office or person creating the records)	Continually Updated, Revised or Erased and/or No Longer Administrative Value	Multi		<input type="checkbox"/>
GAR-208	Wedding Worksheet	Until no longer administratively necessary	Multi		<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.