



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

OHIO HISTORY CONNECTION

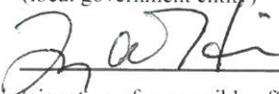
OCTOBER 21 2024

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

<b>City of Beachwood</b>			<b>Finance</b>
(local government entity)			(unit)
	<b>Larry Heiser</b>	<b>Finance Director</b>	<b>8/29/2024</b>
(signature of responsible official)	(name)	(title)	(date)

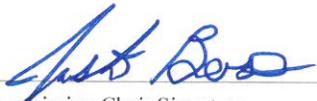
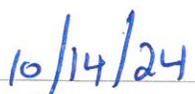
### Section B: Records Commission

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

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

[Whitney.Crook@beachwoodohio.com](mailto:Whitney.Crook@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	Date

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

Government Records Archivist

Signature	Date
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### Section D: Auditor of State

Signature	Date
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*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**

**Finance**

(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
FIN-208	198 Letter (Informational request letter-individuals)	Retain until audited, then destroy	Multi		<input type="checkbox"/>
FIN-105	Accounts Ledger	5 years , provided audited	Multi		<input type="checkbox"/>
FIN-106	Accounts Payable Files	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-107	Accounts Receivable Ledger, General	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-296	Admission Tax Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-109	Annual Appropriation Ordinances (copies)	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-110	Annual Certificate of Estimated Resources	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-197	Application for automatic extension of time to file	Retain until keyed into computer - Destroy after ext. has expired	Multi		<input type="checkbox"/>
FIN-206	Application For Municipal Income Tax Refund	Retained until keyed into computer - Then one audit. Destroy	Multi		<input type="checkbox"/>
FIN-113	Appropriation Ledger	5 years , provided audited	Multi		<input type="checkbox"/>
FIN-667	Attendance Sheets-Camps	3 years, provided audited	Paper		<input type="checkbox"/>
FIN-116	Audit Reports - Federal / Auditor of State	5 years	Multi		<input type="checkbox"/>
FIN-115	Audit Reports & Workpapers - Internal	5 years	Multi		<input type="checkbox"/>

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FIN-117	Bad check or Bad Debt Records	2 years after payment or settlement	Multi		<input type="checkbox"/>
FIN-119	Bank Deposit Records ( Receipts, Reconciliation, Slips, Statements, etc.)	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-201	Bank pledged collateral records	1 year after audited	Multi		<input type="checkbox"/>
FIN-348	Batch Listing Logs	3 years	Multi		<input type="checkbox"/>
FIN-120	Bid Bonds - Successful Bidder	Retain until acceptance of performance bond	Multi		<input type="checkbox"/>
FIN-121	Bid Bonds - Unsuccessful bidder	Return after projected awarded	Multi		<input type="checkbox"/>
FIN-122	Bids - Successful	15 years after completion	Multi		<input type="checkbox"/>
FIN-123	Bids - Unsuccessful	2 years after letting of the contract	Multi		<input type="checkbox"/>
FIN-124	Block Grant Documentation	5 years	Multi		<input type="checkbox"/>
FIN-125	Bond Register	PERMANENT	Multi		<input checked="" type="checkbox"/>
FIN-127	Budget Document	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-111	CAFR	PERMANENT	Multi		<input type="checkbox"/>
FIN-126	Canceled Checks	3 years, provided audited	Multi		<input type="checkbox"/>

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FIN-128	Capital Improvement Bonds	Until paid off and audited, then appraise for historical value	Multi		<input type="checkbox"/>
FIN-349	Cartridge Log Book	3 years	Multi		<input type="checkbox"/>
FIN-130	Cash Receipts and Disbursements Journals	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-134	Check Registers / Stubs / Carbons	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-136	Checks - Voided	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-346	Claims Payment Cards	3 years after fully paid.	Multi		<input type="checkbox"/>
FIN-145	Contracts and Agreements < \$50,000.00	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-149	Contracts and Agreements > or = \$50,000.00	15 years after expiration or termination	Multi		<input type="checkbox"/>
FIN-142	Damage Claims	Until settled and all appeals exhausted	Multi		<input type="checkbox"/>
FIN-205	Declaration of Estimated Income Tax (Form 32- Individual) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-200	Declaration of Estimated Municipal Tax (Form 20 - Net Profits) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-143	Deposit Files	3 years from final refund	Multi		<input type="checkbox"/>
FIN-210	Distribution of Payment By City & Tax Year (Form 09) * Microfilmed & Key punched for computer use	Retain until audited, then destroy	Multi		<input type="checkbox"/>

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FIN-204	Employer's Municipal Tax Withholding Statement (Form 11) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-485	Fax Log	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-146	Federal Revenue Sharing Account	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-147	Fixed Assets Reports	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-654	Franchise Tax Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-148	General Ledger	25 years	Multi		<input type="checkbox"/>
FIN-199	Individual Municipal Income Tax Final Return (Short Form 37-A)	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-198	Individual Municipal Tax Final Return (Long Form 37)	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-166	Individual record contained in one or more record titles	Shall be retained in applicable record title with the longest retention period	Multi		<input type="checkbox"/>
FIN-150	Insurance Policies	PERMANENT	Multi		<input type="checkbox"/>
FIN-578	Insurance Proposals/Bids (Successful & Unsuccessful)	1 year after policy expiration date	Multi		<input type="checkbox"/>
FIN-576	Insurance Specs	1 year after policy expiration date	Multi		<input type="checkbox"/>
FIN-168	Interim Financial Reports	Until no longer administratively necessary	Multi		<input type="checkbox"/>

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FIN-345	Internal Form 07 (Corrections)	Retain until audited, then destroy	Multi		<input type="checkbox"/>
FIN-486	Internet Browsing History	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-152	Investment Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-153	Invitation to Bid (ITB)	Place in successful contract file	Multi		<input type="checkbox"/>
FIN-154	Invoices and supporting documents	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-653	Lodging Tax Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-156	Monthly Report of Mayor's Court	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-159	Monthly Cash Receipt Detail File	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-158	Monthly Financial Report - December	PERMANENT	Multi		<input type="checkbox"/>
FIN-157	Monthly Financial Reports - January thru November	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-196	Municipal Income Tax Registration Form New Residents	Retain until keyed into computer - Then destroy	Multi		<input type="checkbox"/>
FIN-202	Net Profits Annual Tax Return (Form 27) * Microfilmed & Key punched for computer use	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-160	Pay-in Records	3 years, provided audited	Multi		<input type="checkbox"/>

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FIN-161	Performance Bonds	Place in contract file	Multi		<input type="checkbox"/>
FIN-484	Phone Log	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-167	Prevailing Wage Records	3 years	Multi		<input type="checkbox"/>
FIN-170	Purchase Orders - Copies	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-169	Purchase Orders - Original	3 years	Multi		<input type="checkbox"/>
FIN-171	Purchase Requisition	3 years	Multi		<input type="checkbox"/>
FIN-207	Quarterly Billings Statement (Form 08) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-172	Receiving Documents	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-203	Reconciliation of Returns of Income Tax Withheld (Form 17) * Microfilmed & Key punched for computer use	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-173	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-177	Request for Proposals (RFPs)	Place in successful contract file	Multi		<input type="checkbox"/>
FIN-179	Retirement System Exemption Record (Waiver)	PERMANENT	Multi		<input type="checkbox"/>
FIN-178	Retirement System Payments / Records	PERMANENT	Multi		<input type="checkbox"/>

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FIN-347	RITA Batch Slip	3 years	Multi		<input type="checkbox"/>
FIN-181	Settlement Sheet or Tax Distribution from County Auditor	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-114	Special Assessment Files	Until paid off and audited	Multi		<input type="checkbox"/>
FIN-185	Surety Bonds of Officials or Employees	10 years after termination of officer or employee	Multi		<input type="checkbox"/>
FIN-186	Tax Abatement Records	Duration of abatement plus 1-year	Multi		<input type="checkbox"/>
FIN-189	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited	Multi		<input type="checkbox"/>
FIN-188	Trial Balance Records	3 years	Multi		<input type="checkbox"/>
FIN-192	Unemployment Compensation Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-194	Vouchers Journal	Until audited	Multi		<input type="checkbox"/>
FIN-319	W-4 Forms	Current form and preceding form.	Multi		<input type="checkbox"/>
FIN-344	W-9 Form	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