



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

OHIO HISTORY CONNECTION

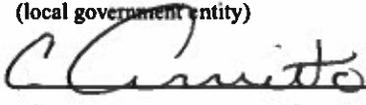
APRIL 11 2023

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	Public Works		
(local government entity)	(unit)		
	Chris Arrietta	Public Works Director	12/9/2022
(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:

Stewart.Hastings@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

12/19/22
 Date

Section C: Ohio Historical Society - State Archives

Signature	Government Records Archivist	4/13/2023
		Date

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

Public Works

(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
PWD-656	Application for Employment/Resume/Person not Hired	2 years	Multi		<input type="checkbox"/>
PWD-426	C.W.D. Billing Records	2 years	Multi		<input type="checkbox"/>
PWD-421	Daily Schedules	1 year	Multi		<input type="checkbox"/>
PWD-657	Leave Requests	3 years provided balances journalized	Multi		<input type="checkbox"/>
PWD-429	Monthly / Yearly Rubbish Totals	2 years	Multi		<input type="checkbox"/>
PWD-658	Overtime Sheets	3 years provided journalized	Multi		<input type="checkbox"/>
PWD-659	Receipt Books	2 years, provided audited	Multi		<input type="checkbox"/>
PWD-661	Safety Data Sheets	Until superseded	Multi		<input type="checkbox"/>
PWD-428	Sewer Tapes	5 years	Multi		<input type="checkbox"/>
PWD-660	Storm Water Inspection Reports	5 years	Multi		<input type="checkbox"/>
PWD-420	Tree City Records	2 years	Multi		<input type="checkbox"/>
PWD-662	Vehicle Maintenance Records	Until vehicle sold	Multi		<input type="checkbox"/>
PWD-422	Violations -Rubbish and Hazardous Trees	PERMANENT	Multi		<input type="checkbox"/>

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City of Beachwood

Public Works

(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
PWD-589	Workorders	Dispose of paper copy once workorder is completed and all information is entered into database.	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