



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

OHIO HISTORY CONNECTION
 FEBRUARY 15 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

City of Beachwood	Civil Service Commission		
(local government entity)	(unit)		
<i>Whitney M. Crook</i>	Whitney Crook	Sec. Civil Svc. Commission	2/12/2024
(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:

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	<i>[Signature]</i>	Date	<i>2/12/2024</i>
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Section C: Ohio Historical Society - State Archives

Government Records Archivist	2/21/2024
Signature	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.**

City of Beachwood

Civil Service Commission

(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
CSC-215	Application for Employment - Copies (C.S.C.)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
CSC-212	Application for Employment - Person Hired (C.S.C.)	Place in Civil Service File	Multi		<input type="checkbox"/>
CSC-214	Application for Employment - Person not hired (C.S.C.)	2 years after list expiration	Multi		<input type="checkbox"/>
CSC-663	Background Investigation -Person Not Hired	2 years after list expiration	Multi		<input type="checkbox"/>
CSC-216	Background Investigations - Person Hired	Place in Civil Service File	Multi		<input type="checkbox"/>
CSC-217	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.	Until list expires	Multi		<input type="checkbox"/>
CSC-219	Eligibility List	Until list expires	Multi		<input type="checkbox"/>
CSC-221	Hearing Case Files	10 years	Multi		<input type="checkbox"/>
CSC-223	Job / Position Descriptions	1 year after superseded or obsolete	Multi		<input type="checkbox"/>
CSC-225	Physical & Psychological Examinations- Person Hired	Place in Civil Service File	Multi		<input type="checkbox"/>
CSC-664	Physical & Psychological Examinations-Person Not Hired	2 years after list expiration	Multi		<input type="checkbox"/>
CSC-224	Polygraph / Voice Analysis Exams-Person Hired	Place in Civil Service File	Multi		<input type="checkbox"/>
CSC-665	Polygraph/Voice Analysis Exams- Person Not Hired	2 years after list expiration	Multi		<input type="checkbox"/>