



**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

<b>City of Beachwood</b>	<b>COUNCIL</b>		
(local government entity)	(unit)		
<i>Whitney Crook</i>	<b>Whitney Crook</b>	<b>Clerk of Council</b>	<b>12/11/2023</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	<i>[Signature]</i>	Date	<i>2/12/2024</i>
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### Section C: Ohio Historical Society - State Archives

	<b>Government Records Archivist</b>	<b>2/21/2024</b>
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.**

**Section E: Records Retention Schedule (RC-2) - Part 2**

**City of Beachwood**

**COUNCIL**

(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
COU-550	Charter and Amendments	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-551	Council Member's Files	Term of Office, then appraise for historical value	Multi		<input type="checkbox"/>
COU-553	Council Minutes & Agendas : Approved hard copy	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-554	Council Minutes : Audio recordings/Video recording	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-552	Council Minutes : Table of Contents	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-555	Drafts of letters, memoranda, worksheets, and informal notes (records that hold very little administrative value to the office or person creating the records)	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
COU-562	Liquor License Requests : Approved	2 years	Multi		<input type="checkbox"/>
COU-563	Liquor License Requests : Denied	1 year	Multi		<input type="checkbox"/>
COU-557	Ordinances	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-556	Ordinances / Resolutions: Table of Contents	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-558	Petitions (Miscellaneous not filed elsewhere)	5 years	Multi		<input type="checkbox"/>
COU-559	Proclamations	2 years	Multi		<input type="checkbox"/>
COU-565	Records Retention Documents (RC-1, RC-2, RC-3)	25 years	Multi		<input type="checkbox"/>

**Section E: Records Retention Schedule (RC-2) - Part 2**

**City of Beachwood**

**COUNCIL**

(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
COU-560	Reports to Council	2 years	Multi		<input type="checkbox"/>
COU-561	Resolutions	PERMANENT	Multi		<input checked="" type="checkbox"/>
COU-564	Subject & Administrative files	2 years	Multi		<input type="checkbox"/>