

**CITY OF BEACHWOOD, OHIO
RECORDS COMMISSION MEETING, FEBRUARY 12, 2024 AT
9:00 AM BEACHWOOD CITY HALL, CONFERENCE ROOM A
25325 FAIRMOUNT BOULEVARD, BEACHWOOD, OHIO, 44122**

1. Roll Call.
2. Review and Vote on RC-2 changes for Law Department, Civil Service Commission, and City Council.
3. Discussion regarding dates for 2024 Meetings.
4. Any other matters coming before the Records Commission.

xxx



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

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	LAW
(local government entity)	(unit)
Todd Hunt	Law Director
12/11/2023	
(signature of responsible official)	(date)
(name)	(title)

Section B: Records Commission

City of Beachwood	(216) 464-1070
Records Commission	(telephone number)
25325 Fairmount Blvd.	Beachwood
(address)	(city)
	44122
	(zip code)
	Cuyahoga
	(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	Date
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Section C: Ohio Historical Society - State Archives

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

City of Beachwood

LAW

(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
LAW-542	Appointment books / calendars / schedules	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
LAW-525	Bid Bonds - Successful Bidder	Retain until acceptance of performance bond	Multi		<input type="checkbox"/>
LAW-526	Bid Bonds - Unsuccessful Bidder	Return after projected awarded	Multi		<input type="checkbox"/>
LAW-523	Bids - Successful	15 years after completion	Multi		<input type="checkbox"/>
LAW-524	Bids - Unsuccessful	2 years after letting of the contract	Multi		<input type="checkbox"/>
LAW-534	Case files - Civil	20 years provided no action pending	Multi		<input type="checkbox"/>
LAW-535	Case files - Criminal	20 years provided no action pending	Multi		<input type="checkbox"/>
LAW-533	City Property Files	PERMANENT	Multi		<input type="checkbox"/>
LAW-536	Claims for damages	2 years after case settled and all appeals exhausted	Multi		<input type="checkbox"/>
LAW-549	Contracts < \$50,000.00	5 years , provided audited	Multi		<input type="checkbox"/>
LAW-548	Contracts > or = \$50,000.00	15 years after expiration or termination	Multi		<input type="checkbox"/>
LAW-544	Correspondence : Executive	5 years	Multi		<input type="checkbox"/>
LAW-546	Correspondence : General	2 years	Multi		<input type="checkbox"/>

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City of Beachwood

LAW

(local government entity)

(unit)

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LAW-545	Correspondence : Legislative Branch	3 years	Multi		<input type="checkbox"/>
LAW-547	Correspondence : Routine Form Letters	1 year	Multi		<input type="checkbox"/>
LAW-532	Court Transcripts	20 years provided no action pending	Multi		<input type="checkbox"/>
LAW-531	Deeds	PERMANENT	Multi		<input type="checkbox"/>
LAW-540	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"/>
LAW-528	Easements	PERMANENT	Multi		<input type="checkbox"/>
LAW-543	Facsimile logs / cover sheets / confirmation notices	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
LAW-522	Legal Notices	2 years	Multi		<input type="checkbox"/>
LAW-529	Legal Opinions	PERMANENT	Multi		<input type="checkbox"/>
LAW-537	Liability Waivers	3 years provided no action pending	Multi		<input type="checkbox"/>
LAW-566	Moral Claims	3 years, provided audited	Multi		<input type="checkbox"/>
LAW-527	Records Requests	2 years	Multi		<input type="checkbox"/>
LAW-530	Settlements	20 years provided no action pending	Multi		<input type="checkbox"/>

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City of Beachwood

LAW

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(unit)

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LAW-539	Transient Documents (including telephone messages, text messages, tweets, calendars, drafts and other documents that serve to convey information of temporary importance in lieu of oral communications)	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
LAW-541	Voicemail / telephone messages/ text messages/ tweets	Retain until no longer administratively necessary, then destroy (RC-3 not required)	Multi		<input type="checkbox"/>
LAW-538	Worker's Comp Claims	10 years after date of final payment	Multi		<input type="checkbox"/>



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Section A: Local Government Unit

City of Beachwood		COUNCIL	
(local government entity)		(unit)	
	Whitney Crook	Clerk of Council	12/11/2023
(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

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Records Commission Chair Signature	Date
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Section C: Ohio Historical Society - State Archives

Signature	Date
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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 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 type="checkbox"/>
COU-554	Council Minutes : Audio recordings/Video recording	PERMANENT	Multi		<input type="checkbox"/>
COU-552	Council Minutes : Table of Contents	PERMANENT	Multi		<input 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 type="checkbox"/>
COU-556	Ordinances / Resolutions: Table of Contents	PERMANENT	Multi		<input 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"/>

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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 type="checkbox"/>
COU-564	Subject & Administrative files	2 years	Multi		<input type="checkbox"/>



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Section A: Local Government Unit

City of Beachwood	Civil Service Commission		
(local government entity)	(unit)		
	Whitney Crook	Sec. Civil Svc. Commission	12/11/2023
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Beachwood	(216) 464-1070		
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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.)	1 year after list expiration	Multi		<input type="checkbox"/>
CSC-663	Background Investigation -Person Not Hired	1 year 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	1 year 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	1 year after list expiration	Multi		<input type="checkbox"/>