

**CITY OF BEACHWOOD, OHIO
RECORDS COMMISSION MEETING
DECEMBER 6, 2021, 9:00 AM
BEACHWOOD CITY HALL, MAYOR'S CONFERENCE ROOM
25325 FAIRMOUNT BOULEVARD, BEACHWOOD, OHIO, 44122**

1. Roll Call.
2. Discussion regarding RC-2 changes for the, Police Department, and the Finance Department.
3. 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	Police
(local government entity)	(unit)
Kate Dolan	Police Chief
(signature of responsible official)	(title)
11/23/2021	
	(date)

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:

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	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.
 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

Police

(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
P-588	9-1-1/Radio/Telephone Dispatch Data	90 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-442	Arrest Files	PERMANENT	Multi		<input type="checkbox"/>
P-443	Auto Lockout Waiver Forms	1 year	Multi		<input type="checkbox"/>
P-482	BMV form 2255	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-601	Body Worn Camera (BWC) Recordings	30 days unless retained as evidence and no longer administratively necessary	Multi		<input type="checkbox"/>
P-470	Breathalyzer Test Records	3 years	Multi		<input type="checkbox"/>
P-589	Counseling Record	90 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-446	Criminal Case Files	PERMANENT	Multi		<input type="checkbox"/>
P-448	Expunged Cases	PERMANENT	Multi		<input type="checkbox"/>
P-593	Expunged Disciplinary Records Including Corresponding Internal Affairs Documents	Two years after expunged and no longer administratively necessary	Multi		<input type="checkbox"/>
P-592	Expunged Police Officer's Personnel Record	2 years after separation and no longer administratively necessary	Multi		<input type="checkbox"/>
P-575	Extra Duty Employment Request Forms with payment method	3 years	Multi		<input type="checkbox"/>
P-586	GPS/MDT Messaging Data From Cruisers	90 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>

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

City of Beachwood

Police

(local government entity)

(unit)

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P-449	In-Car Video Recordings	Until no longer administratively necessary (but at least 30 days provided no action pending	Multi		<input type="checkbox"/>
P-450	Incident Reports	10 years	Multi		<input type="checkbox"/>
P-596	Internal Affairs Control Log	PERMANENT	Multi		<input type="checkbox"/>
P-595	Internal Affairs Investigations Not Resulting in Discipline	Two years after decision and no longer administratively necessary	Multi		<input type="checkbox"/>
P-594	Internal Affairs Investigations of Employees Separated Prior to May of 2015	Separation plus two years and until no longer administratively necessary	Multi		<input type="checkbox"/>
P-474	Jail Daily Log Book	5 years	Multi		<input type="checkbox"/>
P-475	Jail Fire Drills	2 years	Multi		<input type="checkbox"/>
P-476	Jail Inmate Records	Retained in Arrest Jackets	Multi		<input type="checkbox"/>
P-477	Jail Inspection Records	2 years	Multi		<input type="checkbox"/>
P-478	Jail Medical Journal	10 years	Multi		<input type="checkbox"/>
P-479	Jail Register	25 years	Multi		<input type="checkbox"/>
P-480	Jail Visitor Log	2 years	Multi		<input type="checkbox"/>
P-451	Junk Vehicle Records	3 years	Multi		<input type="checkbox"/>

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City of Beachwood

Police

(local government entity)

(unit)

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P-452	Juvenile Records	Until expunged or approval of destruction by Juvenile Court	Multi		<input type="checkbox"/>
P-585	Key Logs - City Wide	180 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-453	Law Enforcement Automatic Data Systems Records Printouts	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-473	Law Enforcement Trust / State & Federal Asset Forfeiture Records	10 years	Multi		<input type="checkbox"/>
P-584	License Plate Reader -LPR information	180 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-481	Liquor Permit Records	3 years	Multi		<input type="checkbox"/>
P-454	Misdemeanor Citations (copies)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-455	Parking ticket- file copy	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-590	Patrol Car Video Cams	30 Days Unless Retained As Evidence	Multi		<input type="checkbox"/>
P-456	Permits	1 year past expiration	Multi		<input type="checkbox"/>
P-597	Personnel Early Warning System	PERMANENT	Multi		<input type="checkbox"/>
P-457	Personnel Records (Former Employees)	Transfer to Human Resources upon termination of employment	Multi		<input type="checkbox"/>
P-458	Prisoner Booking Video Recording	Until no longer administratively necessary (but at least 30 days provided no action pending	Multi		<input type="checkbox"/>

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

City of Beachwood

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(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
P-459	Property Room Log	25 years	Multi		<input type="checkbox"/>
P-471	Property Room Records (releases, transfers, disposal, etc)	5 years	Multi		<input type="checkbox"/>
P-483	Protection Orders	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-460	Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	Multi		<input type="checkbox"/>
P-461	Record Requests	Retain until forwarded to Law Department, and no longer administratively necessary.	Multi		<input type="checkbox"/>
P-574	Schedule Change Request Forms	3 years provided balances journalized	Multi		<input type="checkbox"/>
P-587	Security Video - All City Facilities	10 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-463	Shaker Court Dockets	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-464	Signal Service Customer Service Order (copy)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-465	State of Ohio Traffic Crash Report OH-1	6 years	Multi		<input type="checkbox"/>
P-466	Subpoenas, summonses or warrants	Until served, discharged, answered or withdrawn or until no longer administratively necessary	Multi		<input type="checkbox"/>
P-467	Tow Tickets	3 years	Multi		<input type="checkbox"/>
P-468	Traffic Citations (File Copy)	3 years, provided audited	Multi		<input type="checkbox"/>

Section E: Records Retention Schedule (RC-2) - Part 2**City of Beachwood****Police**

(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
P-472	UCR/OBIRS Reports	3 years	Multi		<input type="checkbox"/>
P-469	Warning Citations	1 year from date of issue	Multi		<input type="checkbox"/>



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Section A: Local Government Unit

City of Beachwood	Finance
(local government entity)	(unit)
Larry Heiser	Finance Director
(signature of responsible official)	(title)
11/23/2021	
	(date)

Section B: Records Commission

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

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-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"/>
FIN-117	Bad check or Bad Debt Records	2 years after payment or settlement	Multi		<input type="checkbox"/>

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(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-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 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"/>
FIN-128	Capital Improvement Bonds	Until paid off and audited, then appraise for historical value	Multi		<input type="checkbox"/>

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(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-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"/>
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"/>

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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"/>
FIN-345	Internal Form 07 (Corrections)	Retain until audited, then destroy	Multi		<input type="checkbox"/>

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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"/>
FIN-161	Performance Bonds	Place in contract file	Multi		<input type="checkbox"/>

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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"/>
FIN-347	RITA Batch Slip	3 years	Multi		<input type="checkbox"/>

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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"/>