



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

MAY 18 2018

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> (local government entity)		<b>LAW</b> (unit)	
<i>Diane A. Calta</i> (signature of responsible official)	<b>Diane Calta</b> (name)	<b>Law Director</b> (title)	<b>5/16/2018</b> (date)

**Section B: Records Commission**

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

To have this form returned to the Records Commission electronically, include an email address:

[Diane.Calta@beachwoodohio.com](mailto:Diane.Calta@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.

*Martin SAH*  
 Records Commission Chair Signature

*5/16/18*  
 Date

**Section C: Ohio Historical Society - State Archives**

*Amanda Rindler* Local Government Records Archivist *5/23/18*  
 Signature Date

**Section D: Auditor of State**

*Martin E. Mue*  
 Signature

*6-4-18*  
 Date

*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  
(local government entity)

LAW  
(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-525	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 checked="" 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**

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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	3 years after case settled	Multi		<input type="checkbox"/>
LAW-531	Deeds	PERMANENT	Multi		<input checked="" 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 checked="" 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	5 years	Multi		<input type="checkbox"/>
LAW-529	Legal Opinions	PERMANENT	Multi		<input checked="" 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	5 years	Multi		<input type="checkbox"/>

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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"/>

**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.**