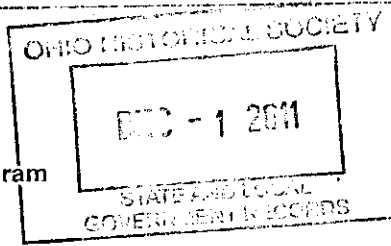


Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

Section A: Local Government Unit

City of Beachwood	Civil Service Commission		
(local government entity)	(unit)		
<i>Karen Navolanic</i>	Karen Navolanic	Sec. Civil Svc. Commission	11/8/2011
(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: Patricia.Vanek@BeachwoodOhio.com

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed 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.

<i>Mark S. Guden</i>	11-9-11
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

<i>Connie Conner</i>	<i>Govt Records Archivist</i>	12/14/11
Signature		Date

Section D: Auditor of State

<i>Martin E. Mohr</i>	12-30-11
Signature	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

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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
CSC-215	Application for Employment - Copies (C.S.C.)	Until no longer administratively necessary	Paper		<input type="checkbox"/>
CSC-212	Application for Employment - Person Hired (C.S.C.)	Place in Personnel File	Paper		<input type="checkbox"/>
CSC-214	Application for Employment - Person not hired (C.S.C.)	2 years	Paper		<input type="checkbox"/>
CSC-216	Background Investigations	2 years after position eligibility lists expires	Paper		<input type="checkbox"/>
CSC-217	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.	2 years after position eligibility lists expires	Paper		<input type="checkbox"/>
CSC-218	Classified Employees List	Until superseded	Paper		<input type="checkbox"/>
CSC-219	Eligibility List	Until list expires	Paper		<input type="checkbox"/>
CSC-220	Employment Information Files	Until superseded	Paper		<input type="checkbox"/>
CSC-221	Hearing Case Files	10 years	Paper		<input type="checkbox"/>
CSC-223	Job / Position Descriptions	1 year after superseded or obsolete	Paper		<input type="checkbox"/>
CSC-222	Job Classification List	Until superseded	Paper		<input type="checkbox"/>
CSC-69	Photo File (Includes prints, slides, negatives, and related photographic items)	Until no longer administratively necessary	ALL MEDIA		<input type="checkbox"/>
CSC-225	Physical & Psychological Examinations	2 years after position eligibility lists expires	Paper		<input type="checkbox"/>
CSC-224	Polygraph / Voice Analysis Exams	2 years after position eligibility lists expires	Paper		<input type="checkbox"/>
CSC-226	Substance Reports	2 years after position eligibility lists expires	Paper		<input type="checkbox"/>