




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**

City of Beachwood (local government entity)	Community Services (unit)		
	Karen Carmen	Community Services Director	5/16/2018
(signature of responsible official)	(name)	(title)	(date)


Section B: Records Commission

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

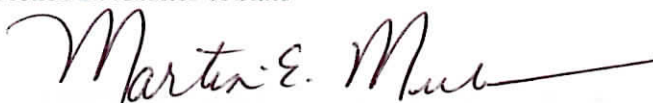
To have this form returned to the Records Commission electronically, include an email address:

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.


 Records Commission Chair Signature
5/16/18
Date**Section C: Ohio Historical Society - State Archives**

	Local Government Records Archivist	5/23/18
Signature		Date

Section D: Auditor of State

 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.**

City of Beachwood
(local government entity)

Community Services
(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
COM-290	Attendance Sheets - Camps	2 years, provided audited	Paper		<input type="checkbox"/>
COM-288	Attendance Sheets - Child Care	2 years, provided audited	Paper		<input type="checkbox"/>
COM-287	Attendance Sheets - Class	2 years, provided audited	Paper		<input type="checkbox"/>
COM-289	Attendance Sheets - Outings/Events	2 years, provided audited	Paper		<input type="checkbox"/>
COM-294	Camp Records	2 years	Paper		<input type="checkbox"/>
COM-139	Computer Generated Financial Reports - Annual	5 years	Paper		<input type="checkbox"/>
COM-602	Contracts < \$50,000.00	5 years, provided audited	Multi		<input type="checkbox"/>
COM-293	Distribution Report - with backup	2 years, provided audited	Paper		<input type="checkbox"/>
COM-296	Event Records	2 years	Paper		<input type="checkbox"/>
COM-599	Financial Assistance Request	1 year	Multi		<input type="checkbox"/>
COM-165	Phone Quotes / Confirmations	2 years	Paper		<input type="checkbox"/>
COM-283	Plans of Park Property	PERMANENT	Paper		<input checked="" type="checkbox"/>
COM-292	Refund Claim Form - with backup	2 years, provided audited	Paper		<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.

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

City of Beachwood (local government entity)		Community Services (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
COM-286	Registration Forms	2 years, provided audited	Paper		<input type="checkbox"/>
COM-141	Report of Cash Received	3 years, provided audited	Paper		<input type="checkbox"/>
COM-291	Room Request Sheets	2 years	Multi		<input type="checkbox"/>
COM-284	Swimming Pool Records	2 years	Paper		<input type="checkbox"/>
COM-285	Team Rosters and Score Books	1 year	Paper		<input type="checkbox"/>
COM-295	Theater Records	2 years	Paper		<input type="checkbox"/>
COM-604	Van Registration Form	Retain until keyed into the PTMS system, and no longer administratively necessary	Paper		<input type="checkbox"/>
COM-605	Van Registration Form	1 year after client becomes inactive.	Electronic		<input type="checkbox"/>
COM-606	Waiver and Release Forms	3 years provided no action pending	Paper		<input type="checkbox"/>

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