



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

AUG 18 2017

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<br>(local government entity)              | COUNCIL<br>(unit)       |                             |                     |
| <i>Whitney Crook</i><br>(signature of responsible official) | Whitney Crook<br>(name) | Clerk of Council<br>(title) | 8/10/2017<br>(date) |

## Section B: Records Commission

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

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

[hope.jones@beachwoodohio.com](mailto:hope.jones@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.

|   |                 |
|---|-----------------|
| <i>Merle S. Guden</i><br>Records Commission Chair Signature | 8/28/17<br>Date |
|---|-----------------|

## Section C: Ohio Historical Society - State Archives

|                                    |                                    |                 |
|------------------------------------|------------------------------------|-----------------|
| <i>Amanda Rindler</i><br>Signature | Local Government Records Archivist | 8/30/17<br>Date |
|------------------------------------|------------------------------------|-----------------|

## Section D: Auditor of State

|                                    |                 |
|------------------------------------|-----------------|
| <i>Martin E. Muel</i><br>Signature | 9-14-17<br>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**

**COUNCIL**

(local government entity)

(unit)

| (1)<br>Schedule<br>Number | (2)<br>Record title and description  | (3)<br>Retention Period  | (4)<br>Media Type | (5)<br>For Use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by LGRP |
|---------------------------|--|--|-------------------|---|------------------------------------|
| COU-550                   | Charter and Amendments   | PERMANENT  | Paper             |   | <input type="checkbox"/>           |
| COU-551                   | Council Member's Files   | Term of Office, then<br>appraise for historical value  | Paper             |   | <input type="checkbox"/>           |
| COU-553                   | Council Minutes & Agendas : Approved hard copy   | PERMANENT  | Paper             |   | <input type="checkbox"/>           |
| COU-554                   | Council Minutes : Audio recordings   | PERMANENT  | Multi             |   | <input type="checkbox"/>           |
| COU-552                   | Council Minutes : Index  | PERMANENT  | Paper             |   | <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<br>administratively necessary,<br>then destroy (RC-3 not<br>required) | Multi             |   | <input type="checkbox"/>           |
| COU-562                   | Liquor License Requests : Approved   | 3 years  | Paper             |   | <input type="checkbox"/>           |
| COU-563                   | Liquor License Requests : Denied   | 1 year   | Paper             |   | <input type="checkbox"/>           |
| COU-557                   | Ordinances   | PERMANENT  | Paper             |   | <input type="checkbox"/>           |
| COU-556                   | Ordinances / Resolutions: Index  | PERMANENT  | Paper             |   | <input type="checkbox"/>           |
| COU-558                   | Petitions (Miscellaneous not filed elsewhere)  | 5 years  | Paper             |   | <input type="checkbox"/>           |
| COU-559                   | Proclamations  | 2 years  | Paper             |   | <input type="checkbox"/>           |
| COU-565                   | Records Retention Documents (RC-1, RC-2, RC-3)   | 25 years   | Paper             |   | <input type="checkbox"/>           |

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**City of Beachwood**

**COUNCIL**

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|---------------------------|-------------------------------------|-------------------------|-------------------|---|------------------------------------|
| COU-560                   | Reports to Council                  | 5 years                 | Paper             |   | <input type="checkbox"/>           |
| COU-561                   | Resolutions                         | PERMANENT               | Paper             |   | <input type="checkbox"/> ✓         |
| COU-564                   | Subject & Administrative files      | 5 years                 | Paper             |   | <input type="checkbox"/>           |