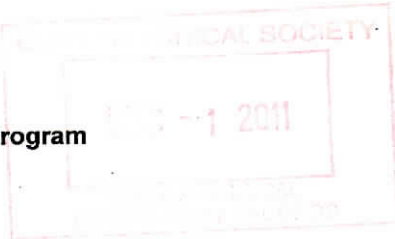


Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



For State Archives - LGRP Use Only	
Date Reviewed:	
Form Scanned:	

RECORDS RETENTION SCHEDULE (RC-2)

Section A: Local Government Unit

<u>City of Beachwood</u>	<u>Mayor's Court</u>
(local government entity)	(unit)
<u>Kelly Bowen</u>	<u>Kelly Bowen</u> <u>Clerk of Courts</u> <u>11/8/2011</u>
(signature of responsible official)	(name) (title) (date)

Section B: Records Commission

<u>City of Beachwood</u>	<u>(216) 464-1070</u>
Records Commission	(telephone number)
<u>25325 Fairmount Blvd.</u>	<u>Beachwood</u> <u>44122</u> <u>Cuyahoga</u>
(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.

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

Section C: Ohio Historical Society - State Archives

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

Section D: Auditor of State

<u>Martin E. Muck</u>	<u>12-30-11</u>
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

Mayor's Court

(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
C-437	Case files - Traffic & Criminal (Citations)	50 years after the date of the final order of the court or one year after the issuance of an audit report by the Auditor of state, whichever is later.	Paper		<input checked="" type="checkbox"/>
C-438	Citations / Parking	Until paid and Auditor of State issues an audit report	Paper		<input type="checkbox"/>
C-439	Docket, Journal, Index	PERMANENT	Paper: Prior to 9/94, Electronic: 9/94 and after		<input checked="" type="checkbox"/>
C-440	Monthly Statement / Report (to include check ledger, bank statements, cancelled checks)	3 years, provided audited	Paper		<input type="checkbox"/>
C-441	Receipt Books	4 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.