

CITY OF *Beachwood*

CITY OF BEACHWOOD, OHIO
RECORDS COMMISSION MEETING,
OCTOBER 14, 2024, AT 9:00 AM
BEACHWOOD CITY HALL, CONFERENCE ROOM A
25325 FAIRMOUNT BOULEVARD, BEACHWOOD, OHIO, 44122

AMENDED

1. Roll Call
2. Approval of Minutes
3. Review and Vote on RC-2 changes for Community Services, Finance, Fire
4. Records Disposal update
5. Discussion regarding dates for 2025 Meetings
6. Any other matters coming before the Records Commission

xxx

CITY OF *Beachwood*

Beachwood Records Commission Meeting Minutes
Monday, May 13, 2024, 9:00 AM
At Beachwood City Hall, Conference Room A,
25315 Fairmount Boulevard, Beachwood, Ohio 44122

Called to order by Alternate Chairman Larry Heiser
at 9:03 AM

Mayor Berns
Larry Heiser
Todd Hunt
Karen Saidel

1. Roll Call

Present – Mr. Heiser, Mr. Hunt, Ms. Saidel
Absent – Mayor Berns
Others Present – Mr. Rose, Ms. Jones

2. Approval of Minutes

Records Commission Meeting held on February 12, 2024

Moved by: L. Heiser, Seconded by: K. Saidel

Voice Vote

On the Approval:

Yes: 3
No: 0
Abstain: 0
Not Voting: 0

3. Discussion regarding Departmental RC-2 Changes

Mr. Rose summarized the amendments made to the RC-2 Records Retention Schedules for Fire, Police, and Building

On the Proposed Amendments to Departmental Retention Schedules (RC-2):

Moved by: T. Hunt, Seconded by: K. Saidel

Voice Vote: Yes: 3
 No: 0
 Abstain: 0
 Not Voting: 0
 MOTION ADOPTED

4. Discussion regarding Records Disposal

The Records Commission Secretary, Whitney Crook discussed Records Disposal that will be taking place over the Summer.

5. Discussion regarding Annual Records Training Requirements

The Commission Secretary also discussed annual Records Training Requirements and gave an update on completed and outstanding training.

6. Any other matters coming before the Records Commission.

None.

7. **Adjournment**

Moved by Mr. Heiser at 9:39 AM to adjourn until the next Records Commission Meeting

Approved:

Chairman

Whitney M. Crook, Clerk of Council



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

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	Finance
(local government entity)	(unit)
Larry Heiser	Finance Director
(signature of responsible official)	(title)
	8/29/2024
	(date)

Section B: Records Commission

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

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

Whitney.Crook@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	_____ Date
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Section C: Ohio Historical Society - State Archives

_____ Signature	_____ Date
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Section D: Auditor of State

_____ Signature	_____ Date
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*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

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-208	198 Letter (Informational request letter-individuals)	Retain until audited, then destroy	Multi		<input type="checkbox"/>
FIN-105	Accounts Ledger	5 years , provided audited	Multi		<input type="checkbox"/>
FIN-106	Accounts Payable Files	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-107	Accounts Receivable Ledger, General	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-296	Admission Tax Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-109	Annual Appropriation Ordinances (copies)	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-110	Annual Certificate of Estimated Resources	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-197	Application for automatic extension of time to file	Retain until keyed into computer - Destroy after ext. has expired	Multi		<input type="checkbox"/>
FIN-206	Application For Municipal Income Tax Refund	Retained until keyed into computer - Then one audit. Destroy	Multi		<input type="checkbox"/>
FIN-113	Appropriation Ledger	5 years , provided audited	Multi		<input type="checkbox"/>
FIN-667	Attendance Sheets-Camps	3 years, provided audited	Paper		<input type="checkbox"/>
FIN-116	Audit Reports - Federal / Auditor of State	5 years	Multi		<input type="checkbox"/>
FIN-115	Audit Reports & Workpapers - Internal	5 years	Multi		<input type="checkbox"/>

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

City of Beachwood

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-117	Bad check or Bad Debt Records	2 years after payment or settlement	Multi		<input type="checkbox"/>
FIN-119	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements, etc.)	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-201	Bank pledged collateral records	1 year after audited	Multi		<input type="checkbox"/>
FIN-348	Batch Listing Logs	3 years	Multi		<input type="checkbox"/>
FIN-120	Bid Bonds - Successful Bidder	Retain until acceptance of performance bond	Multi		<input type="checkbox"/>
FIN-121	Bid Bonds - Unsuccessful bidder	Return after projected awarded	Multi		<input type="checkbox"/>
FIN-122	Bids - Successful	15 years after completion	Multi		<input type="checkbox"/>
FIN-123	Bids - Unsuccessful	2 years after letting of the contract	Multi		<input type="checkbox"/>
FIN-124	Block Grant Documentation	5 years	Multi		<input type="checkbox"/>
FIN-125	Bond Register	PERMANENT	Multi		<input type="checkbox"/>
FIN-127	Budget Document	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-111	CAFR	PERMANENT	Multi		<input type="checkbox"/>
FIN-126	Canceled Checks	3 years, provided audited	Multi		<input type="checkbox"/>

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

City of Beachwood

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-128	Capital Improvement Bonds	Until paid off and audited, then appraise for historical value	Multi		<input type="checkbox"/>
FIN-349	Cartridge Log Book	3 years	Multi		<input type="checkbox"/>
FIN-130	Cash Receipts and Disbursements Journals	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-134	Check Registers / Stubs / Carbons	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-136	Checks - Voided	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-346	Claims Payment Cards	3 years after fully paid.	Multi		<input type="checkbox"/>
FIN-145	Contracts and Agreements < \$50,000.00	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-149	Contracts and Agreements > or = \$50,000.00	15 years after expiration or termination	Multi		<input type="checkbox"/>
FIN-142	Damage Claims	Until settled and all appeals exhausted	Multi		<input type="checkbox"/>
FIN-205	Declaration of Estimated Income Tax (Form 32- Individual) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-200	Declaration of Estimated Municipal Tax (Form 20 - Net Profits) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-143	Deposit Files	3 years from final refund	Multi		<input type="checkbox"/>
FIN-210	Distribution of Payment By City & Tax Year (Form 09) * Microfilmed & Key punched for computer use	Retain until audited, then destroy	Multi		<input type="checkbox"/>

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

City of Beachwood

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-204	Employer's Municipal Tax Withholding Statement (Form 11) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-485	Fax Log	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-146	Federal Revenue Sharing Account	7 years, provided audited	Multi		<input type="checkbox"/>
FIN-147	Fixed Assets Reports	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-654	Franchise Tax Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-148	General Ledger	25 years	Multi		<input type="checkbox"/>
FIN-199	Individual Municipal Income Tax Final Return (Short Form 37-A)	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-198	Individual Municipal Tax Final Return (Long Form 37)	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-166	Individual record contained in one or more record titles	Shall be retained in applicable record title with the longest retention period	Multi		<input type="checkbox"/>
FIN-150	Insurance Policies	PERMANENT	Multi		<input type="checkbox"/>
FIN-578	Insurance Proposals/Bids (Successful & Unsuccessful)	1 year after policy expiration date	Multi		<input type="checkbox"/>
FIN-576	Insurance Specs	1 year after policy expiration date	Multi		<input type="checkbox"/>
FIN-168	Interim Financial Reports	Until no longer administratively necessary	Multi		<input type="checkbox"/>

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

City of Beachwood

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-345	Internal Form 07 (Corrections)	Retain until audited, then destroy	Multi		<input type="checkbox"/>
FIN-486	Internet Browsing History	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-152	Investment Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-153	Invitation to Bid (ITB)	Place in successful contract file	Multi		<input type="checkbox"/>
FIN-154	Invoices and supporting documents	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-653	Lodging Tax Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-156	Monthly Report of Mayor's Court	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-159	Monthly Cash Receipt Detail File	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-158	Monthly Financial Report - December	PERMANENT	Multi		<input type="checkbox"/>
FIN-157	Monthly Financial Reports - January thru November	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-196	Municipal Income Tax Registration Form New Residents	Retain until keyed into computer - Then destroy	Multi		<input type="checkbox"/>
FIN-202	Net Profits Annual Tax Return (Form 27) * Microfilmed & Key punched for computer use	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-160	Pay-in Records	3 years, provided audited	Multi		<input type="checkbox"/>

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City of Beachwood

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-161	Performance Bonds	Place in contract file	Multi		<input type="checkbox"/>
FIN-484	Phone Log	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-167	Prevailing Wage Records	3 years	Multi		<input type="checkbox"/>
FIN-170	Purchase Orders - Copies	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIN-169	Purchase Orders - Original	3 years	Multi		<input type="checkbox"/>
FIN-171	Purchase Requisition	3 years	Multi		<input type="checkbox"/>
FIN-207	Quarterly Billings Statement (Form 08) * Microfilmed & Key punched for computer use	Retain paper copy until audited. Destroy	Multi		<input type="checkbox"/>
FIN-172	Receiving Documents	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-203	Reconciliation of Returns of Income Tax Withheld (Form 17) * Microfilmed & Key punched for computer use	Retain paper copy 6 years, or until audited	Multi		<input type="checkbox"/>
FIN-173	Reconciliation Sheets, Bank Accounts	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-177	Request for Proposals (RFPs)	Place in successful contract file	Multi		<input type="checkbox"/>
FIN-179	Retirement System Exemption Record (Waiver)	PERMANENT	Multi		<input type="checkbox"/>
FIN-178	Retirement System Payments / Records	PERMANENT	Multi		<input type="checkbox"/>

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

City of Beachwood

Finance

(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 LGRP	(6) RC-3 Required by LGRP
FIN-347	RITA Batch Slip	3 years	Multi		<input type="checkbox"/>
FIN-181	Settlement Sheet or Tax Distribution from County Auditor	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-114	Special Assessment Files	Until paid off and audited	Multi		<input type="checkbox"/>
FIN-185	Surety Bonds of Officials or Employees	10 years after termination of officer or employee	Multi		<input type="checkbox"/>
FIN-186	Tax Abatement Records	Duration of abatement plus 1-year	Multi		<input type="checkbox"/>
FIN-189	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited	Multi		<input type="checkbox"/>
FIN-188	Trial Balance Records	3 years	Multi		<input type="checkbox"/>
FIN-192	Unemployment Compensation Records	3 years, provided audited	Multi		<input type="checkbox"/>
FIN-194	Vouchers Journal	Until audited	Multi		<input type="checkbox"/>
FIN-319	W-4 Forms	Current form and preceding form.	Multi		<input type="checkbox"/>
FIN-344	W-9 Form	Until no longer administratively necessary	Multi		<input type="checkbox"/>



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

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	Community Services		
(local government entity)	(unit)		
Derek Schroeder	Community Services Director	8/29/2024	
(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:

Whitney.Crook@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	Date
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Section C: Ohio Historical Society - State Archives

Signature	Date
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Section D: Auditor of State

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

City of Beachwood

Community Services

(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 LGRP	(6) RC-3 Required by LGRP
COM-290	Attendance Sheets - Camps	Forward to Finance Department	Paper		<input type="checkbox"/>
COM-288	Attendance Sheets - Child Care	2 years, provided audited	Multi		<input type="checkbox"/>
COM-287	Attendance Sheets - Class	2 years, provided audited	Multi		<input type="checkbox"/>
COM-289	Attendance Sheets - Outings/Events	2 years, provided audited	Multi		<input type="checkbox"/>
COM-294	Camp Records	2 years	Multi		<input type="checkbox"/>
COM-139	Computer Generated Financial Reports - Annual	5 years	Multi		<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	Multi		<input type="checkbox"/>
COM-599	Financial Assistance Request	1 year	Multi		<input type="checkbox"/>
COM-165	Phone Quotes / Confirmations	2 years	Multi		<input type="checkbox"/>
COM-283	Plans of Park Property	PERMANENT	Multi		<input type="checkbox"/>
COM-292	Refund Claim Form - with backup	2 years, provided audited	Multi		<input type="checkbox"/>
COM-286	Registration Forms	3 years provided no action pending	Multi		<input type="checkbox"/>

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

City of Beachwood

Community Services

(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 LGRP	(6) RC-3 Required by LGRP
COM-141	Report of Cash Received	3 years, provided audited	Multi		<input type="checkbox"/>
COM-291	Room Request Sheets	2 years	Multi		<input type="checkbox"/>
COM-284	Swimming Pool Records	2 years	Multi		<input type="checkbox"/>
COM-285	Team Rosters and Score Books	1 year	Multi		<input type="checkbox"/>
COM-295	Theater Records	2 years	Multi		<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	Multi		<input type="checkbox"/>



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RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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Section A: Local Government Unit

City of Beachwood	Fire
(local government entity)	(unit)
Steven Holtzman	Fire Chief
(signature of responsible official)	(title)
	8/29/2024
	(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:

Whitney.Crook@beachwoodohio.com

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_____ Records Commission Chair Signature	_____ Date
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Section C: Ohio Historical Society - State Archives

_____ Signature	_____ Date
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Section D: Auditor of State

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

City of Beachwood

Fire

(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 LGRP	(6) RC-3 Required by LGRP
FIR-607	Adminstrative Standard Operating Procedures and Guidelines, receipt log	Until superseded	Multi		<input type="checkbox"/>
FIR-620	Arson reports	50 years, then appraise for historical value	Multi		<input type="checkbox"/>
FIR-618	Daily Log	10 years	Multi		<input type="checkbox"/>
FIR-648	Disaster plan	Until superseded	Multi		<input type="checkbox"/>
FIR-611	Employee information: Initial hiring, equipment issued/returned, reprimands, honors	Place in Operating File	Multi		<input type="checkbox"/>
FIR-614	Employee Injury - Infectious Exposure reports	30 years after retirement/resignation	Multi		<input type="checkbox"/>
FIR-613	Employee injury / Sick leave reports: NFIRS, incident report, witness & supervisor report, medical treatment & release to work forms, etc	Place in Operating File	Multi		<input type="checkbox"/>
FIR-612	Employee Rosters	Until superseded	Multi		<input type="checkbox"/>
FIR-610	Employee schedule : time off requests, schedules, calendars, attendance , OT forms, reports to the Chief	3 years, provided audited	Multi		<input type="checkbox"/>
FIR-652	Employee training records and certifications	Place in Operating File	Multi		<input type="checkbox"/>
FIR-616	EMS drug inventory and check sheets	3 years	Multi		<input type="checkbox"/>
FIR-615	EMS treatment/transport/run reports, attachments	7 years	Multi		<input type="checkbox"/>
FIR-645	EPA burning violation record	5 years after violation recorded	Multi		<input type="checkbox"/>

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

City of Beachwood

Fire

(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 LGRP	(6) RC-3 Required by LGRP
FIR-632	Equipment maintenance: Requests, records, tests	Life of equipment or per State/NFPA standard, whichever is longer	Multi		<input type="checkbox"/>
FIR-631	Equipment warranty cards, forms	Until no longer administratively needed or equipment disposed of	Multi		<input type="checkbox"/>
FIR-649	Fire & Loss records/reports	PERMANENT	Multi		<input type="checkbox"/>
FIR-608	Fire Codes and Standards: International, State & Municipal	Until superseded	Multi		<input type="checkbox"/>
FIR-619	Fire incident reports	10 years	Multi		<input type="checkbox"/>
FIR-621	Fire investigation reports	50 years, then appraise for historical value	Multi		<input type="checkbox"/>
FIR-622	Fire preplan	Until superseded	Multi		<input type="checkbox"/>
FIR-636	Fire prevention citations	3 years	Multi		<input type="checkbox"/>
FIR-634	Fire prevention inspections	3 years	Multi		<input type="checkbox"/>
FIR-635	Fire prevention violation notices	1 year after violations corrected	Multi		<input type="checkbox"/>
FIR-633	Fire Prevention: tests and inspections, outside agency, i.e. acceptance annual/semi-annual (hood, sprinkler, standpipe, alarm, etc.)	3 years	Multi		<input type="checkbox"/>
FIR-646	Fireworks applications and permits	1 year after expiration	Multi		<input type="checkbox"/>
FIR-643	Hydrant flow tests (Water surveys)	3 years	Multi		<input type="checkbox"/>

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

City of Beachwood

Fire

(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 LGRP	(6) RC-3 Required by LGRP
FIR-625	Hydrant flush records	2 years after test date or until no longer administratively needed, whichever is longer	Multi		<input type="checkbox"/>
FIR-624	Hydrant location list	PERMANENT	Multi		<input type="checkbox"/>
FIR-627	Hydrant repair list	2 Years after test date	Multi		<input type="checkbox"/>
FIR-628	Hydrant repair records	2 Years after test date	Multi		<input type="checkbox"/>
FIR-647	Insurance claim file	10 years after final settlement	Multi		<input type="checkbox"/>
FIR-630	Inventory	3 years	Multi		<input type="checkbox"/>
FIR-623	MABAS	Until superseded	Multi		<input type="checkbox"/>
FIR-639	Mercury drop-off forms and collection logs	At least 1 year, or until no longer administratively needed	Multi		<input type="checkbox"/>
FIR-640	MSDS forms- Informational from Various Businesses	Until superseded	Multi		<input type="checkbox"/>
FIR-617	Mutual Aid agreements	10 years after superseded	Multi		<input type="checkbox"/>
FIR-609	Operating file: Contains Department specific personnel information	At least 5 years after retirement/resignation	Multi		<input type="checkbox"/>
FIR-638	Permits - Fire prevention	2 years or until no longer needed, whichever is longer	Multi		<input type="checkbox"/>
FIR-637	Plans review - Fire prevention	2 years after building occupied	Multi		<input type="checkbox"/>

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

City of Beachwood

Fire

(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 LGRP	(6) RC-3 Required by LGRP
FIR-641	Public Education activity: visitor schedules, meeting agendas, logs, forms	Until no longer administratively necessary	Multi		<input type="checkbox"/>
FIR-642	Public Education CPR Billing Invoices	3 years, provided audited	Multi		<input type="checkbox"/>
FIR-666	Receipt Book	3 years, provided audited	Paper		<input type="checkbox"/>
FIR-626	Special teams agreements, i.e. HASRT, HTRT, SWAT, etc.	10 years after superseded	Multi		<input type="checkbox"/>
FIR-644	Storage tank records: Above and below ground	10 years after tank is out of service or removed	Multi		<input type="checkbox"/>
FIR-629	Vehicle check sheets - Fire & EMS, all vehicles	Until no longer administratively necessary	Multi		<input type="checkbox"/>