

# CITY OF *Beachwood*

CITY OF BEACHWOOD, OHIO  
RECORDS COMMISSION MEETING,  
DECEMBER 10, 20245 AT 10:00 AM  
BEACHWOOD CITY HALL, CONFERENCE ROOM A  
25325 FAIRMOUNT BOULEVARD, BEACHWOOD, OHIO, 44122

## AGENDA - AMENDED

1. Roll Call
2. Approval of the Minutes of the October 14, 2025 Records Commission Meeting
2. Review and Vote on RC-2 changes for Payroll/Personnel, Police Clerk of Courts and Police
3. Any other matters coming before the Records Commission

xxx

# CITY OF *Beachwood*

**Beachwood Records Commission Meeting Minutes  
Monday, October 14, 2024, 9:00 AM  
At Beachwood City Hall, Conference Room A,  
25315 Fairmount Boulevard, Beachwood, Ohio 44122**

**Called to order by Chairman Mayor Berns  
at 9:05 AM**

Mayor Berns  
Larry Heiser  
Todd Hunt  
Karen Saidel

## **1. Roll Call**

Present – Mayor Berns, Mr. Heiser, Mr. Hunt, Ms. Saidel  
Others Present – Fire Chief Holtzman, Ms. Jones, Ms. Ray,  
Mr. Rose, Mr. Schroeder

## **2. Approval of Minutes**

Records Commission Meeting held on May 13, 2024

Moved by: Mayor Berns, Seconded by: K. Saidel

### **Voice Vote**

### **On the Approval:**

Yes: 3

No: 0

Abstain: 0

Not Voting: 0

## **3. Review and Vote on RC-2 changes for Community Services, Finance, Fire**

Proposed amendments to the RC-2 Retention Schedules for the Community Services, Finance, and Fire Departments were introduced and discussed.

A motion was made and approved to adopt the proposed amendments.

Moved by: T. Hunt, Seconded by: L. Heiser

Voice Vote:    Yes: 4  
                  No: 0  
                  Abstain: 0  
                  Not Voting: 0  
                  **MOTION ADOPTED**

4. Records Disposal Update

The City's Records Manager, Whitney Crook, provided an update on records disposal initiatives for several departments, including Civil Service. Ms. Crook also reported that all annual records training requirements have been completed.

5. Discussion regarding dates for 2025 Meetings

The Commission discussed potential meeting dates for 2025. Ms. Crook will confirm available dates for May and October 2025.

6. Any other matters coming before the Records Commission.

None.

7. **Adjournment**

With no further business, the meeting was adjourned.

Moved by Mr. Heiser at 9:12 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**

<b>City of Beachwood</b>	<b>Payroll/Personnel</b>
(local government entity)	(unit)
<b>Larry Heiser</b>	<b>Finance Director</b>
(signature of responsible official)	(title)
	<b>12/4/2025</b>
	(date)

**Section B: Records Commission**

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

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

[Whitney.Crook@beachwoodohio.com](mailto: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

**Section C: Ohio Historical Society - State Archives**

\_\_\_\_\_  
 Signature Date

**Section D: Auditor of State**

\_\_\_\_\_  
 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 (RC-2) - Part 2

## City of Beachwood

## Payroll/Personnel

(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
PAY-397	Address Changes	Place in Personnel File, until superseded	Multi		<input type="checkbox"/>
PAY-410	Annual Payroll Deduction/ Voucher Check Book	3 years, provided audited	Multi		<input type="checkbox"/>
PAY-366	Application for Employment / Resume / Person Hired	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-367	Application for Employment / Resume / Person Not Hired	2 years	Multi		<input type="checkbox"/>
PAY-353	Application for PERS Refund or Waiver	PERMANENT	Multi		<input type="checkbox"/>
PAY-389	Authorization to Release Information Form	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-393	Cobra Forms - Initial Notice & Election Forms	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-368	Commendations/Promotions	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-354	Court Orders for payroll deduction	Until employee terminates or Order rescinded	Multi		<input type="checkbox"/>
PAY-398	Deferred Compensation Changes	Current form and preceding form.	Multi		<input type="checkbox"/>
PAY-390	Direct Deposit Form	Current form and preceding form.	Multi		<input type="checkbox"/>
PAY-394	Employee Attendance Cards	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-369	Employee Exposure to Hazards	Place in Medical File or Maintained by Individual Department	Multi		<input type="checkbox"/>

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

## City of Beachwood

## Payroll/Personnel

(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
PAY-370	Employee Performance Evaluation	Until no longer administratively necessary, if conducted.	Multi		<input type="checkbox"/>
PAY-371	Employee Time Cards	3 years, provided audited	Multi		<input type="checkbox"/>
PAY-357	Employee withholding requests	Until replaced or revoked by employee	Multi		<input type="checkbox"/>
PAY-386	Employment Ordinances	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-391	Ethics Policy Receipt Forms	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-359	Form I-9	3 years after date of hire or 1 year after the date employment ends, whichever is later.	Multi		<input type="checkbox"/>
PAY-387	Form IT-4	Current form and preceding form.	Multi		<input type="checkbox"/>
PAY-358	Garnishment orders	Until employee terminates or Order rescinded	Multi		<input type="checkbox"/>
PAY-372	Grievance Hearing Records	1 year after final decision rendered	Multi		<input type="checkbox"/>
PAY-380	Grievance Hearing Ruling	3 years, then when no longer administratively necessary	Multi		<input type="checkbox"/>
PAY-373	Insurance Enrollment Record	1 year after employee leaves municipal employment	Multi		<input type="checkbox"/>
PAY-374	Job / Position Description	1 year after superseded or obsolete	Multi		<input type="checkbox"/>
PAY-375	Labor Union Agreements	15 years after expiration or termination	Multi		<input type="checkbox"/>

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

## City of Beachwood

## Payroll/Personnel

(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
PAY-376	Leave Requests	3 years provided balances journalized	Multi		<input type="checkbox"/>
PAY-377	Letter of Appointment	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-378	Letter of Resignation	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-402	Medical Files: Worker's Compensation Paperwork Injury on Duty (IOD) Paperwork Physician/Doctor's Notes Medical Paperwork of a Diagnostic Nature Drug Testing Paperwork	PERMANENT	Multi		<input type="checkbox"/>
PAY-360	Notification of Pay Increases	Until superseded	Multi		<input type="checkbox"/>
PAY-385	Oaths of Office	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-414	Ohio Municipal League Enrollment Change Form	Current form and preceding form.	Multi		<input type="checkbox"/>
PAY-388	P.E.R.S. and OP&F Application Forms	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-361	Payroll Book: Time Sheets Payroll Processing Athorization Forms Pre-transmittal Audit Reports ADP Payroll Register/Reports YTD Report (Bi-weekly) Overtime Reports Quarterly/ Annual Payroll Summary Reports	3 years, provided audited	Multi		<input type="checkbox"/>
PAY-400	Payroll Correction Forms	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-411	Payroll Manual / Void Check Book	3 years, provided audited	Multi		<input type="checkbox"/>
PAY-362	Payroll Reports	PERMANENT	Multi		<input type="checkbox"/>

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

## City of Beachwood

## Payroll/Personnel

(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
PAY-379	Personnel Actions	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-381	Personnel File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leave balances, resignation letter, retirement information and waivers. Retain OSHA related records 20 years.	Multi		<input type="checkbox"/>
PAY-415	Prevailing Wage Payrolls	1 year from contract completion provided audited	Multi		<input type="checkbox"/>
PAY-413	Preview Payroll Register	1 year provided audited	Multi		<input type="checkbox"/>
PAY-382	Promotion Action	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-364	Quarterly Reports Payroll Book: Qtrly Tax Verification Letter Quarterly Statement of Deposits and Filings Quarterly Wage and Tax Register Annual Statement of Deposits and Filings Ohio Dept. of Job & Family Svcs. & Oh Bureau of Employ. Svcs Qtrly Reports	6 years, provided audited	Multi		<input type="checkbox"/>
PAY-383	Record of Disciplinary Action	Placed in Personnel File	Multi		<input type="checkbox"/>
PAY-363	Report of Retirement Systems	50 years	Multi		<input type="checkbox"/>
PAY-395	Sick Leave Transfer Forms	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-409	Time sheets & Time Cards for Seasonal & Temporary Recreation Employees	3 years provided audited or when no longer administratively necessary, whichever is longer	Multi		<input type="checkbox"/>
PAY-396	Training / Educational Certificates	Place in Personnel File	Multi		<input type="checkbox"/>
PAY-399	Vacation Payout Forms	3 years, provided audited	Multi		<input type="checkbox"/>

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

**City of Beachwood**

**Payroll/Personnel**

(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
PAY-365	W-2 Forms	6 years, provided audited	Multi		<input type="checkbox"/>
PAY-356	Withholding payment record	6 years, provided audited	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

<b>City of Beachwood</b>	<b>Police</b>
(local government entity)	(unit)
<b>Daniel Grispino</b>	<b>Chief</b>
(signature of responsible official)	(title)
	<b>6/10/2025</b>
	(date)

### Section B: Records Commission

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

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

[Whitney.Crook@beachwoodohio.com](mailto: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

## Police

(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
P-588	9-1-1/Radio/Telephone Dispatch Data	90 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-442	Arrest Files	PERMANENT	Multi		<input type="checkbox"/>
P-443	Auto Lockout Waiver Forms	1 year	Multi		<input type="checkbox"/>
P-482	BMV form 2255	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-601	Body Worn Camera (BWC) Recordings	30 days unless retained as evidence and no longer administratively necessary	Multi		<input type="checkbox"/>
P-470	Breathalyzer Test Records	Results electronically sent to the State of Ohio. Place paper copy in arrest file.	Multi		<input type="checkbox"/>
P-446	Criminal Case Files	PERMANENT	Multi		<input type="checkbox"/>
P-459	Evidence/Property Room Ledger	25 years	Multi		<input type="checkbox"/>
P-448	Expunged Cases	PERMANENT	Multi		<input type="checkbox"/>
P-593	Expunged Disciplinary Records Including Corresponding Internal Affairs Documents	As long as employed, and/or 2 years after separation	Multi		<input type="checkbox"/>
P-592	Expunged Police Officer's Personnel Record	2 years after separation and no longer administratively necessary	Multi		<input type="checkbox"/>
P-575	Extra Duty Employment Request Forms with payment method	3 years	Multi		<input type="checkbox"/>
P-586	GPS/MDT Messaging Data From Cruisers	90 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>

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

## City of Beachwood

## Police

(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
P-449	In-Car Video Recordings	Until no longer administratively necessary ( but at least 30 days provided no action pending	Multi		<input type="checkbox"/>
P-450	Incident Reports	10 years	Multi		<input type="checkbox"/>
P-596	Internal Affairs Control Log	PERMANENT	Multi		<input type="checkbox"/>
P-595	Internal Affairs Investigations	As long as employed, and/or 2 years after separation, and no longer administratively necessary	Multi		<input type="checkbox"/>
P-474	Jail Daily Log Book	5 years	Multi		<input type="checkbox"/>
P-475	Jail Fire Drills	2 years	Multi		<input type="checkbox"/>
P-476	Jail Inmate Records	Retained in Arrest Jackets	Multi		<input type="checkbox"/>
P-477	Jail Inspection Records	2 years	Multi		<input type="checkbox"/>
P-478	Jail Medical Journal	10 years	Multi		<input type="checkbox"/>
P-479	Jail Register	25 years	Electronic		<input type="checkbox"/>
P-480	Jail Visitor Log	2 years	Multi		<input type="checkbox"/>
P-451	Junk Vehicle Records	3 years	Multi		<input type="checkbox"/>
P-452	Juvenile Records	Until expunged or approval of destruction by Juvenile Court	Multi		<input type="checkbox"/>

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

## City of Beachwood

## Police

(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
P-585	Key Logs - City Wide	30 days and no longer administratively necessary	Electronic		<input type="checkbox"/>
P-453	Law Enforcement Automatic Data Systems Records Printouts	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-473	Law Enforcement Trust / State & Federal Asset Forfeiture Records	10 years	Multi		<input type="checkbox"/>
P-584	License Plate Reader -LPR information	180 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-481	Liquor Permit Records	3 years	Multi		<input type="checkbox"/>
P-454	Misdemeanor Citations (copies)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-455	Parking ticket- file copy	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-590	Patrol Car Video Cams	30 Days Unless Retained As Evidence	Multi		<input type="checkbox"/>
P-456	Permits	1 year past expiration	Multi		<input type="checkbox"/>
P-597	Personnel Early Warning System	As long as employed, and/or 2 years after separation	Multi		<input type="checkbox"/>
P-457	Personnel Records (Former Employees)	Transfer to Human Resources upon termination of employment	Multi		<input type="checkbox"/>
P-458	Prisoner Booking Video Recording	Until no longer administratively necessary ( but at least 30 days provided no action pending	Multi		<input type="checkbox"/>
P-471	Property Room Records (releases, transfers, disposal, etc)	5 years	Electronic		<input type="checkbox"/>

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

## City of Beachwood

## Police

(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
P-483	Protection Orders	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-460	Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending	Multi		<input type="checkbox"/>
P-461	Record Requests	Retain until forwarded to Law Department, and no longer administratively necessary.	Multi		<input type="checkbox"/>
P-574	Schedule Change Request Forms	90 Days	Multi		<input type="checkbox"/>
P-587	Security Video - All City Facilities	10 Days and No Longer Administratively Necessary	Multi		<input type="checkbox"/>
P-463	Shaker Court Dockets	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-464	Signal Service Customer Service Order (copy)	Until no longer administratively necessary	Multi		<input type="checkbox"/>
P-69	Speed Sign Data	30 days and no longer administratively necessary	Electronic		<input type="checkbox"/>
P-465	State of Ohio Traffic Crash Report OH-1	6 years	Multi		<input type="checkbox"/>
P-466	Subpoenas, summonses or warrants	Until served, discharged, answered or withdrawn or until no longer administratively necessary	Multi		<input type="checkbox"/>
P-467	Tow Tickets	3 years	Multi		<input type="checkbox"/>
P-468	Traffic Citations (File Copy)	3 years, provided audited	Multi		<input type="checkbox"/>
P-472	UCR/OBIRS Reports	3 years	Multi		<input type="checkbox"/>

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

**City of Beachwood**

**Police**

(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
P-469	Warning Citations	1 year from date of issue	Multi		□



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

## RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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**Section A: Local Government Unit**

<b>City of Beachwood</b>	<b>Mayor's Court</b>
(local government entity)	(unit)
<b>Kelly Resek</b>	<b>Clerk of Courts</b>
(signature of responsible official)	(title)
	<b>4/21/2025</b>
	(date)

**Section B: Records Commission**

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

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

## 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 LGRP	(6) RC-3 Required by 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 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 type="checkbox"/>
C-236	Mayor's Court Recordings	180 Days and No Longer Administratively Necessary	Audio Recording		<input 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"/>