



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

MAY 09 2016

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 17

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Oberlin

Planning and Development Department

(local government entity)

(unit)



Carrie Handy

Planning And
Development Director

4-20-16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

440-775-7203

Records Commission

(telephone number)

85 S. Main Street

Oberlin

OH

LORAIN

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: banderson@cityofoberlin.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed 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 these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

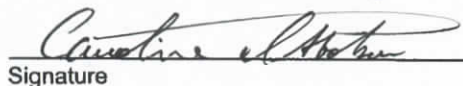


4-20-2016

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives



Government Records Administrator

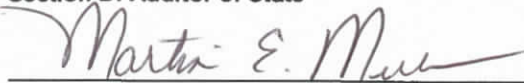
5/12/16

Signature

Title

Date

Section D: Auditor of State



5-25-16

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



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This retention schedule supersedes all previous retention schedules approved by the Oberlin City Records Commission prior to April 20, 2016.

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Section E: Records Retention Schedule

City of Oberlin

Planning and Development Department



(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
	ADMINISTRATIVE (100)				
2012-101-PL	<u>Budgets</u> Department copy of operating and Capital budgets.	Permanent	Paper		<input type="checkbox"/>
2012-102-PL	<u>Codes & Regulations</u> Administrative Regulations, Oberlin Municipal Code, International Fire Code, Personnel Policies and Procedures.	Retain Until Superseded.	Paper Electronic*		<input type="checkbox"/>
2012-103-PL	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		<input type="checkbox"/>
2012-104-PL	<u>Correspondence (email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-105-PL	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-106-PL	<u>Meeting Notices</u> Public Hearings and Legal Notices.	2 years	Electronic *		<input type="checkbox"/>



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2012-107-PL	<u>Minutes</u> Including City Planning Commission, Design Review Subcommittee, OCIC, Zoning Board of Appeals, Housing Renewal, and Historic Preservation Commission meetings.	Retain until hard copy is printed and approved.	Electronic *		<input type="checkbox"/>
2012-108-PL	<u>Minutes</u> Including City Planning Commission, Design Review Subcommittee, OCIC, Zoning Board of Appeals, Housing Renewal, and Historic Preservation Commission meetings.	Submit original to Clerk as Permanent copy. Retain office copy for three years.	Paper		<input checked="" type="checkbox"/> (permanent)
2012-109-PL	<u>Records Retention Compliance File</u> RC1, RC2, RC3, INVENTORY FORMS.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-110-PL	<u>Project Files</u> File folders arranged alphabetically by subject, containing information re: street dedications, street vacations, zone changes, neighborhood studies.	Review for Disposal after 10 years.	Paper		<input type="checkbox"/>
2012-111-PL	<u>Security Video</u> Including but not limited to lobby and department offices.	Retain for 30 days provided no known litigation pending, then erase and reuse tapes, disks or cartridges.	Electronic*		<input type="checkbox"/>
2012-112-PL	<u>Telephone Recordings</u>	Retain for 30 days provided no known litigation pending, then erase and reuse tapes, disks or cartridges.	Electronic*		<input type="checkbox"/>



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	BUILDING DIVISION (200)				
2012-201-PL	<u>Abatement of Nuisance</u> Including regulations, Letters, reports from Community services officer to residents.	2 years, filings on file in the Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-202-PL	<u>Abatement of Nuisance</u>	Retain 1 permanent copy, additional copies kept until superseded.	Paper Electronic*		<input type="checkbox"/>
2012-203-PL	<u>Building Plans</u> Residential Commercial Municipal owned	3 years 5 years Life of structure, appraise for historical value	Paper Electronic*		<input checked="" type="checkbox"/> <i>(municipal owned)</i>
2012-204-PL	<u>Contractors Registration and Licenses File</u> Includes applications for registration, affidavit of qualifications, proof of accredited school, suspension of registration (violations), appeal of suspensions, exemptions, penalties, fees, waiver, renewals, state license (electrical, HVAC, and plumbing).	3 years, provided no claim pending.	Paper Electronic*		<input type="checkbox"/>
2012-205-PL	<u>Certificates of Insurance</u>	2 years after expiration, provided no claim pending.	Paper		<input type="checkbox"/>
2012-206-PL	<u>Demolition/Condemnation</u> Letters and Reports from Building Official, citations, and violations.	Until no longer administratively necessary, provided no litigations or appeals pending.	Paper Electronic*		<input type="checkbox"/>



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2012-207-PL	<u>Historic Preservation</u> Includes invitation and reminder letters, applications for landmark designation, approved landmark designations, certificate of appropriateness, application for historic plaque, recommendations and reports, List of Historic Sites.	Permanent	Paper		<input checked="" type="checkbox"/>
2012-208-PL	<u>Housing Renewal Commission</u> – Appeal Decisions	Permanent	Paper		<input checked="" type="checkbox"/>
2012-209-PL	<u>EEO Compliance for Successful Bids</u>	3 years	Paper		<input type="checkbox"/>
2012-210-PL	<u>EEO Yearly Reports</u>	Permanent	Paper		<input type="checkbox"/>
2012-211-PL	<u>Inspection Files</u> Files Inspection requests, notices of violations, denial reports, sketches, plans, correspondence, and similar records concerning the construction, modification or demolition of existing and new buildings, or the installation of plumbing, electrical or mechanical systems.	Destroy in 6 years after completion of project.	Paper		<input type="checkbox"/>
2012-212-PL	<u>Inspection Files: Signs</u>	3 years	Paper Electronic*		<input type="checkbox"/>
2012-213-PL	<u>Job Advertisements</u>	3 years	Paper		<input type="checkbox"/>
2012-214-PL	<u>Junk Car Files</u> Complaints related to abandoned vehicles as well as costs incurred by the municipality for its removal.	1 year	Paper Electronic*		<input type="checkbox"/>



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Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.

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2012-215-PL	<u>Minimum Housing File</u> Records of rental properties containing information relative to violations and complaints. May include certified return receipts, zoning violation notices, municipal court ordinance complaints, summons, decisions, copy permits and photographs.	Purge obsolete records and records of no further administrative value after five (5) years.	Paper Electronic*		<input type="checkbox"/>
2012-216-PL	<u>Permits</u> Building, sign, demolition, condemnation, moving of building occupancy, Rooming House sales, and zoning.	Permanent	Paper		<input checked="" type="checkbox"/>
2012-217-PL	<u>Permits</u> Garage Sale and Newsracks.	2 years after expiration.	Paper		<input type="checkbox"/>
2012-218-PL	<u>Personnel Records</u>	Purge files 10 years after termination. Retain permanent record of service time, resignation letter, and retirement information.	Paper		<input type="checkbox"/>
2012-219-PL	<u>Prevailing Wage Information</u>	3 years	Paper		<input type="checkbox"/>
2012-220-PL	<u>Project Planning Files</u>	5 years after completion of final project report.	Paper		<input type="checkbox"/>
2012-221-PL	<u>Purchase Orders (copies)</u>	1 year	Paper		<input type="checkbox"/>
2012-222-PL	<u>Receipts</u>	3 years, provided audited.	Paper		<input type="checkbox"/>
2012-223-PL	<u>Reports</u> Federal and county reports of building and zoning permits issued and local construction.	2 years	Paper		<input type="checkbox"/>



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2012-224-PL	<u>Subject Files</u> Records documenting various projects, issues, programs, and activities overseen or managed by the office including but not limited to correspondence, printed emails, plans, proposals, presentations reports, and memoranda.	2 years (appraise for historical value).	Paper		<input checked="" type="checkbox"/> (historical)
	ECONOMIC DEVELOPMENT (300)				
2012-301-PL	<u>Community Development Block Grant (CDBG) Administrative Records</u> Records concerning the administration of projects funded under the Community Development Block Grant program (CDBG). May include both direct grants and re-grants, including the preliminary reports, audits, certificates, maps, and related correspondence.	a.) Destroy in office 5 years after completion of project. b.) Retain records with historical value permanently.	Paper Electronic*		<input checked="" type="checkbox"/> (historical)
2012-302-PL	<u>Community Development Block Grant (CDBG) Application Records</u> Records concerning the application and completion of projects funded under CDBG funds. May include both direct grants and re-grants, including the initial application, and all final reports.	Retain in office 5 years after promissory note is released to client or lender.	Paper		<input type="checkbox"/>



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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.

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2012-303-PL	<u>Economic Development Program and Project Administration</u> Records documenting the development and administration of economic development programs and projects such as corporate outreach, revenue generation, business improvement districts, including but not limited to correspondence, emails, plans, proposals, presentations, and memoranda.	2 years	Paper		<input type="checkbox"/>
2012-304-PL	<u>Environmental Reviews for Community Development Block Grant (CDBG) FILE</u> Documents concerning community development block grant activities by budget year.	Follow Federal retention and disposition instructions.	Paper Electronic*		<input type="checkbox"/>
2012-305-PL	<u>Facade Project files</u> Documentation of the re-granting of funds received by the municipality to restore exteriors of architecturally important structures in project areas. May include work contract, photographs, and correspondence.	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-306-PL	<u>Financial Documents</u> Interdepartmental bills/receipts, purchase orders, sub-purchase orders, check requests (Originals on file in Finance Department).	3 years after audited.	Paper		<input type="checkbox"/>
2012-307-PL	<u>Grants Administration Files</u> Application proposals, awards, agreements, correspondence, reports, performance tracking, plans, and other records documenting the administration of grants awarded by the office.	10 years provided Audited.	Paper		<input type="checkbox"/>



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2012-308-PL	<u>Grants Applications (Unsuccessful)</u> Applications and proposals for grants which were not awarded by the Office, including applications, supporting materials, and materials documenting reasons for the decision not to fund and the communication of the decision to the applicant. Includes both applications to the City and by the City.	3 years provided audited.	Paper		<input type="checkbox"/>
2012-308-PL	<u>Grants Applications (Unsuccessful)</u> Applications and proposals for grants which were not awarded by the Office, including applications, supporting materials, and materials documenting reasons for the decision not to fund and the communication of the decision to the applicant. Includes both applications to the City and by the City.	3 years provided audited.	Paper		<input type="checkbox"/>
2012-309-PL	<u>Grant Project Administration Records Received by City</u> Records documenting the administration of grant funded projects or programs, including but not limited to successful applications, plans, correspondence, reports, memoranda, emails, and project budgets.	Final Activity +5 years or Granting Agency's Retention requirement, whichever is longer provided audited.	Paper Electronic*		<input type="checkbox"/>
2012-310-PL	<u>Home Rehabilitation Case Files</u>	10 years	Paper		<input type="checkbox"/>



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2012-311-PL	<u>Home Rehabilitation Applications Funded and Unfunded.</u>	Add funded applications to case files. Retain unfunded applications for three years.	Paper Electronic*		<input type="checkbox"/>
2012-312-PL	<u>Loan Monitoring & Compliance</u> Records documenting monitoring of housing development projects for compliance with program requirements, including but not limited to insurance, certification, income verification, property taxes, and other financial reports.	20 years	Paper		<input type="checkbox"/>
2012-313-PL	<u>Professional Service Agreements</u> Architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants.	3 years after completion of services.	Paper		<input type="checkbox"/>
2012-314-PL	<u>Property Management Records</u> Records concerning management of property owned by the municipality, authority, or commission.	Destroy in office after 3 years.	Paper		<input type="checkbox"/>
2012-315-PL	<u>Real Property, Acquisitions</u>	Permanent	Paper		<input checked="" type="checkbox"/>
2012-316-PL	<u>Rehabilitation Loan Records</u> May include promissory note, deed of trust, insurance policies, final title, opinion of legal counsel, and request for notice.	Destroy in office 3 years after payoff loan, providing any liens or mortgage has been released.	Paper Electronic*		<input type="checkbox"/>
2012-317-PL	<u>Subdivision Files</u>	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>



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	PLANNING AND ZONING (400)				
2012-401-PL	<u>Annexation Case Files</u> Records documenting the annexation of areas or the disapproval of annexations, including annexation petitions, annexation agreements, copies of annexing and zoning ordinances, annexation maps, permanent correspondence, departmental review of various impacts of the annexation (traffic, utility, financial, support services, environmental), etc.	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-402-PL	<u>Appraisal Project File</u> Evaluations of properties and structures within proposed projects. File includes financial assessments of the worth of real estate and buildings within proposed project areas. May also include assessments of architectural and historical significance and condition of the involved structures and real estate.	a.) Retain records with historical value permanently. b.) Destroy in office other records 5 years after completion or abandonment of project.	Paper Electronic*		<input checked="" type="checkbox"/> (historical)
2012-403-PL	<u>Case Files- Zoning Board of Appeals</u> File includes records pertaining to approval of variances to code requirements, requested by property owners and developers due to hardships and circumstances outside of their control. Also includes applications, contact information, roster of board members, decisions, reports.	10 years after expiration, revocation or discontinuance of use.	Paper Electronic*		<input type="checkbox"/>
2012-404-PL	<u>Certification File</u> Records documenting the approval and certification process of all official redevelopment projects.	Permanent	Paper		<input checked="" type="checkbox"/>



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2012-405-PL	<u>Community Development Reports</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-406-PL	<u>Complaints</u>	2 years, provided no action pending.	Paper Electronic*		<input type="checkbox"/>
2012-407-PL	<u>Comprehensive Land Use Plan and Amendments</u> Includes but not limited to official copy of comprehensive land use plan and all background surveys, studies, reports, and draft versions of plans.	a.) Retain in office permanently adopted plan and amendments. b.) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan.	Paper Electronic*		<input type="checkbox"/>
2012-408-PL	<u>Conditional Use Permit Records and Index</u> Records concerning applications for conditional use permits. Permits allow for the construction of buildings on the condition that impacts on neighborhoods are mitigated. May include original application, blueprint drawings, investigative reports, planning commission recommendations, cash receipts, and related correspondence. Includes sign permits and temporary use permits. Also includes reference copies of variances or exceptions from zoning regulations granted by the Zoning Board of Appeals.	Destroy in office 3 years after discontinuance of use.	Paper Electronic*		<input type="checkbox"/>
2012-409-PL	<u>Declarations and Bylaws from Townhouses, Condominiums, Planned Residential Developments, Common Areas, etc.</u>	Destroy in office when reference value ends, provided the originals have been filed in the Register of Deeds Office.	Paper Electronic*		<input type="checkbox"/>



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2012-410-PL	<u>Enforcement Cases</u> Records concerning municipal actions concerning housing and zoning complaints.	Destroy in office after 5 years, provided no litigation or appeals pending.	Paper		<input type="checkbox"/>
2012-411-PL	<u>Environmental Review Project Files</u> Records and reports concerning the environmental impact of major projects proposed by localities and reviewed by local officials.	Permanent	Paper		<input checked="" type="checkbox"/>
2012-412-PL	<u>Feasibility Studies</u>	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-413-PL	<u>Maps, Drawings, Photographs(Official)</u> Official representation of comprehensive plan, and zoning boundaries established and/or enforced by the agency. May include blueprint maps, which show streets, property lines, zoning boundaries, and area classifications.	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-414-PL	<u>Maps, Drawings, Photographs(Reference)</u> Illustrations prepared or collected to capture background information on land use conditions for staff reference and public information.	Destroy in office when superseded or obsolete.	Paper Electronic*		<input type="checkbox"/>
2012-415-PL	<u>Maps and Plats</u>	Destroy in office when superseded or obsolete if filed in the Register of Deeds Office. If not filed in Register of Deeds Office, retain in office permanently.	Paper Electronic*		<input checked="" type="checkbox"/> (records not filed in Register)
2012-416-PL	<u>Master Summary (LOG or Register)</u> Maintained by planning agency to record receipt of planning or zoning reviews and projects, and to record subsequent action taken.	Retain in office permanently.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-417-PL	<u>Open Space Classification Case File</u>	Retain in office permanently.	Paper Electronic*		<input checked="" type="checkbox"/>



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2012-418-PL	<u>Performance Bonds – Contractors</u>	10 years after expiration.	Paper Electronic*		<input type="checkbox"/>
2012-419-PL	<u>Petition & Regulation Records</u>	Destroy in office after 5 years.	Paper Electronic*		<input type="checkbox"/>
2012-420-PL	<u>Photographs and Negatives (Aerial)</u>	a.) Retain negatives permanently. b.) If negative is not available retain photograph permanently. c.) Destroy in office photographs when reference value ends.	Paper Electronic*		<input checked="" type="checkbox"/> (permanent)
2012-421-PL	<u>Planning and Zoning Board Agenda and Meeting Packets File</u> Includes agendas, exhibits, and copies of supporting documentation submitted and discussed during meetings of public bodies.	a.) Retain records with historical value permanently. b.) Destroy in office other records when administrative value ends.	Paper Electronic*		<input type="checkbox"/>
2012-422-PL	<u>Planning and Zoning Studies</u> Studies, plans and reports of the planning and zoning department, board, or commission. Records are used as background information for reports, ordinances, resolutions, etc.	a.) If an element of the Comprehensive Plan, destroy in office when administrative value ends. b.) If not an element of the Comprehensive Plan, retain in office permanently.	Paper Electronic*		<input checked="" type="checkbox"/> (permanent)



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2012-423-PL	<u>Planning Director's Files</u> Working files on active problems; reference files.	Until Superseded.	Paper Electronic*		<input type="checkbox"/>
2012-424-PL	<u>Planning Review Case File</u> For required review of site plan, zoning variance, special permit, subdivision creation or enlargement, municipal planning action, or other required review, including but not limited to maps, plans, sketches, photographs, engineering reports, environmental impact statement and studies, copies of zoning records, project narrative, correspondence, and record of final determination.	a.) Retain plan reviews related records containing subdivision, historical structure, major commercial or industrial development, or capital construction, where municipal is lead agency, permanently. b.) Destroy in office plan reviews and related records containing subdivision, historic structures, major commercial or industrial development, or capital construction, where municipality is not lead agency 6 years after last entry.	Paper Electronic*		<input checked="" type="checkbox"/> (permanent)
2012-425-PL	<u>Preliminary Subdivision and Group Development Site Plans</u>	Destroy in office when reference value ends.	Paper Electronic*		<input type="checkbox"/>
2012-426-PL	<u>Project Reports</u>	25 years, appraise for historical value.	Paper Electronic*		<input checked="" type="checkbox"/> (historical)



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2012-427-PL	<u>Redevelopment Planning Records</u>	a.) If an element of the Comprehensive Plan, destroy in office when administrative value ends. b.) If not an element of the Comprehensive Plan, retain in office permanently. c.) Destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Paper Electronic*		<input checked="" type="checkbox"/> (permanent)
2012-428-PL	<u>Referred Projects</u>	Destroy in office when reference value ends.	Paper Electronic*		<input type="checkbox"/>
2012-429-PL	<u>Rezoning Requests File</u> Records concerning applications to rezone property within the municipality. May include original applications, review forms, maps of areas involved, copies of investigative reports, copies of planning board minutes, notices of hearings, development agreements, copies of ordinances, and copies of city or town council minutes.	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-430-PL	<u>Street Name Change Record</u> Records concerning the names and addresses of streets and roads retained for administrative purposes.	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-431-PL	<u>Subdivisions File</u> Includes maps, plats, topographical data, names of streets, records of public utilities, action by council, etc.	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>



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2012-432-PL	<u>Zoning Certificate for Occupancy and use of Land and Buildings</u>	Permanent	Paper Electronic*		<input checked="" type="checkbox"/>
2012-433-PL	<u>Zoning Compliance Permits</u> For residential uses, non-residential uses, and accessory structures.	a.) Retain permits for non-residential uses permanently. b.) Destroy in office remaining permits after 6 years.	Paper Electronic*		<input checked="" type="checkbox"/> (permanent)
2012-434-PL	<u>Zoning Permit Applications</u>	1 year after final decision rendered.	Paper Electronic*		<input type="checkbox"/>
2012-435-PL	<u>Zoning Violations</u>	Until corrected or adjudicated by a Court.	Paper Electronic*		<input type="checkbox"/>

*Retain electronic copy as long as intact and fully accessible.