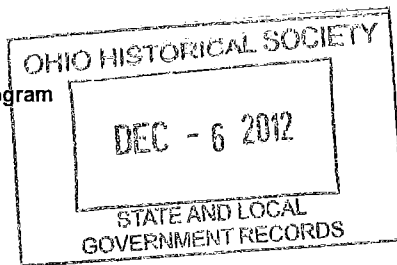




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



INSTRUCTIONS—RC-2

1/9/2013

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.)

Delaware County

Code Compliance

(local government entity)

(unit)

Department Supervisor

11-29-12

Fred Fowler

Fred Fowler
 (signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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.

Tommy Thompson

12/5/2012

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Fred Fowler
 Signature

State Archives
 Title

12-12-12
 Date

Section D: Auditor of State

Martin E. Mohr
 Signature

12-26-12
 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



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Date Reviewed: _____

Form Scanned: _____

(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
12-01	Applications for Zoning Certificate – documentation provided by applicant to initiate permit process.	Permanent	Paper / Microfilm		<input checked="" type="checkbox"/>
12-02	Board of Building Appeals Audio Recordings - recording of meeting.	Until written minutes are approved and appeal period is exhausted	Cassette or Digital Recording		<input type="checkbox"/>
12-03	Board of Building Appeals Case Files. Documentation may vary depending on type of case. Case file may include documents such as: appeals application, construction documents, construction details, description of request and other information that may support the request.	Permanent	Paper / Microfilm		<input checked="" type="checkbox"/>
12-04	Board of Building Appeals Minutes – final copy of meeting minutes.	Permanent	Paper / Microfilm		<input checked="" type="checkbox"/>
12-05	Board of Zoning Appeals Audio Recordings - recording of meeting.	Until written minutes are approved and appeal period is exhausted	Cassette or Digital Recording		<input type="checkbox"/>
12-06	Board of Zoning Appeals Case Files. Documentation may vary depending on type of case. Case file may include documents such as: appeals application, variance application, conditional use application, site plan, list of property owners, description of request and other information that may support the request.	Permanent	Paper / Microfilm		<input checked="" type="checkbox"/>
12-07	Building, zoning and or floodplain related complaints and corresponding violation notices / reports. Documentation may vary. Documents may include record of complaint, inspection report, notice of violation letter and other information that may support the complaint and or violation.	Until no longer of administrative value	Paper and or Electronic		<input type="checkbox"/>
12-08	Code Compliance Permits- to include: <ul style="list-style-type: none"> ▪ Application for Permit (s) ▪ All Permit (s) ▪ Voided Permit Documentation and cancellation letters 	Permanent	Paper / Microfilm		<input type="checkbox"/>



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	<ul style="list-style-type: none"> ▪ Certified address form ▪ Zoning Certificates ▪ Finish Floor Elevation or Finish Grade Elevation Sheet. (if applicable) ▪ Floodplain documentation; development permits; application for permits ▪ Consultation documentation ▪ Investigation documentation ▪ Regional Planning documentation ▪ Plot Plan ▪ Inspection Notices / correction notices ▪ Plan Revision submittal form (s) ▪ Engineering or Soil and Water reports (DESC or Drainage) ▪ Occupancy (or final inspection notice indicating occupancy issued) 				
12-09	Commercial Construction Documents/Plans – blueprints, drawings and plans.	May be disposed of following 180 days from date of completion of the permitted work if no longer of administrative value	Paper, Electronic, Disk		
12-10	Daily Pay-In Sheets – all receipts for the day.	Until audited by the auditor of state	Paper		<input type="checkbox"/>
12-11	Design Professional reports, special inspections and/or special code required reports-outside professional services - information to document particular situation.	Permanent	Paper, Electronic /Microfilm		<input checked="" type="checkbox"/>
12-12	Manufactured Home Construction Documents - blueprints, drawings and plans.	180 days after the final inspection per the Manufactured Home Commission	Paper, Electronic /Microfilm		<input type="checkbox"/>
12-13	Residential Construction Documents / Plans - blueprints, drawings and plans.	May be disposed of following 180 days from date of completion of the permitted work if no longer of administrative value	Paper, Electronic, Disk		<input type="checkbox"/>



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12-14	Rural Zoning Commission Case Files. Documentation may vary depending on type of case. Case file may include documents such as: application for zoning amendment, site plan, vicinity map, list of property owners, description of request and other information that may support the request.	Until written minutes are approved and appeal period is exhausted	Paper, Electronic /Microfilm		<input type="checkbox"/>
12-15	Rural Zoning Commission Audio Recordings - recording of meeting.	Until written minutes are approved and appeal period is exhausted	Cassette or Digital Recording		<input type="checkbox"/>