



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APRIL 12 2023

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

Delaware County

Building Safety

(Local Government Entity)

(Unit)

Duane Matlack
 (Signature of Responsible Official)

DVANE MATLACK
 (Name)

BUILDING OFFICIAL
 (Title)

3/10/23
 (Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Delaware County

(740) 833-2140

2079 US Rte. 23 North

Delaware

(Telephone Number)

43015

Delaware

(Address)

(City)

(Zip Code)

(County)

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

cshaw@co.delaware.oh.us

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.

Jeff Benton
 Records Commission Chair Signature

4/12/23
 Date

Section C: Ohio History Connection - State Archives

Fred Previta
 Signature

State Archivist
 Title

5-2-2023
 Date

Section D: Auditor of State

Records Manager

Signature

Title

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*See instructions before completing this form.*

(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 |
|---------------------------|---|--|-------------------|---|---------------------------------------|
| 23-01 | Applications for Zoning Certificate documentation provided by applicant to initiate permit process. (Only Townships under the jurisdiction of the Delaware County Zoning Resolution) | Permanent | All Media Types | | <input type="checkbox"/> |
| 23-02 | Board of Building Appeals Audio Recordings recording of meeting. | Until written minutes are approved and appeal period is exhausted. | All Media Types | | <input type="checkbox"/> |
| 23-03 | 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 | All Media Types | | <input type="checkbox"/> |
| 23-04 | Board of Building Appeals Minutes-final copy of meeting minutes. | Permanent | All Media Types | | <input checked="" type="checkbox"/> |
| 23-05 | Board of Zoning Appeals Audio Recordings recording of meeting. | Until written minutes are approved and appeal period is exhausted | All Media Types | | <input type="checkbox"/> |
| 23-06 | Board of Zoning Appeals Case Files. Documents may vary depending on type of case. Case file may include documents such as appeals application, variance application, conditional use applications, site plan, list of property owners, description of request and other information that may support the request. | Permanent | All Media Types | | <input type="checkbox"/> |
| | | | | | |

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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 |
|---------------------------|---|---|-------------------|---|---------------------------------------|
| 23-07 | 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 | All Media Types | | <input type="checkbox"/> |
| 23-08 | Building Safety Permits to include: <ul style="list-style-type: none"> • Application for permit (s) • All Permit (s) • Voided Permit Documentation and cancellation letters • Certified address form • Zoning Certificates (Only Townships under the jurisdiction of the Delaware County Zoning Resolution) • Finish Floor Elevation or Finish Grade Elevation Sheet (if applicable) • Floodplain documentation, development permits, application for permits • Consultation documentation • Investigation documentation • Plot Plan • Inspection Notices/correction notices • Plan Revision submittal form (s) • Occupancy (or final inspection notice indicating occupancy issued) | Permanent | All Media Types | | <input type="checkbox"/> |
| | | | | | |

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(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 |
|---------------------------|---|--|-------------------|---|---------------------------------------|
| 23-09 | 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 | All Media Types | | <input type="checkbox"/> |
| 23-10 | Daily Pay –In Sheets- all receipts for the day. | Until audited by the Auditor of State | All Media Types | | <input type="checkbox"/> |
| 23-11 | Design Professional reports, special inspections and/or special code required reports- outside professional services- information to document particular situation. | Permanent | All Media Types | | <input type="checkbox"/> |
| 23-12 | Manufactured Home Construction Documents- blueprints, drawings, and plans. | 180 days after the final inspection per the Manufactured Home Commission | All Media Types | | <input type="checkbox"/> |
| 23-13 | 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 | All Media Types | | <input type="checkbox"/> |

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| (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 |
| 23-14 | 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 | All Media Types | | <input type="checkbox"/> |
| 23-15 | Rural Zoning Commission Audio Recordings- recording of meeting. | Until written minutes are approved and appeal period is exhausted | All Media Types | | <input type="checkbox"/> |

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 year retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using an electronic mailing system. E-mail is not a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this or the Delaware County General Schedule.