



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

OCT 17 2014

NOV 17 2014

STATE AND LOCAL
GOVERNMENT RECORDS

12/18/14

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

<u>Mt. Healthy</u> (local government entity)	<u>Building and Zoning Department</u> (unit)
<u>[Signature]</u> (signature of responsible official)	<u>William Knight</u> (name)
	<u>Property Maintenance Officer</u> (title)
	<u>9/24/14</u> (date)

Section B: Records Commission

<u>[Signature]</u> Records Commission	<u>(513) 931-8840</u> (telephone number)
<u>7700 Perry Street</u> (address)	<u>Mt. Healthy</u> (city)
	<u>45231</u> (zip code)
	<u>Hamilton</u> (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.

<u>[Signature]</u> Records Commission Chair Signature	<u>11-12-14</u> Date
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Section C: Ohio Historical Society - State Archives

<u>[Signature]</u> Signature	<u>Government Records Archivist</u> Title	<u>11/21/2014</u> Date
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Section D: Auditor of State

<u>[Signature]</u> Signature	<u>12-10-14</u> 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

~~Mt. Healthy~~
(local government entity)

Building and Zoning
(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
BZ-14-1	Annexation Records	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-2	Building Permits	Life of structure	Paper		<input type="checkbox"/>
BZ-14-3	Building Inspection Files	5 years	Paper		<input type="checkbox"/>
BZ-14-4	Building Plans	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-5	City Maps	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-6	County Auditor's Plats	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-7	Master Plan	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-8	Miscellaneous Correspondence	As long as administrative value	Paper		<input type="checkbox"/>
BZ-14-9	Ordinance Copies	Until superseded	Paper		<input type="checkbox"/>
BZ-14-10	Planning Commission Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-11	Planning Commission Records	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-12	Reference Materials	As long as administrative value	Paper		<input type="checkbox"/>
BZ-14-13	Single Family Rental Registration	Until superseded	Paper		<input type="checkbox"/>
BZ-14-14	Street and Sidewalk Records	Permanent	Paper		<input checked="" type="checkbox"/>

(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
BZ-14-15	Subdivision Records	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-16	Surface Improvement Plans	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-17	Surveys	Permanent	Paper		<input checked="" type="checkbox"/>
BZ-14-18	Underground Sanitary Sewers	Permanent	Paper		<input type="checkbox"/>
BZ-14-19	Underground Storm Sewers	Permanent	Paper		<input type="checkbox"/>
BZ-14-20	Zoning Books	Until superseded	Paper		<input type="checkbox"/>