



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

SEP 05 2019

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: Local Government Unit**

City of Madeira

Building Department

(local government entity)

(unit)

Lori Thompson

Asst. City Manager

09/04/19

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

7141 Miami Ave

Madeira

45243

(telephone number)

Hamilton

(address)

(city)

(zip code)

(county)

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

lthompson@madeiracity.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.

09/04/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Govt. Rec. Archivist

Title

9/16/19

Date

Section D: Auditor of State

Signature

Title

Records Mgr

9-26-19

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or LGRP	(6) RC-3 Required by LGRP
B-14-1	All Monthly Activity Reports	5 years	Paper or Electronic		<input type="checkbox"/>
B-14-2	Construction Plans for Residential Permits	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-3	Construction Plans for Commercial Permits	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-4	Construction Plans for Public Bldgs. (Or) Municipal, Schools, Libraries, Fire Houses, Etc.:				<input type="checkbox"/>
	A) New Construction/Additions, Major Construction	Life of structure	Paper or Electronic		<input type="checkbox"/>
	B) Alterations/Repairs/Minor Construction	5 years	Paper or Electronic		<input type="checkbox"/>
B-14-5	Building Permit Applications/Residential	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-6	Building Permit Applications/Commercial				<input type="checkbox"/>
	A) New construction, Additions, Garages, Pools	10 Years	Paper or Electronic		
	B) Alterations and Repairs	10 years	Paper or Electronic		
B-14-8	Building Permit Record/Commercial & Residential	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-9	Permanent Sign Permit Application/Commercial	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-10	Temporary Sign Permit Application/Commercial & Residential	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-11	Sign Permit Record/Commercial & Residential	10 years	Paper or Electronic		<input type="checkbox"/>
B-14-12	Street Opening Permit	10 years	Paper or Electronic		<input type="checkbox"/>

EMAIL DISCLAIMER: Email is a *format* on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* email should be evaluated according to its content and retained in accordance with record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)