



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

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

(local government entity)

Planning & Development Department

(unit)

[Signature]
 (signature of responsible official)

Gary Boyle
 (name)

Planning/Dev. Director
 (title)

5-7-12
 (date)

Section B: Records Commission

Records Commission

(440) 775-7203

(telephone number)

85 S. Main Street
 (address)

Oberlin
 (city)

OH
 (zip code)

Lorain
 (county)

To have this form returned to the Records Commission electronically, include an email address: **banderson@city of oberlin.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.

[Signature]
 Records Commission Chair Signature

5-10-2012
 Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo
 Signature

gov't Records Archivist - LGRP
 Title

5/25/12
 Date

Section D: Auditor of State

[Signature]
 Signature

6-6-12
 Date



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This retention schedule supersedes all previous retention schedules approved by the Oberlin City Records Commission prior to May 10, 2012.

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		☒
2012-102-PL	<u>Codes & Regulations</u> Administrative Regulations, Oberlin Municipal Code, International Fire Code, Personnel Policies and Procedures.	Retain Until Superseded.	Paper Electronic*		☐
2012-103-PL	<u>Correspondence and Inquires</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper		☐
2012-104-PL	<u>Correspondence (email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		☐
2012-105-PL	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		☐
2012-106-PL	<u>Meeting Notices</u> Public Hearings and Legal Notices.	2 years.	Electronic *		☐
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 *		☐



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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		☐
2012-109-PL	<u>Records Retention Compliance File</u> RC1, RC2, RC3, and Inventory Forms.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		☐
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		☐
	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*		☐
2012-202-PL	<u>Building Code</u>	Retain 1 permanent copy, additional copies kept until superseded.	Paper Electronic*		☐
2012-203-PL	<u>Building Plans</u> Residential. Commercial. Municipal owned.	3 years. 5 years. * Life of structure, appraise for historical value. *	Paper Electronic*		☒



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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*		☐
2012-205-PL	<u>Certificates of Insurance</u>	2 years after expiration, provided no claim pending.	Paper		☐
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*		☐
2012-207-PL	<u>Historic Preservation</u> Includes invitation and reminder letters, applications for landmark designation, approved landmark designations, certificate of appropriateness, applications for historic plaque, recommendations, reports, and list of historic sites.	Permanent.	Paper		☒
2012-208-PL	<u>Housing Renewal Commission (Appeal Decisions)</u>	Permanent.	Paper		☒
2012-209-PL	<u>EEO Compliance for Successful Bids</u>	3 years.	Paper		☐
2012-210-PL	<u>EEO Yearly Reports</u>	Permanent.	Paper		☒



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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		☐
2012-212-PL	<u>Inspection Files</u> Signs.	3 years.	Paper Electronic*		☐
2012-213-PL	<u>Job Advertisements</u>	3 years.	Paper		☐
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*		☐
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*		☐
2012-216-PL	<u>Permits</u> Building, sign, demolition, condemnation, moving of building occupancy, rooming house sales, and zoning.	Permanent.	Paper		☐
2012-217-PL	<u>Permits</u> Garage sale and news racks.	2 years after expiration.	Paper		☐



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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		☐
2012-219-PL	<u>Prevailing Wage Information</u>	3 years.	Paper		☐
2012-220-PL	<u>Project Planning Files</u>	5 years after completion of final project report.	Paper		☐
2012-221-PL	<u>Purchase Orders (Copies)</u>	1 year.	Paper		☐
2012-222-PL	<u>Receipts</u>	3 years, provided audited.	Paper		☐
2012-223-PL	<u>Reports</u> Federal and county reports of building and zoning permits issued and local construction.	2 years.	Paper		☐
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		☒



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	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*		☒
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		☐
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		☐
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.			☐



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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*		☒
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		☐
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		☐
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		☐
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*		☐
2012-310-PL	<u>Home Rehabilitation Case Files</u>	10 years.	Paper		☐

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
 Rev. Code C.R.C.



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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*		☐
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		☐
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		☐
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		☐
2012-315-PL	<u>Real Property, Acquisitions</u>	Permanent.	Paper		☒
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 mortgages have been released.	Paper Electronic*		☐
2012-317-PL	<u>Subdivision Files</u>	Permanent.	Paper Electronic*		☒



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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*		☒
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*		☒
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*		☒
2012-404-PL	<u>Certification File</u> Records documenting the approval and certification process of all official redevelopment projects.	Permanent.	Paper		☒



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2012-405-PL	<u>Community Development Reports</u>	Until no longer of administrative value.	Paper Electronic*		☐
2012-406-PL	<u>Complaints</u>	2 years, provided no action pending.	Paper Electronic*		☐
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*		☒
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*		☐
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*		☐



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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		☐
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		☒
2012-412-PL	<u>Feasibility Studies</u>	Permanent.	Paper Electronic*		☒
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*		☒
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*		☐
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. <i>✓</i>	Paper Electronic*		☒
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*		☒
2012-417-PL	<u>Open Space Classification Case File</u>	Retain in office permanently.	Paper Electronic*		☒



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2012-418-PL	<u>Performance Bonds</u> Contractors	10 years after expiration.	Paper Electronic*		☐
2012-419-PL	<u>Petition & Regulation Records</u>	Destroy in office after 5 years.	Paper Electronic*		☐
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*		☒
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. <i>✓</i> b.) Destroy in office other records when administrative value ends.	Paper Electronic*		☒
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. <i>✓</i>	Paper Electronic*		☒



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2012-423-PL	<u>Planning Director's Files</u> Working files on active problems; reference files.	Until superseded.	Paper Electronic*		☐
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*		☒
2012-425-PL	<u>Preliminary Subdivision and Group Development Site Plans</u>	Destroy in office when reference value ends.	Paper Electronic*		☐
2012-426-PL	<u>Project Reports</u>	25 years, appraise for historical value.	Paper Electronic*		☒



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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*		☒
2012-428-PL	<u>Referred Projects</u>	Destroy in office when reference value ends.	Paper Electronic*		☐
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*		☒
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*		☒
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*		☒



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2012-432-PL	<u>Zoning Certificate for Occupancy and use of Land and Buildings</u>	Permanent.	Paper Electronic*		☒
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*		☒
2012-434-PL	<u>Zoning Permit Applications</u>	1 year after final decision rendered.	Paper Electronic*		☐
2012-435-PL	<u>Zoning Violations</u>	Until corrected or adjudicated by a Court.	Paper Electronic*		☐

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