



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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OHIO HISTORY CONNECTION

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SEP 04 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

Clinton County Building and Zoning

(Local Government Entity)	(Unit)		
<u>Shelley McCune</u>	Shelley McCune	Office Manager	7.16.2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Clinton County Records Commission

937.383.3271

111 South Nelson Avenue Suite #3	Wilmington, OH	45177	(Telephone Number)	Clinton
(Address)	(City)	(Zip Code)	(County)	

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

clintoncountvrecords@gmail.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.

<u>Kerry R. Schul</u>	<u>9/14/19</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<u>Amy Allison</u>	<u>Govt. Rec. Archives</u>	<u>9/16/19</u>
Signature	Title	Date

Section D: Auditor of State

<u>Martin E. Mueh</u>	<u>Records Mgr</u>	<u>9-26-19</u>
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
BZ19-01A	Board of Zoning Appeals Meeting Minutes  Description: Audio/Video records taken during meeting that have been transcribed until a signed copy of official minutes are approved.	Permanent until microfilmed and verified	Paper/Electronic and or Audio/Video		<input checked="" type="checkbox"/> (if not microfilmed)
BZ19-01B	Board of Zoning Appeals Meeting Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>
BZ19-02A	Building/Electrical /Zoning Permit Files  Includes Application, Engineering Reports, Building Appeals/Variations, Adjudication Orders. Certificate of Occupancy, Inspections, Plot Plan (Certificate of Zoning Compliance), Inspection History. OAC 4101: 1-1-01 sec. 104.2.14	Permanent until microfilmed and verified	Paper/Electronic		<input checked="" type="checkbox"/> (if not microfilmed)
BZ19-02B	Building/Electrical /Zoning Permit Files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ19-03	Building Plans  Plans and Specifications. May include specification books.				<input type="checkbox"/>
BZ19-03 A.)	Building Plans — Commercial  Plans, Blueprints, Engineered Drawings/Specifications for Commercial Construction.	At least 180 days after structure is complete and has passed final inspection.	Paper/Electronic		<input type="checkbox"/>
BZ19-03 B.)	Building Plans — Residential  Plans, Blueprints, Engineered Drawings/Specifications for Residential Construction.	At least 180 days after structure is complete and has passed final inspection.	Paper/Electronic		<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
BZ19-03 C.)	Building Plans — Public Buildings  Plans, Blueprints, Engineered Drawings/Specifications for Public Building Construction.	Permanent until microfilmed and verified	Paper/ Electronic		<input checked="" type="checkbox"/> <i>(if not microfilmed)</i>
BZ19-03 C.)	Building Plans — Public Buildings	Permanent	Microfilm		<input checked="" type="checkbox"/>
BZ19-04	Monthly Permit Reports  1% and 3% permit fee, pay-ins, inspection counts.	3 years provided audit	Paper/ Electronic		<input type="checkbox"/>
BZ19-05A	Yearly Report/Annual Building Construction Report  Annual summary of building construction records, number of permits issued, types of construction and property valuation.	Permanent until microfilmed and verified	Paper/ Electronic		<input checked="" type="checkbox"/> <i>(if not microfilmed)</i>
BZ19-05B	Yearly Report/Annual Building Construction Report	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
BZ19-06A	Board of Zoning Appeals Meeting Minutes  Description: Audio/Video records taken during meeting that have been transcribed until a signed copy of official minutes are approved.	Permanent until microfilmed and verified	Paper/ Electronic and or Audio/ Video		<input checked="" type="checkbox"/> <i>(if not microfilmed)</i>
BZ19-06B	Board of Zoning Appeals Meeting Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>
BZ19-07A	Rural Zoning Commission Meeting Minutes  Description: Audio Video records taken during meeting that have been transcribed until a signed copy of official minutes are approved.	Permanent until microfilmed and verified	Paper/ Electronic and or Audio/ Video		<input checked="" type="checkbox"/> <i>(if not microfilmed)</i>
BZ19-07B	Rural Zoning Commission Meeting Minutes	Permanent	Microfilm		<input checked="" type="checkbox"/>
					<input type="checkbox"/>

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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 Sec. 117.26 O.R.C.

## 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
<b>BZ19-08</b>	Zoning Violations/Correction Notices  Documents violations of the zoning resolution and corrective action taken.	3 years after issue is resolved and no claims of legal action pending	Paper/ Electronic		