



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

OHIO HISTORY CONNECTION

FEBRUARY 2 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

City of Franklin		Building and Zoning Department	
(Local Government Entity)		(Unit)	
	Barry Conway	City Engineer	1-27-23
(Signature of Responsible Official)	(Name)	(Title)	(Date)

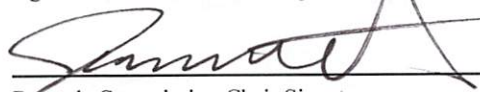
Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission		937-746-9921	
		(Telephone Number)	
1 Benjamin Franklin Way	Franklin	45005	Warren
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:
kdunn@franklinohio.org

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.

	1/28/23
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Government Records Archivist		2/6/2023
Signature	Title	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.

City of Franklin

Building and Zoning 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 LGRP	(6) RC-3 Required by LGRP
BZ-001	Accessory Use Permits	Permanent	Paper/Electronic		<input type="checkbox"/>
BZ-002	Annexation Records/Case Files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-003	Appeals to Interpretation of UDO	Permanent	Paper/Electronic		<input type="checkbox"/>
BZ-004	Blank Forms	Until superseded	Paper/Electronic		<input type="checkbox"/>
BZ-005A BZ-005B	Bids - Successful - Unsuccessful	See Project Files 2 years after contract award	Paper/Electronic Paper/Electronic		<input type="checkbox"/>
BZ-006A BZ-006B	Bid Bonds - Successful Bidder - Unsuccessful Bidder	Until acceptance of bond Return after contract award	Paper/Electronic Paper/Electronic		<input type="checkbox"/>
BZ-007A BZ-007B BZ-007C BZ-007D	Board of Zoning Appeals and Zoning Commission - Agendas - Applications - Case Files - Meeting Notices	6 years Until no longer admin. necessary 10 years after final decision 1 year	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
BZ-008A BZ-008B BZ-008C	Board of Zoning Appeals and Zoning Commission Minutes - Hard Copy/Journal - Audio Recording - Drafts/Notes	Permanent Until no longer admin. necessary Until no longer admin. necessary	Paper/Electronic Digital Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
BZ-009	Building Folders	Review at 5 years	Paper/Electronic		<input type="checkbox"/>
BZ-010	Building Permits Folder (Building Inspection Reports, Building Plans)	5 years from completion	Paper/Electronic		<input type="checkbox"/>
BZ-011	Building Permits (Issued)	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-012	Budget (Preparation Documents)	1 year	Paper/Electronic		<input type="checkbox"/>

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Building and Zoning Department

(Local Government Entity)

(Unit)

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BZ-013	CDBG Records	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
BZ-014	Certificate of Appropriateness	Permanent	Paper/Electronic		<input type="checkbox"/>
BZ-015	Certificates of Insurance	2 years after expiration, provided no claim pending	Paper/Electronic		<input type="checkbox"/>
BZ-016	Certificates of Occupancy	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-017	Certificates of Zoning Compliance	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-018	City Building Codes	Until superseded; retain one copy permanently	Paper/Electronic		<input type="checkbox"/>
BZ-019	City-owned Properties Files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-020	CE/Seminar/Training Attendance Records & Certifications	Place in personnel file	Paper/Electronic		<input type="checkbox"/>
BZ-021	Community Reinvestment Area Files	Permanent	Paper/Electronic		<input type="checkbox"/>
BZ-022	Complaint/Violation Files	Until corrected or adjudicated	Paper/Electronic		<input type="checkbox"/>
BZ-023A BZ-023B BZ-023C BZ-023D BZ-023E	Correspondence (including email) - Routine letters/communications - General - With legislative branch (Council) - With executive branch - Junk mail/fliers/catalogs/spam	1 year 2 years 3 years 3 years Until no longer admin. necessary	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
BZ-024	Demolition Permits	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-025	Federal Project Files	5 years after completion of projects, provided audited	Paper/Electronic		<input type="checkbox"/>
BZ-026	Floodplain Development Permits	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>

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City of Franklin

Building and Zoning 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 LGRP	(6) RC-3 Required by LGRP
BZ-027	Floodplain Maps/FEMA Maps	Until superseded, obsolete, or replaced, retain one copy permanently	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
BZ-028	Foreclosure Notices (Ord. 08-09)	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
BZ-029	Grant Files/Records	5 years, provided audited and disputes resolved	Paper/Electronic		<input type="checkbox"/>
BZ-030	Housing/Land Use/Population & Special Studies	Until updated, superseded, or obsolete, retain one copy permanently	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
BZ-031	Index to Variance Records	25 years	Paper/Electronic		<input type="checkbox"/>
BZ-032	Index to Zoning Case Records	25 years	Paper/Electronic		<input type="checkbox"/>
BZ-033	Loan and Grant Applications	3 years, provided audited	Paper/Electronic		<input type="checkbox"/>
BZ-034	Manuals, Handbooks & Directives	Until superseded, obsolete, or replaced	Paper/Electronic		<input type="checkbox"/>
BZ-035	Memoranda	Treat as correspondence	Paper/Electronic		<input type="checkbox"/>
BZ-036	Miscellaneous Files	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
BZ-037	Occupancy/Permit Records	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-038	Permits – all types not listed	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-039	Performance Bonds	Until projected completed & accepted	Paper/Electronic		<input type="checkbox"/>
BZ-040	Plats	Until updated, superseded, or absolute, then appraise for historical value	Paper/Electronic		<input checked="" type="checkbox"/> (Historical)

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Building and Zoning Department

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BZ-041A BZ-041B BZ-041C BZ-041D	Projects (Engineering) - Bid Books - Plans/Drawings/As-builts - Project Planning Files - Project Reports	5 years from award Life of project or until obsolete 5 years after completion 25 years	Paper/Electronic Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
BZ-042	Property Transfer Folders	5 years after transfer	Paper/Electronic		<input type="checkbox"/>
BZ-043	Receipts/Receipt Book	2 years, provided audited	Paper/Electronic		<input type="checkbox"/>
BZ-044	Record Retention Documents (RC-1, RC-2, RC-3)	Permanent	Paper/Electronic		<input type="checkbox"/>
BZ-045A BZ-045B BZ-045C	Rezoning - Applications - Case Files - Records	Until final action taken & recorded 10 years after final decision Permanent	Paper/Electronic Paper/Electronic Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)
BZ-046	RFQ's/Invitations to Bid	2 years	Paper/Electronic		<input type="checkbox"/>
BZ-047	Standards and Specifications	Until updated, superseded, or obsolete	Paper/Electronic		<input type="checkbox"/>
BZ-048	Street Name Change Record	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-049	Street/Alley Vacation Case Files	Permanent	Paper/Electronic		<input checked="" type="checkbox"/>
BZ-050A BZ-050B BZ-050C	Subdivisions - Applications - Case Files - Performance Bond/Escrow Agreement/Developer's Agreement	Until final action taken & recorded 10 years after final decision 10 years after expiration	Paper/Electronic Paper/Electronic Paper/Electronic		<input type="checkbox"/>
BZ-051	Telephone Messages/Voice Mail	Until no longer admin. necessary	Paper/Electronic		<input type="checkbox"/>
BZ-052	UDO/City Zoning Code & Map	Until updated, superseded, or obsolete, retain one copy permanently	Paper/Electronic		<input checked="" type="checkbox"/> (Permanent)

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