



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

AUG 20 2021

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 Centerville	Planning		
(local government entity)	<i>Mark Yandrick</i>	Mark Yandrick	City Planner
(signature of responsible official)	(name)	(title)	8/18/2021
			(date)

Section B: Records Commission

City of Centerville	Records Commission	(937)433-7151	
		(telephone number)	
100 W. Spring Valley Road	Centerville	45458	Montgomery
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: wdavis@centervilleohio.gov

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.

<i>Wayne Davis</i>	8/19/2021
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Local Government Records Archivist	9/7/2021
Signature	Title	Date

Section D: Auditor of State

Signature	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.**



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

City of Centerville Planning
 (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
PL-001	Appeals on Interpretation of Code	Permanent	Electronic	RC-3 Required
PL-002	Audio/Video Recordings of Meetings	1 year	Electronic	
PL-003	Planning Commission and Board of Architectural Review (BAR) Records – Agendas	2 years	Electronic	
PL-004	Planning Commission and BAR Records – Official Site Plans, Development Plans or other Zoning or Subdivision Plans Required by the Centerville Unified Development Ordinance	Permanent	Paper until converted to electronic	RC-3 Required
PL-005	Community Development Reports	Until no longer of an administrative value	Multiple	
PL-006	Departmental Inspection Reports -Transient Record	1 year and no longer of an administrative or fiscal value or no longer owned by the city	Electronic	
PL-007	Department Reports and Records not Specifically Scheduled -Transient Record	Until no longer of an administrative value	Multiple	
PL-008	Housing, Land Use, Population and Other Special Studies	Until no longer of an administrative value	Multiple	



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PL-009	Litigation Files	7 years after case is settled or terminated	Multiple	
PL-010	Meeting Minutes – Drafts, Notes	Until hardcopy of minutes approved	Paper until converted to electronic	
PL-011	Project Files	5 years after completion of project or until no longer of an administrative value	Paper until converted to electronic	RC-3 Required
PL-012	Receipt Books	2 years	Paper	
PL-013	Sign-in Attendance Sheets for Planning Commission and BAR	2 years	Paper until converted to digital	
PL-014	Zoning Permits (Applications and Records)	Permanent	Paper until converted to electronic	RC-3 Required