



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORY CONNECTION

Sept 02 2020

**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

<u>City of Centerville</u>	<u>Development - Inspection</u>		
(local government entity)		(unit)	
<u>Derek Spurling</u>	<u>Derek Spurling</u>	<u>Chief Building Official</u>	<u>8/5/2020</u>
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

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

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

<u>[Signature]</u>	<u>09/03/20</u>
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	<u>Local Government Records Archivist</u>	<u>9/2/2020</u>
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

(local government entity)

Development – Inspection

(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
IN-001	Building Permit Records	Permanent	Paper until converted to electronic	RC-3 Required
IN-002	Building Approved Plans (Blue Prints, Site Plans, Floor Plans, Elevations)	5 years	Paper until converted to electronic	
IN-003	Building Plans – Supplemental Documentation	Until no longer of an administrative value	Multiple	
IN-004	Rental Inspection Records	5 years	Electronic	
IN-005	Zoning, Code Enforcement Violations	5 years	Electronic	