



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

AUG 31 2017

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

Montgomery County, Ohio

Building Regulations

(local government entity)

Erik Collins

(unit)

Director, CED

(signature of responsible official)

Erik Collins (for Erik Collins)

(name)

(title)

(date)

8/6/17

Section B: Records Commission

Montgomery County Records Commission

(937) 225-6366

(telephone number)

117 S. Main Street, PO Box 972

Dayton

45422

Montgomery

(address)

(city)

(zip code)

(county)

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

ratcliff@mcohio.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.

Records Commission Chair Signature

Date

[Signature]

8/23/17

Section C: Ohio History Connection - State Archives

Amanda Rindler
 Signature

Local Government Records Archivist
 Title

9/13/17
 Date

Section D: Auditor of State

Martin E. Mohr
 Signature

Records Mgr
 Title

9-18-17
 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.

Montgomery County, Ohio

(local government entity)

Building Regulations

(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
17-01	Adjudication Orders—Appealed: Legal orders from Building Regulations that have been appealed and the results.	Permanent	Electronic		<input checked="" type="checkbox"/>
17-02	Adjudication Orders—Not Appealed: Legal orders from Building Regulations that have not been appealed.	Permanent	Electronic		<input checked="" type="checkbox"/>
17-03	Approved Construction Documents: Construction plans, spec books and supplemental design documents submitted by owners or their agents and approved by Building Regulations. (OAC 4101:1-1 sec. 104.2.1.4)	Permanent	Electronic		<input checked="" type="checkbox"/>
17-04	Approved Construction Documents: Construction plans and supplemental design documents submitted by owners or their agents and approved by Building Regulations. (OAC 4101:1-1 sec. 104.2.1.4)	Until digitally imaged. No RC-3 required.	Paper		<input type="checkbox"/>
17-05	Approved Construction Documents: Spec books and zoning certificates submitted by owners or their agents and approved by Building Regulations. (OAC 4101:1-1 sec. 104.2.1.4)	1 year after permit is complete.	Paper		<input type="checkbox"/>
17-06	Approved Construction Documents: Construction plans and supplemental design documents submitted by owners or their agents and approved by Building Regulations. (OAC 4101:1-1 sec. 104.2.1.4)	Permanent	Microfilm (to 2011)		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Montgomery County, Ohio

Building Regulations

(local government entity)

(unit)

17-07	Building, Electrical and Mechanical Applications and Permits: Formal approval of construction. Indicates that submitted plans have met the requirements of the Ohio Building Code. Includes Certificates of Occupancy and other records required by code. (OAC 4101:1-1 sec. 104.2.1.4) Also includes written inspection records, daycare licensing files and expiration letters.	Permanent	Electronic		<input checked="" type="checkbox"/>
17-08	Building, Electrical and Mechanical Applications and Permits: Formal approval of construction. Indicates that submitted plans have met the requirements of the Ohio Building Code. Includes Certificates of Occupancy and other records required by code. (OAC 4101:1-1 sec. 104.2.1.4)	Until digitally imaged. No RC-3 required.	Paper		<input type="checkbox"/>
17-09	Construction Drawing Supplemental Documents: Materials submitted by builders and used by Building Regulations during the approval process but not included in the Approved Construction Documents. Can include shop drawings, manufacturers catalog cut sheets, hydraulic calculations, fault current analyses, correspondence, notes, photos, zoning documents, health department approvals, special inspection reports, fire department inspection results, soil reports, etc.	Permanent	Electronic		<input checked="" type="checkbox"/>
17-10	Construction Drawing Supplemental Documents: Materials submitted by builders and used by Building Regulations during the approval process but not included in the Approved Construction Documents. Can include shop drawings, manufacturers catalog cut sheets, hydraulic calculations, fault current analyses, correspondence, notes, photos, zoning documents, health department approvals, special inspection reports, fire department inspection results, soil reports, etc.	Until digitally imaged. No RC-3 required.	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

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17-11	Notice of Violations: Notice sent to builders informing them of building code violations.	3 years after corrected.	Paper		<input type="checkbox"/>
17-12	Notice of Violations: Notice sent to builders informing them of building code violations.	Permanent	Electronic		<input type="checkbox"/>
17-13	Permit Database: Database containing information about all permits issued since 1993. Includes the status of permits and inspections.	Permanent	Electronic		<input type="checkbox"/>
17-14	Street Cards: Index cards organized by street. Contains permit information by street address prior to 2006. Previous set, organized by street and owner name, includes permit information from 1947 to 2006.	Permanent	Paper		<input checked="" type="checkbox"/>
17-15	Microfiche Construction Documents	Permanent	Microfilm		<input checked="" type="checkbox"/>
17-16	Contractor Registration Files	1 year after expiration.	Paper		<input type="checkbox"/>
17-17	Floodplain Records	Permanent	Electronic		<input checked="" type="checkbox"/>
17-18	Floodplain Records	Until digitally imaged. No RC-3 required.	Paper		<input type="checkbox"/>
17-19	Email/Correction Letters and General Correspondence Concerning Building Approval Process	Destroy when no longer of administrative value.	Electronic		<input type="checkbox"/>