

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Montgomery County Records Commission 937-225-4284 Telephone Number
 Records Center Reibold Building Dayton OH 45402 Montgomery County

(2) FROM: Montgomery County Planning Commission

Joseph P. Tuss Joseph P. Tuss Assistant County Administrator July 18, 2008
 (signature of responsible official)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on Dec. 12, 2008 as reflected by the minutes kept by this commission.

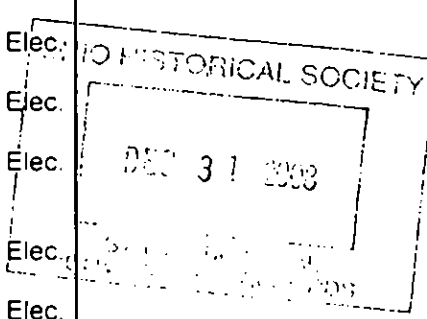
Chairman, Records Commission: Judith Dodge 12-12-08
Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Angel Mandl 1/2/09
For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mub 2-4-09
For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) (6) (7) (8)* (9)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-01	Annexation Files	Permanent	Paper & Elec.	 <p>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.</p>
08-02	Auditor's Deposit Slips	Audit +3 yrs.	Paper & Elec.	
08-03	Cash Books (fiscal record)	Audit +3 yrs.	Paper & Elec.	
08-04	Comprehensive Plans/P.C.	Permanent	Paper & Elec.	
08-05	Correspondence Files/P.C.	Audit +5 yrs.	Paper & Elec.	
08-06	House Numbering System Files	5 yrs, and noted on Master File	Paper & Elec.	
08-07	Inventory of Property	Audit +3 yrs.	Paper & Elec.	
08-08	Maps & Plans	Permanent	Paper & Elec.	
08-09	Master File to House Numbering	Permanent	Paper & Elec.	
08-10	Minutes of P.C. Meetings	Permanent	Audio Tapes	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Community & Economic Development Planning Commission

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
08-11	Personnel Files	To Human Resource Upon termination	Paper & Electronic	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.
08-12	Planning Project Files	5 yrs.	Paper & Electronic	
08-13	Plat Files (All Subdivisions)	Permanent	Paper & Electronic	
08-14	Purchase Orders (office's copy)	Audit +3 yrs.	Paper & Electronic	
08-15	Receipt Books (office's fiscal record)	Audit +3 yrs.	Paper & Electronic	
08-16	Resolutions for the Planning Commission	Permanent	Paper & Electronic	
08-17	Requisitions (office's copy)	Audit +3 yrs.	Paper & Electronic	
08-18	Street Name Change Files (name changes, vacations and easements)	Permanent	Paper & Electronic	
08-19	Technical Reports	Permanent	Paper & Electronic	
08-20	Travel Expense Reports (employee travel expenses)	Audit +3 yrs.	Paper & Electronic	
08-21	W.P.A.F.B. Airport Zoning & Appeals Cases & Minutes	Permanent	Audio Tapes	
08-22	Zoning Case Files (All Townships in County)	Permanent	Paper & Electronic	

ALL PERMANENT RECORDS MUST BE STORED ON EITHER PAPER OR MICROFILM TO MEET LEGAL REQUIREMENTS