



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

OHIO HISTORY CONNECTION

OCTOBER 14 2022

STATE AND LOCAL
GOVERNMENT RECORDS

Page 1 of 3

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 Trotwood – Planning and Development Department, Division of Planning and Zoning

(Local Government Entity)

(Unit)

Deborah McDonnell, Director

10/11/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission, City of Trotwood

937-854-7212

(Telephone Number)

3035 Olive Road, Trotwood, 45426; Montgomery County

(Address)

(City)

(Zip Code)

(County)

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

klandis@trotwood.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.

10/13/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/26/2022

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 Trotwood – Planning and Development Department, Division of Planning and Zoning

(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
PZ-01	<u>Board of Zoning Appeals Case Files</u> Appeals, Conditional Uses, Major Variances	10 Years	Paper and/or Electronic		☐
PZ-02	Board of Zoning Appeals Case Log	Permanent	Paper and/or Electronic		☒
PZ-03	Certificates of Insurance and Bonds	2 Years After Expiration and No Action Pending	Paper and/or Electronic		☐
PZ-04	Departmental Policies and Procedures	Until Obsolete or Superseded	Paper and/or Electronic		☐
PZ-05	<u>Land Acquisition Files</u> Annexation, Deeds, Easements	Permanent	Paper and/or Electronic		☒
PZ-06	<u>Planning Commission Case Files</u> Conditional Use Exceptions, Appeals	10 Years	Paper and/or Electronic		☐
PZ-07	Planning Commission Case Log	Permanent	Paper and/or Electronic		☒
PZ-08	<u>Planned Unit Developments</u> Preliminary and Final	Permanent	Paper and/or Electronic		☒
PZ-09	<u>Subdivisions</u> Major and Minor	Permanent	Paper and/or Electronic		☒
PZ-10	Street and Alley Vacation Case Files	Permanent	Paper and/or Electronic		☒
PZ-11	Urban Renewal Files	Until Obsolete then Appraise for Historical Value	Paper and/or Electronic		☐
PZ-12	<u>Zoning Amendments</u> Text and Map Amendments	Permanent	Paper and/or Electronic		☒
PZ-13	Zoning Certificates of Compliance	5 Years After Approved and/or Finaled and No Action Pending	Paper and/or Electronic		☐
PZ-14	<u>Zoning Permits</u> Accessory Structure, Commercial Industrial Zoning, Fence, Home Occupation (renewals only), Minor Variances, Permanent Sign, Residential Zoning, Swimming Pool	5 Years After Approved and/or Finaled and No Action Pending	Paper and/or Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Trotwood – Planning and Development Department, Division of Planning and Zoning

(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
PZ-15	Zoning Permits (Transient) Event, Home Occupation, Garage Sale, Temporary Sign, Temporary Use, Tent	2 Years After Expiration and No Action Pending	Paper and/or Electronic		☐
PZ-16	Zoning Permit Log	Permanent	Paper and/or Electronic		☒
PZ-17	Zoning Permit Applications	1 Year After Decision	Paper and/or Electronic		☐
PZ-18	Zoning Verification Letters	2 Years	Paper and/or Electronic		☐
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