



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

OHIO HISTORY CONNECTION

Jan 27 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 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 Trenton

Planning and Zoning Department

(Local Government Entity)

(Unit)

Bill Jones

Bill Jones

Planning and Zoning Administrator

1-26-2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Trenton Records Commission

513-428-0159

(Telephone Number)

11 East State Street

Trenton

45067

Butler

(Address)

(City)

(Zip Code)

(County)

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

mengel@ci.trenton.oh.us

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.

Michael E. Engel
 Records Commission Chair Signature

1-25-2021
 Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist

1/27/2021

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 Trenton

Planning and Zoning Department

(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-0001	Transient letters/memos including notes, text messages, phone messages, voicemail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0002	General Correspondence	2 Years	Paper or Electronic		<input type="checkbox"/>
PZ-0003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0006	Agendas Originating in Department	6 Years	Paper or Electronic		<input type="checkbox"/>
PZ-0007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0008	Copies of Agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0009	Audio and video recordings of meetings	1 Year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
PZ-0010	Council Communications (Council Reports)	Retain until City Clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
PZ-0011	Payroll Records (including time sheets, comp time records, leave forms)	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
PZ-0012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
PZ-0013	Travel Requests/Expense Reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
PZ-0014	Contracts/Agreements for Equipment and Services	8 Years after contract expiration	Paper or Electronic		<input type="checkbox"/>

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PZ-0015	Annexation Case Files	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0016	Annexation Record	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0017	Board of Zoning Appeals Administrative Appeals on Interpretation of Code Case Files Index to Board of Zoning Appeals Case Files	(Administrative Appeals) Permanent (Case Files) Permanent (Index of Case Files) Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0018	Code Enforcement Complaint Notices	2 years, provided no action pending	Paper or Electronic		<input type="checkbox"/>
PZ-0019	Demolition Permits	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0020	Legislative Research Files	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
PZ-0021	Occupancy Permit Record	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0022	Planning Commission Case Files	10 years	Paper or Electronic		<input type="checkbox"/>
PZ-0023	Rezoning Case Files	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0024	Street Name Change Record	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0025	Subdivision Files	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0026	Chronic Nuisance Violations	2 years, provided no action pending	Paper or Electronic		<input type="checkbox"/>
PZ-0027	Zoning Permit Records	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0028	Industrial and Commercial Plot or Civil Plans	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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PZ-0029	Residential Plot Plans	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PZ-0030		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0031		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0032		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0033		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0034		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0035		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0036		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0037		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PZ-0038		Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>