



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

OHIO HISTORY CONNECTION
 SEPTEMBER 05 2024
 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 Stow	Building Department
(Local Government Entity)	(Unit)
	Anthony Catalano
(Signature of Responsible Official)	(Name)
	Chief Building Official
(Title)	(Date)
	08/15/2024

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information.

Stow Records Commission	<u>Jami Lord-Smith</u>		<u>330-689-2812</u>
		(Telephone Number)	
3760 Darrow Road	Stow	44224	Summit
(Address)	(City)	(Zip Code)	(County)

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

jlsmith@stow.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.

<u>Cheryl Black</u>	<u>9/5/24</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	9/6/2024
Signature	Title	Date

Section D: Auditor of State

	Records Manager
Signature	Title
(Date)	(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 Stow****Building Dept.**

(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
13-015-1503	Annexation Case Files & Records	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
13-018-1503	Building Cards – 1963-2006	Permanent	Microfilm, Paper		<input type="checkbox"/>
13-002-1503	Building Permit Files* – 1960-2010	Permanent	Microfilm		<input type="checkbox"/>
24-001-1503	Building Permit Files* – 1996-2022 Commercial & Residential	Permanent	Franklin Database		<input type="checkbox"/>
24-002-1503	Building Permit Files* – 1984-2022 Commercial & Residential	Permanent	Computer Network Drive		<input type="checkbox"/>
24-003-1503	Building Permit Files* – 2023 & After Commercial & Residential	Permanent	Cloud-based Portal (OpenGov)		<input type="checkbox"/>
24-004-1503	Building Permit Files* – Prior to 2023 Commercial & Residential	Retain 5 Years then destroy	Paper		<input type="checkbox"/>
24-005-1503	Building Department Report Annual State of Ohio	Retain 5 Years then destroy	Paper		<input type="checkbox"/>
13-007-1503	Building Permit Reports Monthly Summit County	Permanent	Paper Network Drive		
13-023-1503	Building Plans/Drawings- Municipal Owned	Life of Structure. Appraise for historic value	Paper & Network Drive		<input checked="" type="checkbox"/>

***Files include: All pertinent information and submittals related to permit application.
(Application, drawings, payment/receipt, permit, inspection reports, reviews, occupancy certs, etc)**

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

(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
13-024-1503	City Building Code	Current Edition- Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
24-006-1503	Condemnation & Demolition Records	Permanent	Paper, Electronic & Cloud-based Portal (OpenGov)		<input type="checkbox"/>
24-007-1503	Contractor Registrations	Permanent	Cloud-based Portal (OpenGov)		<input type="checkbox"/>
13-039-1503	Drawings with Documentation (Large Format. See 13-010-1503)	Permanent	Network Drive		<input type="checkbox"/>
13-006-1503	Electric Board Files	Permanent	Paper		<input type="checkbox"/>
13-009-1503	General Correspondence	2 Years	Paper		<input type="checkbox"/>
13-005-1503	Heating Board Files	Permanent	Paper		<input type="checkbox"/>
24-008-1503	Index of Record Destruction	Permanent	Paper Electronic		<input type="checkbox"/>
13-037-1503	Journal Ledgers	Permanent	Microfilm, Paper		<input checked="" type="checkbox"/>
24-009-1503	Logs: Plan & Fire Suppression Reviews – 1987-2022	Permanent	Network Drive		<input type="checkbox"/>
13-010-1503	OBBC Project Blueprints (See 13-039-1503)	Life of Structure	Paper, Network Drive		<input type="checkbox"/>

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

(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
13-14-1503	Occupancy Permits – Prior to 2023	Permanent	Microfilm & Franklin		<input type="checkbox"/>
24-10-1503	Occupancy Permits – 2023 & After	Permanent	Cloud-based Portal (OpenGov)		<input type="checkbox"/>
13-030-1503	Public Records Requests	2 Years	Paper & Network Drive		<input type="checkbox"/>
24-011-1503	Record Retention Schedule (RC-2)	Retain until superseded	Paper & Network Drive		<input type="checkbox"/>
13-029-1503	Transient Records	Until no longer necessary	Paper		<input type="checkbox"/>
24-012-1503	Vacated Street Case Files & Records	Permanent	Paper & Network Drive		<input checked="" type="checkbox"/>