



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION
 APRIL 22 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: Local Government Unit

<u>City of Bexley</u>		<u>Building & Zoning</u>	
(Local Government Entity)		(Unit)	
<u>Kathy Rose</u>	<u>Kathy Rose</u>	<u>Director</u>	<u>3-28-24</u>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

<u>City of Bexley</u>	<u>Records Commission</u>	<u>614-559-4200</u>	
		(Telephone Number)	
<u>2242 E. Main Street</u>	<u>Bexley</u>	<u>43209</u>	<u>Franklin</u>
(Address)	(City)	(Zip Code)	(County)

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

glewis@bexley.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.

<u>Nancy D. Smith</u>	<u>3/28/24</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	<u>Government Records Archivist</u>	<u>5/1/2024</u>
Signature	Title	Date

Section D: Auditor of State

	<u>Records Manager</u>	
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

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

BUILDING & ZONING

BUILDING & ZONING Schedule Number	Records Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
BZ 24-001	Abatement Agreements		15 years	Paper and/or Digital	
BZ 24-002	Annexation Case Files and Records		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-003	Annual Tax Incentive Compliance Report		10 years	Paper and/or Digital	
BZ 24-004	Appeals on Interpretation of Code		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-005	Application for Water or Sewer Tap Permits		1 Year after final decision rendered	Paper and/or Digital	
BZ 24-006	Applications for Building, Additions, Renovation, Alteration, Zoning and/or Use Change	Final action/decision taken and recorded	Until superseded or obsolete	Paper and/or Digital	
BZ 24-007	Board of Zoning Adjustments Schedule		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-008	Building and Zoning Case Files for adjustments, building standards, appeals, decisions, approvals, and denials (includes both BZAP and ARB)		10 Years provided no action pending	Paper and/or Digital	
BZ 24-009	Building Inspection Reports		5 Years	Paper and/or Digital	
BZ 24-010	Building Plans (residential, commercial, or municipal)		Life of structure	Paper and/or Digital	
BZ 24-011	Building Sign and Bridge Inspection Files		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-012	Building/Occupancy Permit Records, Building Cards		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-013	City Building Code	Retain 1 copy permanently	Until superseded *	Paper and/or Digital	
BZ 24-014	City Zoning Maps and City Properties File		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-015	Code Enforcement Complaint Records and Logs		5 Years after resolution	Paper and/or Digital	
BZ 24-016	Code Enforcement Investigation Files/Photos		2 Years provided no action pending	Paper and/or Digital	
BZ 24-017	Code Enforcement Violation Notices/Citations		10 Years after resolution	Paper and/or Digital	
BZ 24-018	Complaints		2 Years provided no action pending	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

BUILDING & ZONING

BZ 24-019	Condemnation and Demolition Permits or Records		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-020	Contractor's Registration		5 Years	Paper and/or Digital	
BZ 24-021	Contractor's Performance Bonds		10 Years after expiration	Paper and/or Digital	
BZ 24-022	Environmental monitoring records		5 Years	Paper and/or Digital	
BZ 24-023	Environmental Site Assessments		30 years	Paper and/or Digital	
BZ 24-024	House Number, Sanitary Sewer, Meter Location, Street Name, Street/Alley Vacation and other Infrastructure Records/Files		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-025	Indexes to case files, variance records, case records		25 Years	Paper and/or Digital	
BZ 24-026	Land Surveys and Field Notes		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-027	Project plans including parks, bridges, streets, buildings, and all other City infrastructure	Park, bridge, building, street, facility, etc. - Appraise for historical value before disposal	Life of project plus 1 year	Paper and/or Digital	
BZ 24-028	Project reports/ Housing, Land Use, and Other Studies, Aerial Photographs		25 years, appraise for historic value	Paper and/or Digital	
BZ 24-029	Property records relating to any City infrastructure (deeds, rights of way, annexation files/records, vacations, easements)		Permanent	Paper and/or Digital	RC-3 Required
BZ 24-030	Quadrant files & Rezoning case files		5 Years provided no action pending	Paper and/or Digital	
BZ 24-031	Street Opening or Closing Permits		3 Years	Paper and/or Digital	
BZ 24-032	Tax Increment Financing Files		Until no longer of admin. Value	Paper and/or Digital	