

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

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

City of New Albany

Community Development

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
CDD-2012-001	Address Assignment Information	Permanent	Multi		<input type="checkbox"/>
CDD-2012-002	Blank forms	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-003	Budget File	Until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-004	Calendar of Appointments	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-005	Contract / Proposals (copy)	2 years	Multi		<input type="checkbox"/>
CDD-2012-006	Correspondence - reading, informational and reference	Until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-007	Correspondence - General	File according to content. 1 year and no longer of an Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-008	Correspondence - Transient Documents – This includes telephone messages and other limited documents which serve to convey information of temporary importance in lieu of oral communication	Retain until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-009	Correspondence - Unsolicited	Retain until no longer of Administrative Value	Multi		<input type="checkbox"/>

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CDD-2012-010	Daily Deposit	2 years post audit	Multi		<input type="checkbox"/>
CDD-2012-011	Demographics	Retain until no longer of Administrative Value	Digital		<input type="checkbox"/>
CDD-2012-012	Department Activity report	2 years	Multi		<input type="checkbox"/>
CDD-2012-013	Equipment Operating & Maintenance Manuals	Life of Equipment plus 1 year	Paper		<input type="checkbox"/>
CDD-2012-014	Fee Schedule	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-015	Inventory of Fixed Assets	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-016	Legal Opinion	3 years	Paper		<input type="checkbox"/>
CDD-2012-017	Professional Magazines & Publications	Retain until no longer of Administrative Value	Paper		<input type="checkbox"/>
CDD-2012-018	Receipt Books	3 years	Paper		<input type="checkbox"/>
CDD-2012-019	Reference Material	Retain until no longer of Administrative Value	Paper		<input type="checkbox"/>
CDD-2012-020	Requisitions / Purchase Orders	3 years, if audited	Digital		<input type="checkbox"/>
CDD-2021-020 A	Invoices	Retain until no longer of Administrative Value	Multi		<input type="checkbox"/>
CDD-2012-021	Board & Commission Agendas	Permanent	Multi		<input type="checkbox"/>
CDD-2012-022	Board & Commission Case Files (Draft plans and documents)	Until superseded by approved plan/document	Multi		<input type="checkbox"/>

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CDD-2012-023	Board & Commission Case Files (including application, payment receipt, board reviewed information, staff report, record of action, minutes, final approved plan)	Permanent	Multi		<input type="checkbox"/>
CDD-2012-024	Board & Commission Case Files (other information not listed above)	5 years	Multi		<input type="checkbox"/>
CDD-2012-025	Board & Commission Meeting Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
CDD-2012-026	Board & Commission Meeting Recordings	2 years	Digital		<input type="checkbox"/>
CDD-2012-027	Board & Commission Member Contact sheets	Until obsolete or superseded	Multi		<input type="checkbox"/>
CDD-2012-028	Board & Commission Public Hearing Notices	Permanent	Multi		<input type="checkbox"/>
CDD-2012-029	Recommending Board Agendas that include New Albany cases(PTAB, RFBA, etc)	5 years and project/case completion or superseded	Multi		<input type="checkbox"/>
CDD-2012-030	Recommending Board Case Files that includes New Albany cases (including application, payment receipt, board reviewed information, staff report, record of action, minutes, final approved plan)	5 years and project/case completion or superseded	Multi		<input type="checkbox"/>
CDD-2012-031	Recommending Board Meeting Minutes that include New Albany cases	Permanent	Multi		<input checked="" type="checkbox"/>
CDD-2012-032	Recommending Board Meeting Recordings that include New Albany cases	2 years	Digital		<input type="checkbox"/>

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CDD-2012-033	Recommending Board New Albany Case Files (other information not listed above)	5 years	Multi		<input type="checkbox"/>
CDD-2012-034	Annual Board of Building Standards Report	Permanent	Multi		<input checked="" type="checkbox"/>
CDD-2012-035	Building Complainants and Violations Case Files	3 years with no activity	Multi		<input type="checkbox"/>
CDD-2012-036	Commercial Building Permits File (OBC required records include application, certificate of plan approval, notices, orders issued, Certificate of Occupancy)	3 years ; retain OBC required records Permanent	Multi		<input type="checkbox"/>
CDD-2012-037	Commercial Approved Building Construction Documents	Until superseded by approved sheet	Multi		<input type="checkbox"/>
CDD-2012-038	Commercial Approved Building Construction Documents (Final as-built plan only)	Permanent	Multi		<input checked="" type="checkbox"/>
CDD-2012-039	Contractors Registration	3 years	Multi		<input type="checkbox"/>
CDD-2012-040	Monthly Census Reports	3 years	Multi		<input type="checkbox"/>
CDD-2012-041	Monthly State 1% Report	3 years	Multi		<input type="checkbox"/>
CDD-2012-042	Monthly State 3% Report	3 years	Multi		<input type="checkbox"/>
CDD-2012-043	Permit & Inspection Database	Until Superseded	Digital		<input type="checkbox"/>
CDD-2012-044	Permit Number Assignment Books	Permanent	Paper		<input type="checkbox"/>
CDD-2012-045	Permits (unless otherwise noted)	3 years	Multi		<input type="checkbox"/>
CDD-2012-046a	Residential Approved Building Construction Documents	Until superseded by approved sheet	Multi		<input type="checkbox"/>
CDD-2013-046b	Residential Approved Building Construction Documents (final approved/as built plan)	Permanent	Multi		<input checked="" type="checkbox"/>
CDD-2012-047	Residential Building Permit Plans Expired (never started)	3 years or until superseded	Multi		<input type="checkbox"/>

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CDD-2012-048	Residential Building Permits File (RCO required records include application, certificate of plan approval, notices, orders issued, Certificate of Occupancy)	3 years ; retain RCO required records Permanent	Multi		<input type="checkbox"/>
CDD-2012-049	Residential Denied Building Construction Documents	1 year or until superseded	Multi		<input type="checkbox"/>
CDD-2012-050	Sewer Tap Applications	Permanent	Multi		<input type="checkbox"/>
CDD-2012-051	Sewer Tap Quarterly Report	3 years	Multi		<input type="checkbox"/>
CDD-2012-052	Water Tap Applications	Permanent	Multi		<input type="checkbox"/>
CDD-2012-053	Condemnation and Demolition Files	10 years	Multi		<input type="checkbox"/>
CDD-2012-054	Lot Splits / Combinations	Permanent	Multi		<input type="checkbox"/>
CDD-2012-055	Sign Permits	3 years	Multi		<input type="checkbox"/>
CDD-2012-056	Village of New Albany Zoning Code	Until Superseded; retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-057	Zoning and Certificate of Appropriateness files	3 years	Multi		<input type="checkbox"/>
CDD-2012-058	Zoning Code Complainants, Violations and Enforcement Files	3 years	Multi		<input type="checkbox"/>
CDD-2012-059	Concept plan files (meeting notes or plans but never officially submitted)	1 year if no activity	Multi		<input type="checkbox"/>
CDD-2012-060	Design Guidelines & Requirements	Until Superseded; Retain 1 copy permanently	Multi		<input checked="" type="checkbox"/>
CDD-2012-061	Leisure Trail Strategic Plan	Until Superseded; Retain 1 copy permanently	Multi		<input checked="" type="checkbox"/>
CDD-2012-062	Project Files (City related special projects)	15 years	Multi		<input type="checkbox"/>

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CDD-2012-063	Project Files (unless otherwise noted)	3 years	Multi		<input type="checkbox"/>
CDD-2012-064	Rocky Fork Blacklick Accord Plan	Until Superseded; Retain 1 copy permanently	Multi		<input checked="" type="checkbox"/>
CDD-2012-065	Strategic Plan	Until Superseded; Retain 1 copy permanently	Multi		<input checked="" type="checkbox"/>
CDD-2012-066	Studies	Until Superseded; Retain 1 copy Permanently	Multi		<input checked="" type="checkbox"/>
CDD-2012-067	Support Information for Plans	1 year	paper		<input type="checkbox"/>
CDD-2012-068	Support Information for Plans	3 years	Digital		<input type="checkbox"/>
CDD-2012-069	Village Center Plan	Until Superseded; Retain 1 copy permanently	Multi		<input checked="" type="checkbox"/>
CDD-2012-070	Business Files (Active)	Until inactive then follow inactive retention schedule	Multi		<input type="checkbox"/>
CDD-2012-071	Business Files (Inactive)	2 years	Multi		<input type="checkbox"/>
CDD-2012-072	Community Improvement Corporation (CIC) Files	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-073	Community Reinvestment Area (CRA) Files	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-074	Economic Development Commission	5 years	Multi		<input type="checkbox"/>
CDD-2012-075	Economic Development Plan	Until Superseded; Retain 1 copy Permanently	Multi		<input checked="" type="checkbox"/>

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CDD-2012-076	Economic Opportunity Zone (EOZ) Files	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-077	EZ Tax Incentive	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-078	Fiber File	5 years	Multi		<input type="checkbox"/>
CDD-2012-079	Site Selection File	2 years	Multi		<input type="checkbox"/>
CDD-2012-080	Tax Abatement Case Files	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2012-081	Tax Abatement List	Until Superseded	Multi		<input type="checkbox"/>
CDD-2012-082	Tax Incentive Review Council	15 years	Multi		<input type="checkbox"/>
CDD-2012-083	TIF Files (Tax Increment Financing)	5 years after term expiration	Multi		<input type="checkbox"/>
CDD-2013-084	Engineering Database	Until Superseded	Digital		<input type="checkbox"/>
CDD-2013-085	Planning Database	Until Superseded	Digital		<input type="checkbox"/>
CDD-2013-086	Engineering approved Construction Documents (drawings, plans, mylars)	Until superseded by approved sheet	Multi		<input type="checkbox"/>
CDD-2013-087	Engineering Approved Construction Documents (Final as-built plan only)	Permanent	Multi		<input checked="" type="checkbox"/>
CDD-2013-088	Meeting recordings (other than otherwise noted)	Until project is complete and no longer of Admin value	Digital		<input type="checkbox"/>
CDD-2013-089	Engineering Project files	Permanent	Multi		<input type="checkbox"/>
CDD-2013-090	General Orders, Directives, Policies, Rules, Regulations and Procedures	Until superseded	Multi		<input type="checkbox"/>
CDD-2013-091	Project Checkbooks	3 years	Multi		<input type="checkbox"/>
CDD-2013-092	Transmittal Log	3 years	Multi		<input type="checkbox"/>
CDD-2013-093	Transmittal forms	3 years	Multi		<input type="checkbox"/>
CDD-2013-094	Vendor Quotes	1 year or until job awarded	Multi		<input type="checkbox"/>

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CDD-2013-095	Records Retention Documents	25 years	Multi		<input type="checkbox"/>
CDD-2021-096	Innovate/CIC Invoices	3 years, if audited	Paper		<input type="checkbox"/>
CDD-2021-097	Innovate/CIC Requisitions & Purchase Orders	3 years, if audited	Paper		<input type="checkbox"/>
CDD-2021-098	Rental/Lease Agreements / Tenant files	15 years after expiration or termination	Multi		<input type="checkbox"/>