



NOV 21 2014

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**

New Albany

Community Development

(local government entity)

(unit)

Pam Hickok

Clerk

11/14/14

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

New Albany Records Commission

(614) 855-3913

(telephone number)

99 W. Main Street

New Albany

43054

Franklin

(address)

(city)

(zip code)

(county)

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

phickok@newalbanyohio.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.

18 Nov 14

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

State Archives

11/28/14

Signature

Title

Date

**Section D: Auditor of State**

12-12-14

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

*New Albany*

(political subdivision name)

*Community Development Department*

unit

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
CDD-2012-001	Address Assignment Information	Permanent	Paper		<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CDD-2012-002	Blank forms	Until obsolete or superseded	Multi		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	Paper		<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CDD-2012-004	Calendar of Appointments	Until obsolete or superseded	Multi		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	Paper		<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"/>
CDD-2012-010	Daily Deposit	2 years post audit	Paper		<input type="checkbox"/>
CDD-2012-011	Demographics	Retain until no longer of Administrative Value	Digital		<input type="checkbox"/>

**Audited means: the years  
encompassed by the records  
have been audited by the  
Auditor of State and the  
audit report has been  
released pursuant to  
Sec. 117.26 O.R.C.**

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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	Paper		<input type="checkbox"/>
CDD-2012-021	Board & Commission Agendas	Permanent	Paper		<input type="checkbox"/>
CDD-2012-022	Board & Commission Case Files (Draft plans and documents)	Until superseded by approved plan/document	Paper		
CDD-2012-023	Board & Commission Case Files (including application, payment receipt, board reviewed information, staff report, record of action, minutes, final approved plan)	Permanent	Paper		<input checked="" type="checkbox"/>
CDD-2012-024	Board & Commission Case Files (other information not listed above)	5 years	Paper		<input type="checkbox"/>
CDD-2012-025	Board & Commission Meeting Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
CDD-2012-026	Board & Commission Meeting Recordings	2 years	Audio Tape or Compact Disk		<input type="checkbox"/>

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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	Paper		<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	Paper		<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	Paper		<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	Audio Tape or Compact Disk		<input type="checkbox"/>
CDD-2012-033	Recommending Board New Albany Case Files (other information not listed above)	5 years	Paper		<input type="checkbox"/>
CDD-2012-034	Annual Board of Building Standards Report	Permanent	Paper		<input checked="" type="checkbox"/>
CDD-2012-035	Building Complainants and Violations Case Files	3 years with no activity	Paper		<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	Paper		<input type="checkbox"/>

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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 type="checkbox"/>
CDD-2012-039	Contractors Registration	3 years	Paper		<input type="checkbox"/>
CDD-2012-040	Monthly Census Reports	3 years	Paper		<input type="checkbox"/>
CDD-2012-041	Monthly State 1% Report	3 years	Paper		<input type="checkbox"/>
CDD-2012-042	Monthly State 3% Report	3 years	Paper		<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	Paper		<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 type="checkbox"/>
CDD-2012-047	Residential Building Permit Plans Expired (never started)	3 years or until superseded	Paper		<input type="checkbox"/>
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	Paper		<input type="checkbox"/>
CDD-2012-049	Residential Denied Building Construction Documents	1 year or until superseded	Paper		<input type="checkbox"/>
CDD-2012-050	Sewer Tap Applications	Permanent	Paper		<input type="checkbox"/>
CDD-2012-051	Sewer Tap Quarterly Report	3 years	Paper		<input type="checkbox"/>
CDD-2012-052	Water Tap Applications	Permanent	Paper		<input type="checkbox"/>
CDD-2012-053	Condemnation and Demolition Files	10 years	Paper		<input type="checkbox"/>

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CDD-2012-054	Lot Splits / Combinations	Permanent	Paper		<input type="checkbox"/>
CDD-2012-055	Sign Permits	3 years	Paper		<input type="checkbox"/>
CDD-2012-056	Village of New Albany Zoning Code	Until Superseded; retain 1 copy permanently	Paper		<input type="checkbox"/>
CDD-2012-057	Zoning and Certificate of Appropriateness files	3 years	Paper		<input type="checkbox"/>
CDD-2012-058	Zoning Code Complainants, Violations and Enforcement Files	3 years	Paper		<input type="checkbox"/>
CDD-2012-059	Concept plan files (meeting notes or plans but never officially submitted)	1 year if no activity	Paper		<input type="checkbox"/>
CDD-2012-060	Design Guidelines & Requirements	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-061	Leisure Trail Strategic Plan	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>
CDD-2012-062	Project Files (City related special projects)	15 years	Paper		<input type="checkbox"/>
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 type="checkbox"/>
CDD-2012-065	Strategic Plan	Until Superseded; Retain 1 copy permanently	Multi		<input type="checkbox"/>

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CDD-2012-066	Studies	Until Superseded; Retain 1 copy Permanently	Multi		<input 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	Paper		<input type="checkbox"/>
CDD-2012-071	Business Files (Inactive)	2 years	Paper		<input type="checkbox"/>
CDD-2012-072	Community Improvement Corporation (CIC) Files	15 years	Paper		
CDD-2012-073	Community Reinvestment Area (CRA) Files	15 years	Paper		<input type="checkbox"/>
CDD-2012-074	Economic Development Commission	5 years	Paper		<input type="checkbox"/>
CDD-2012-075	Economic Development Plan	Until Superseded; Retain 1 copy Permanently	Multi		<input type="checkbox"/>
CDD-2012-076	Economic Opportunity Zone (EOZ) Files	15 years	Paper		<input type="checkbox"/>
CDD-2012-077	EZ Tax Incentive	15 years	Paper		<input type="checkbox"/>
CDD-2012-078	Fiber File	5 years	Paper		<input type="checkbox"/>
CDD-2012-079	Site Selection File	2 years	Paper		<input type="checkbox"/>
CDD-2012-080	Tax Abatement Case Files	15 years	Paper		<input type="checkbox"/>



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CDD-2012-081	Tax Abatement List	Until Superseded	Paper		<input type="checkbox"/>
CDD-2012-082	Tax Incentive Review Council	15 years	Paper		<input type="checkbox"/>
CDD-2012-083	TIF Files (Tax Increment Financing)	30 years	Paper		<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 checked="" 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"/>
CDD-2013-095	Records Retention Documents	Permanent	Multi		<input type="checkbox"/>