



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

JUL 12 2016  
 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

City of Bowling Green

Planning Department

(local government entity)

*Heather Saylor*

Heather Saylor

(unit)

Planning Director

7/11/2016

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Bowling Green

Records Commission

419-354-6202

(telephone number)

304 N. Church Street

Bowling Green, OH 43402

Wood

(address)

(city)

(zip code)

(county)

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

bford@bgohio.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.

*Barbara Ann*

7/12/2016

Records Commission Chair Signature

Date

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

*Christine Elbertson*

Signature

Government Records Administrator 7/13/16

Title

Date

### Section D: Auditor of State

*Martin E. Miller*

Signature

Records Manager

Title

7-28-16

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 Bowling Green

Planning 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
16-01	Planning Commission, Zoning Board of Appeals, Housing Commission Records - Meeting Recordings	Electronic until typed, printed, and minutes approved	Paper/ Electronic		<input type="checkbox"/>
16-02	Planning Commission and Zoning Board of Appeals Records – Minutes (Housing Commission minutes kept by Municipal Administrator's office)	Electronic until printed; Paper permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-03	City Attorney Opinions	Paper Permanent; electronic until printed	Paper/ Electronic		<input checked="" type="checkbox"/>
16-04	Zoning Certificates Applications Attachments	Permanent	Paper		<input type="checkbox"/>
16-05	Subdivision Files	Permanent	Paper		<input checked="" type="checkbox"/>
16-06	Address Assignment Letters (house number records)	Permanent	Paper		<input checked="" type="checkbox"/>
16-07	Reserved				<input type="checkbox"/>
16-08	Databases/traffic Studies/Site Plans/Permit Tracking	Until No Longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
16-09	Outdoor Advertising Commission Minutes (commission dissolved in 2009)	Permanent	Paper		<input checked="" type="checkbox"/>
16-10	Ad Hoc Committees (notes)	Until No Longer of Administrative Value	Paper		<input type="checkbox"/>
16-11	Going Out of Business License	Until No Longer of Administrative Value	Paper		<input type="checkbox"/>
16-12	Voice Mail, Faxes, Unsolicited Mail, Blank, Forms, etc.	Until No Longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
16-13	Annexation Records (petitions, maps, and legal descriptions)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-14	Annual/Monthly Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-15	Appeals on Interpretation of Code	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-16	Board of Zoning Appeals Journal	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>

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16-17	Community Development	Until No Longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
16-18	Complaints	1 Year, No Action Pending	Paper/ Electronic		<input type="checkbox"/>
16-19	Housing, Land Use and Other Special Studies	Until No Longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
16-20	Index to Board of Zoning Appeals Case Files/Actions/Records	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-21	Legislation Research Files	Until No Longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
16-22	Maps and Plans (ie: zoning maps)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-23	Planning Commission Journal (Case Files)	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-24	Project Planning Files	5 Years After Completion	Paper/ Electronic		<input type="checkbox"/>
16-25	Rezoning Applications	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-26	Street Name Change Record	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-27	Subdivision Files	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
16-28	List of Adjoining Owners	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
16-29	Returned Notices	Until no longer of administrative value	Paper		<input type="checkbox"/>
16-30	Legal Notices	Paper 5 years; Electronic until printed	Paper/ Electronic		<input type="checkbox"/>
16-31	Certification of Publication (copy)	Paper 3 years; electronic until printed	Paper/ Electronic		<input type="checkbox"/>
16-32	Agenda Attachments	Paper 3 years; Electronic until printed	Paper/ Electronic		<input type="checkbox"/>

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(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
16-33	Agendas	Paper 2 years; electronic until printed	Paper Electronic		
16-34	News Releases	Paper 2 years; electronic until printed	Paper/ Electronic		
16-35	Zoning Board of Appeals - stenographic notes and electronic notes	1 year pending no further action	Paper/ Electronic		
16-36	Index to Planning Commission Files/Actions/Records	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
	For other items such as general correspondence, transient correspondence, memos, voicemail messages, etc. review the Citywide RC-2.				

**Email** is a *format* on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (*Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.*)