



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

FEB 16 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 SHAKER HEIGHTS

BUILDING DEPARTMENT

(local government entity)

(unit)

Kyle Krewson

Kyle Krewson

Manager

2/5/2016

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF SHAKER HEIGHTS RECORDS COMMISSION

216-491-1410

(telephone number)

Office of the Mayor, 3400 Lee Road, Shaker Heights, Ohio
 (address) (city)

44120
 (zip code)

Cuyahoga
 (county)

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

Karin.rosegger@shakeronline.com

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.

Karin A. Rosegger

Feb. 8, 2016

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda P. Rindler
 Signature

Local Government Records Archivist
 Title

2/23/16
 Date

Section D: Auditor of State

Martin S. Mub
 Signature

Records Mgr
 Title

3-2-16
 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 SHAKER HEIGHTS

BUILDING 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
B16-01	Building Plans and Specifications <i>All drawings and specifications including: floor plans, elevations, sections, details, diagrams, schedules, line drawings, cut sheets, specifications, and other graphic and/or narrative descriptions of proposed work associated with the submission of plans to be reviewed for the issuance of permits. Also includes all notes and communications related to the review and approval of the plans.</i>	3 years Residential 5 years Commercial	Electronic or Paper		<input type="checkbox"/>
B16-02	Permit Applications <i>All permit applications including: building (including demolition), concrete (including driveways, parking lots, aprons, and sidewalks), garage floor, glass block window, paint removal, fence, electrical, heating, air conditioning, plumbing, roofing, sewer/waterproofing, obstruction, hauling, and commercial signs.</i>	3 years	Electronic or Paper		<input type="checkbox"/>
B16-03	Permits <i>All final issued permits including: building (including demolition), concrete (including driveways, parking lots, aprons, and sidewalks), garage floor, glass block window, paint removal, fence, electrical, heating, air conditioning, plumbing, roofing, sewer/waterproofing, obstruction, hauling, and commercial signs.</i>	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
B16-04	Permit Inspections <i>Log of scheduled inspections and results. Includes all materials related to stop work orders for permitted jobs and working being completed without a Permit.</i>	5 years	Electronic or Paper		<input type="checkbox"/>
B16-05	Certificate of Occupancy <i>Issued to commercial and residential structures per the Ohio Building code</i>	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
B16-06	House Cards <i>Document for each parcel that lists the permit history and other information of the property prior to the adoption of a digital database around 1998. Paper cards turned over to Shaker Heights Library Local Historical Records.</i>	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>

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B16-07	Plan Review Deposit Receipts <i>Receipt that details the collection of fees associated with Plans Reviews.</i>	3 years	Electronic		<input type="checkbox"/>
B16-08	Contractor Registration <i>All records associated with the issuance of a contractor registration certificate, including: application, proof of licensure, proof of liability insurance, bond documents, power of attorney statements and the contractor registration certificate.</i>	3 years	Electronic or Paper		<input type="checkbox"/>
B16-09	Commercial Occupancy Permit <i>All records related to the Commercial Occupancy Permit, including Biennial Commercial Occupancy Permit memo to tenants, applications, and fee receipts. Results of commercial property maintenance inspections including photos and reports. The actual Commercial Occupancy Permit.</i>	4 years	Electronic or Paper		<input type="checkbox"/>
B16-10	Vacant Property Notices <i>Commercial vacant property notices and associated reports, photos, and correspondences.</i>	3 years	Electronic or Paper		
B16-11	Commercial Nuisance Abatement Files <i>All files related to commercial nuisance abatement operations.</i>	5 years	Electronic or Paper		
B16-12	Plan Review Receipts <i>Receipts of fees collected associated with the review of plans.</i>	3 years	Electronic		
B16-13	Daily Deposits Records <i>Log of deposits tracked in building database.</i>	3 years	Electronic		<input type="checkbox"/>
B16-14	Public Record Request <i>Written requests for public records and the departmental response.</i>	1 year	Electronic		
B16-15	Subpoena or Requests for Appearance <i>Correspondences requesting appearance for legal proceedings.</i>	1 year	Electronic		
B16-16	Department Administrative Documents <i>Memoranda, correspondence, reports, action plans, budgets, invoices, purchase orders, and similar miscellaneous administrative records not coming under another type of record listed in this Schedule.</i>	5 years	Electronic or Paper		<input type="checkbox"/>

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B16-17	Department Organizational Documents <i>Logs, forms, and other tools to assist the Department in its operations for internal department use only.</i>	Until no longer of administrative value	Electronic or Paper		<input type="checkbox"/>
B16-18	Building Department Employee Files <i>Employee evaluations, and memoranda and correspondence to and from supervisors, and other documentation of an employee's employment with the City, other than copies of records held by the Human Resources Dept.</i>	5 years after employee leaves employment	Electronic or Paper		<input type="checkbox"/>
B16-19	General Information and Reference Materials <i>Reports, secondary sources, manuals, or any other resource referenced or consulted in the course of the Building Department's general operation.</i>	Until no longer of administrative value	Electronic or Paper		<input type="checkbox"/>
B16-20	Transitory Records <i>Correspondence or other records of short-term usefulness, e.g. voicemail, telephone messages, email, post-it notes, superseded drafts, transmittal documents, schedules, notes, copies of records which originals are stored by other City Departments, and paper records stored electronically or vice versa (as long as the stored record is kept for the scheduled period for that specific record).</i>	Until no longer of administrative value	Electronic or Paper		<input type="checkbox"/>
B16-21	Residential Street Files <i>Utility testing reports and connection fitting information for each parcel.</i>	10 years	Electronic or Paper		<input type="checkbox"/>
B16-22	Records of a Type No Longer Used by the Department <i>Daily Cash Sheets, Expenditure Vouchers, Purchase Orders, Payroll Sheets, Late Fee Receipt Books, Video Tape Receipt Books, Compliance Receipt Books, Point of Sale Receipt Books, Cash Ledger Sheets, Mechanical Deposit Receipts, Construction Deposit Receipts.</i>	3 Years	Electronic or Paper		
B16-23	Permit Books	Permanent	Paper		<input checked="" type="checkbox"/>

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B16-24	County Auditor Books	Permanent	Paper		<input checked="" type="checkbox"/>