



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____

DEC 17 2014

STATE AND LOCAL
 GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Bellbrook

Planning & Zoning Department

(local government entity)

(unit)

Eileen Minamy

Eileen Minamy

Administrative Asst.

12/1/2014

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Bellbrook Records Commission

(937)848-4666

Records Commission

(telephone number)

15 E. Franklin St.

Bellbrook

45305

Greene

(address)

(city)

(zip code)

(county)

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

m.schlagheck@cityofbellbrook.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.

R-L-B

12-1-2014

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

[Signature]

Government Records Archivist

12/30/2014

Signature

Title

Date

Section D: Auditor of State

Martin E. Mueh

1-21-15

Signature

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**



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Section E: Records Retention Schedule

City of Bellbrook

Planning & Zoning 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 OHS- LGRP	(6) RC-3 Require d by OHS- LGRP
PZ-4	Zoning Permits	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
PZ-8	Stormwater Files	5 years	Paper, Electronic		<input type="checkbox"/>
PZ-9	FEMA Flood Plain Files	5 years	Paper, Electronic		<input type="checkbox"/>
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