



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

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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Lake County

Building Department

(local government entity)

(unit)

(signature of responsible official)

Jason Boyd

(name)

County Administrator

(title)

(date)

4/6/16

Section B: Records Commission

Records Commission

440-350-2751

(telephone number)

(address)

105 Main Street

(city)

Painesville

(zip code)

44077

(county)

Lake

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

jennifer.bell@lakecounty.ohio.gov

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.

Records Commission Chair Signature

Date

Daniel P. Troy

6/2/16

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Amber F. Riddle

Local Government Records Archivist

6/8/16

Section D: Auditor of State

Signature

Title

Date

Martin E. Mohr

Records Manager

6-22-16

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.*Lake County Building Dept.
(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
2016-01	Commercial Blueprints / Approvals / Plans	10 years from issuance	Paper and/or electronic media		<input type="checkbox"/>
2016-02	Residential Blueprints / Approvals / Plans	10 years from issuance	Paper and/or electronic media		<input type="checkbox"/>
2016-03	Residential & Commercial Site Plans	10 years from issuance	Paper and/or electronic media		<input type="checkbox"/>
2016-04	Residential & Commercial Inspection Records	10 years from final inspection date	Paper and/or electronic media		<input type="checkbox"/>
2016-05	Residential & Commercial Certificates of Occupancy	Permanent	Paper and/or electronic media		<input checked="" type="checkbox"/>
2016-07	Commercial Permit Applications	10 years from submittal date	Paper and/or electronic media		<input type="checkbox"/>
2016-08	Residential Permit Applications	10 years from submittal date	Paper and/or electronic media		<input type="checkbox"/>
2016-09	Board of Building Standards yearend report for Commercial	Permanent	Paper and/or electronic media		<input checked="" type="checkbox"/>
2016-10	Board of Building Standards yearend report for Residential	Permanent	Paper and/or electronic media		<input checked="" type="checkbox"/>
2016-11	Residential & Commercial Violation Files	Permanent	Paper and/or electronic media		<input type="checkbox"/>
2016-12	Office Correspondence (File of general correspondence; including incoming &	3 years	Paper and/or		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*Lake County Building Dept.
(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
	outgoing letters		electronic media		
2016-13	Personnel Files (records maintained on all departmental employees)	20 years after termination or retirement	Paper and/or electronic media		<input type="checkbox"/>
2016-14	Pay-In Slips (Weekly account of moneys collected for county treasurer)	1 year after audit	Paper and/or electronic media		<input type="checkbox"/>
2016-15	Reference Material (Catalogs, literature, magazines, manuals, code references etc.)	Until superseded	Paper and/or electronic media		<input type="checkbox"/>
2016-16	Contractor Registrations	10 years	Paper and/or electronic media		<input type="checkbox"/>
2016-17	Requisitions, Purchase Orders & Paid Vouchers (Departmental record of fiscal affairs)	3 years after audit	Paper and/or electronic media	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.	<input type="checkbox"/>
2016-18	Travel Expense Reports	3 years after audit	Paper and/or electronic media		<input type="checkbox"/>
2016-19	Zoning Certificates	10 years after issuance	Paper and/or electronic media		<input type="checkbox"/>
2016-20	Inventory of County Property	3 years	Paper and/or electronic media		<input type="checkbox"/>
2016-21	Audit Report (Copy of the State Examiner's Report)	Permanent	Paper and/or electronic media		<input type="checkbox"/>

Amanda Rindler

From: Bell, Jennifer <Jennifer.Bell@lakecountyohio.gov>
Sent: Thursday, June 02, 2016 2:22 PM
To: Local Government Records Program
Subject: Lake County, Ohio Bldg Dept and Clerk of Courts Updated RC-2's
Attachments: Clerk of Courts RC-2 2016.pdf; Building Department RC-2 2016.pdf

Good afternoon,

I have attached two approved updated retention schedules for your consideration. One for the Lake County Building Department and the the second for the Lake County Clerk of Courts. These updated R-2 schedule were approved by the Lake County Records Commission today. Please contact me if you have any questions. Thank you.

Jennifer Bell, Clerk
Lake County Commissioner's Office
105 Main Street
Painesville, Ohio 44077
Jennifer.Bell@lakecountyohio.gov

Ph. 440-350-2751
Fax. 440-350-2672

