

Regional Planning Commission Records Retention Schedule (Draft)

This schedule lists records commonly created by Regional Planning Commissions. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail 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.

Record Series	Description	Retention
Annexation Files	Contains copy of petition for annexation showing date executed, names and addresses of subscribers, and full description of land to be annexed including a plat thereof.	Permanent
Floodplain Records	Maps, surveys, regulations, violations, correspondence, and other documentation.	Permanent
House Number System Files	Documentation pertaining to the process of assigning house numbers.	5 years.
Maps and Plans	Drawings and pictorial diagrams noting locations and/or boundary lines of projects.	Permanent
Master File of House Numbers	Official documentation of house number assignments.	Permanent
Project Planning Files	Including special reports and studies	Retain for 5 years after completion of the final report.
Project Reports (Final)	Contains abstract and summary of technical reports pertaining to projects.	Permanent
Street Name Change Files	Documentation of the roadway's former name and the newly conferred name.	Permanent