

## County Zoning Records Retention Schedule (Draft)

This schedule lists Zoning records commonly found in county offices. 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.

Records Series	Description	Retention Period
Annual Zoning Report	Shows number of violations, number of court actions, number of inspections, and number of permits issued.	Permanent
Zoning Maps/Atlases	Certified copy of official map (bound and unbound).	Permanent
Rezoning Cases	Documentation related to act of changing a property's use district; including application, mailing list, copy of deed, maps, correspondence, addenda, homeowner's letter, minutes, transmittal, resolutions, etc.	Permanent
Appeals/Variance Files	Administrative, discretionary, limited waiver or modification of a zoning requirement including but not limited to the application, mailing list, copy of deed, maps, correspondence, addenda, homeowners' letter, applicant's letter, minutes, decision letter, site plan, etc.	Permanent
Zoning Violations	Contains inspector's report, photographs, violation notification/certified mail receipt mail receipt and court action, if any. Original court case kept with Clerk of Court case files.	5 years.
Site Plan Review	Landscape architectural plan, and a detailed engineering drawing of proposed improvements to a given lot with supplemental review documentation including but not limited to: application, mailing list, copy of deed, site plan, structural drawings, comment letter, correspondence, staff report, addenda, homeowner's letter, applicant's letter, transmittal, etc.; court action pertaining to review, etc.	5 years.
Subdivision Comments	Comment letters, concept plat, preliminary plat, final plat, court action documentation related to subdivisions.	Permanent
Conditional Use/Site Plan Review	The category and means of permitting certain uses that that are potentially acceptable including documentation for the conditional use and hearing for site plan reviews	Permanent

Records Series	Description	Retention Period
Zoning Resolutions/ Amendment Files	Covering unincorporated areas for which the county is responsible and showing the history of the area.	Permanent
Rural Zoning Commission Minutes	Minutes of Rural Zoning Commission meetings.	Permanent
Board of Zoning Appeals Meeting Minutes	Minutes of Board of Zoning Appeals meetings.	Permanent

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