



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

**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"/>
					<input type="checkbox"/>
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