



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

JUL 1 11 2024

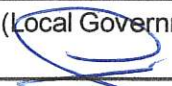
STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) - Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Geneva			Zoning
(Local Government Entity)			(Unit)
	Noell Sivertsen	Zoning Administrator	
(Signature of Responsible Official)	(Name)	(Title)	(Date)

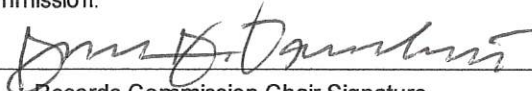
Section B: Records Commission

See ORC 149.38 - ORC149.412 for Records Commission information

City of Geneva	Records Commission	(440) 466-4675	
		(Telephone Number)	
44 North Forest Street	Geneva	44041	Ashtabula
(Address)	(City)	(Zip Code)	(County)

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

	6/17/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	7/25/2024
Signature	Title	Date

Section D: Auditor of State

Signature	Date
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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

City of Geneva

Zoning

(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 Required by OHS- LGRP
ZD2400001	Executive Correspondence: Correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	2 Year(s) And no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
ZD2400002	General Correspondence: Includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	1 Year(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
ZD2400003	Routine Correspondence: Includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
ZD2400004	Transient Correspondence & Communication Records; Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and Similar Unsolicited Communications: Includes text messages, telephone messages, telephone message books/logs and other limited documents that serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
ZD2400005	Drafts, Informal Notes, Reminder Notes,:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
ZD2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
ZD2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
ZD2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
ZD2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
ZD2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
ZD2400011	Electronic Mail System (E-mail):	Retain EMail that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E- Mail that has no significant value.	Multi		<input type="checkbox"/>

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City of Geneva

Zoning

(Local Government Entity)

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ZD2400012	Backup Data (Not Duplicated) on Desktops, Laptops and PDA's:	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Computer		<input type="checkbox"/>
ZD2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
ZD2400014	Awards, Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
ZD2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
ZD2400016	General Photographs, Negatives and Electronic Images:	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase images that have no significant value	Multi		<input checked="" type="checkbox"/>
ZD2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
ZD2400018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media:	Continually Updated, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
ZD2400019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner:	Maintain until no longer of a Admin. or Historical Value.	Multi		<input type="checkbox"/>
ZD2400020	Lists / Rosters / Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
ZD2400021	Complaint Files:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
ZD2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
ZD2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
ZD2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
ZD2400025	Equipment / Vehicle Operating & Maintenance Manuals:	Maintain until equipment sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>
ZD2400026	Equipment / Vehicle Maintenance & Repair Records:	Maintain until equipment sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>

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City of Geneva

Zoning

(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 Required by OHS- LGRP
ZD2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
ZD2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
ZD2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
ZD2400030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms):	25 Year(s) After Revised, Superseded or Discontinued.	Paper		<input type="checkbox"/>
ZD2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
ZD2400032	Annexation Case Files / Records:	Forward to Finance Office to create permanent file in vault.	Paper		<input type="checkbox"/>
ZD2400033	Architectural Review Board Application:	3 Year(s)	Paper		<input type="checkbox"/>
ZD2400034	Architectural Review Board Case File:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400035	Architectural Review Board Minutes:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400036	Blueprints:	Until updated or obsolete.	Paper		<input type="checkbox"/>
ZD2400037	Board of Zoning Appeals Case Files:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400038	Board of Zoning Appeals Minutes:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400039	Board of Zoning Appeals - Certificate:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400040	Building Applications:	Until occupancy permit issued	Paper		<input type="checkbox"/>
ZD2400041	Building Plans - Residential:	3 Year(s)	Paper		<input type="checkbox"/>
ZD2400042	Building Plans - Commercial:	5 Year(s)	Paper		<input type="checkbox"/>
ZD2400043	Municipally Owned:	Life of Structure	Paper		<input checked="" type="checkbox"/>
ZD2400044	Business Registration Form:	3 Year(s)	Paper		<input type="checkbox"/>

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Zoning

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(Unit)

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ZD2400045	City Property Files:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400046	City Zoning Map:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400047	Community Center Rental Applications:	2 Year(s)	Paper		<input type="checkbox"/>
ZD2400048	Comprehensive Plan:	Until updated or obsolete.	Paper		<input type="checkbox"/>
ZD2400049	Conditional Use Application:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400050	Condemnation Records:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400051	Construction Files:	15 Year(s) After completion	Paper		<input type="checkbox"/>
ZD2400052	Construction Registration:	2 Year(s)	Paper		<input type="checkbox"/>
ZD2400053	Demolition Permits:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400054	Drawings:	Until no longer administratively necessary.	Paper		<input type="checkbox"/>
ZD2400055	Easements:	Forward to Finance Office to create permanent file in vault.	Paper		<input type="checkbox"/>
ZD2400056	Engineers Review:	Until no longer administratively necessary.	Paper		<input type="checkbox"/>
ZD2400057	House Number Records:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400058	Maps/Plats:	Until updated or obsolete.	Paper		<input type="checkbox"/>
ZD2400059	Occupancy Permit Records:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400060	Parking Permits:	1 Year(s)	Paper		<input type="checkbox"/>
ZD2400061	Property Maintenance Case Files:	3 Year(s)	Paper		<input type="checkbox"/>
ZD2400062	Rental Inspection Reports:	5 Year(s)	Paper		<input type="checkbox"/>
ZD2400063	Rezoning Applications:	Until final action taken.	Paper		<input type="checkbox"/>

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Zoning

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(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 Required by OHS- LGRP
ZD2400064	Rezoning Case Files:	5 Year(s) After final decision rendered	Paper		<input type="checkbox"/>
ZD2400065	Street Name Change Record:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400066	Subdivision Record Plans:	Appraise for Historical Value	Paper		<input type="checkbox"/>
ZD2400067	Variance Application:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400068	Zoning Inspection Reports:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
ZD2400069	Zoning Permit Record:	Retain Permanently	Paper		<input type="checkbox"/>
ZD2400070	Zoning Permit Applications:	1 Year(s) After final decision is rendered	Paper		<input type="checkbox"/>
ZD2400071	Zoning Request Changes:	5 Year(s) Provided no actions pending.	Paper		<input type="checkbox"/>
ZD2400072	Building Plans - Municipally Owned:	Life of Structure	Paper		<input checked="" type="checkbox"/>