



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

APR 19 2017

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.)

West Chester Township

(local government entity)

Community Development

(Supersedes Community Development schedule approved 4/9/2013)

(unit)

[Signature]

(signature of responsible official)

Aaron Wiegand

(name)

Director, Community
Development

(title)

3/22/17

(date)

Section B: Records Commission

West Chester Township

Records Commission

513-777-5900

(telephone number)

9113 Cincinnati Dayton Road

(address)

West Chester

(city)

45069

(zip code)

Butler

(county)

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

[Signature]

4-11-17

Records Commission Chair Signature / Mark Welch, President, Board of Trustees

Date

Section C: Ohio Historical Society - State Archives

[Signature]

Signature

Local Government Records Archivist

Title

5/2/17

Date

Section D: Auditor of State

[Signature]

Signature

5-8-17

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



Section E: Records Retention Schedule

West Chester Township

Community Development
 (Supersedes Community Development schedule approved 4/9/2013)

(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) Required by OHS LGRP
CD-10-001	Business Info Files Information on each individual business operating in West Chester	Until no longer of administrative value	Paper / Electronic		<input type="checkbox"/>
CD-10-002	Case Files, Board of Zoning Appeals, Zoning Commission, Land Use Planning Commission, Olde West Chester Architectural Advisory, Enterprise Zone, Development Council, Connections Committee Records pertaining to cases or appeals heard by the listed boards or similar boards charged with interpreting township code or policy decisions	Permanent Approved / Active 6 years Denied/ Superseded/ Withdrawn	Paper / Electronic		<input type="checkbox"/>
CD-10-003	Case Files, Civil Civil case files documenting pending and closed cases filed by the Township, including legal documents, notes, reports, background material, settlement records and other documentation created in handling of claims and legal disputes and civil actions between the Township and other parties. These records will include documentation such as complaints, summonses, investigations, reports, attorney's notes, photographs, orders and judgments, dispositions, pleadings and related records. Litigation records include any court decisions affecting the Township, court proceedings, research files of legal counsel, and litigation case files	7 years after case closed, dismissed or date of last action unless there is historical value	Paper		<input type="checkbox"/>
CD-10-004	Census Information Correspondence regarding Census	Until no longer of administrative value	Paper		<input type="checkbox"/>
CD-10-005	Development Council Annual Reports Documents containing reports of annual date including new projects, growth, investment and summary date	10 years	Paper / Electronic		
CD-10-006	Development Council Audits Professionally audited financial reports/records	5 years (now audited as township agency)	Paper		<input type="checkbox"/>
CD-10-007	Development Council Fiscal Records Quarterly financial statements, records, and reports including accounts payable and receivable	5 years	Paper		<input type="checkbox"/>
CD-10-008	Development Council Projects/Prospect Files Information regarding meetings or visits with companies who might locate in township	5 years	Paper		<input type="checkbox"/>
CD-10-009	Development Council Vendor Records Files on each vendor utilized with copies of expenditures	4 years after last entry provided audited	Paper		<input type="checkbox"/>



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CD-10-010	Enterprise Zone Administration Detailed records for all of Enterprise Zone programs, forms, and reports	Approved Active + 5 years after abatement ends Denied Until no longer of administrative value	Paper / Electronic		<input type="checkbox"/>
CD-10-011	Enterprise Zone Agreements Case materials	Approved Active + 10 Years Not approved 5 years after determination	Paper		<input type="checkbox"/>
CD-10-012	Minutes and Supporting Documentation The official record of proceedings of regular special and emergency meetings; includes Board of Zoning Appeals, Zoning Commission, Land Use Planning Committee, Development Council, Zoning Resolution Review Committee and others	Permanent	Paper / Electronic (audio and video)		✓
CD-10-013	Opinions, Advisory/Legal Formal opinions written by legal counsel to advise the Township, the governing body or the Township staff regarding the legality or possible legal consequences of various courses of action and to present the basis and rationale for legal recommendations.	Permanent	Paper / Electronic		✓
CD-10-015	Plat, Record Recorded subdivision plat	Permanent	Paper / Electronic		✓
CD-10-016	Plats, Lot Split Draft Subdivision review plat	Until no longer of administrative value	Paper		<input type="checkbox"/>
CD-10-017	Plats, Subdivision Review Draft Subdivision review plat	Until no longer of administrative value	Paper		<input type="checkbox"/>
CD-10-018	Property Maintenance Violations Documentation of violations of property maintenance and other uniform codes.	Permanent	Electronic		<input type="checkbox"/>
CD-10-019	Property Maintenance Violations Documentation of violations of property maintenance and other uniform codes.	5 years provided no action pending	Paper		<input type="checkbox"/>
CD-10-020	Property Profiles/ Brochures Available land and building property reports and plans	Until superseded, revised or replaced	Paper		<input type="checkbox"/>



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CD-10-022	Studies, Plans and Reports Documents prepared by the township or by external entities on behalf of the township. Including feasibility studies, planning and land use studies, capital projects reports, transportation system plans, master street plans and other similar documents that have long term reference or historical value.	Until no longer of administrative value unless of historical significance then Permanent	Paper / Electronic		✓
CD-10-023	Tax Incentive Review Committee Records of annual compliance reviews related to the Enterprise Zone Program	5 years after agreement ends	Paper / Electronic		<input type="checkbox"/>
CD-10-024	Zoning Application Ledger List that is kept to record all Zoning Certificate applications received in this office and assign numbers	Until no longer of administrative value	Paper		<input type="checkbox"/>
CD-10-025	Zoning Applications/ Certificates, including Finals Blueprints and specifications submitted for Township review as supporting documentation by building contractors or owners when applying for a Zoning Certificate	Permanent	Electronic		✓
CD-10-026	Zoning Applications/ Certificates, including Finals Blueprints and specifications submitted for Township review as supporting documentation by building contractors or owners when applying for a Zoning Certificate	3 years after scanned to electronic retention	Paper		<input type="checkbox"/>
CD-10-029	Zoning Map Archive Historical representation of Zoning Maps from 1989 to present	Permanent	Paper / Electronic		✓
CD-10-030	Zoning Permit Database All application information including graphics for the review of Zoning Certificates	Permanent	Electronic		<input type="checkbox"/>
CD-11-031	Data Documentation – Condensed (Temporary) Metadata Temporary generic information that provides a dataset list (Word document) and basic information about datasets, pending the storage of "real" metadata with datasets on the GIS; includes dataset name, definitions and descriptions, data locations, significant items in attribute (tabular) data, etc.	Until no longer of administrative value	Electronic		<input type="checkbox"/>



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CD-11-032	<p>Data Documentation and Metadata Records created during development or modification of an automated system, which are necessary to access, retrieve, manipulate and interpret data in that system and records that explain the meaning, purpose, structure, logical relationships and origin of the data elements. Data documentation includes data dictionaries (containing information about data layers, format and other documentation), file layouts, code books or tables, definition files and information regarding the retention period for the data and associated data documentation as well as information regarding the frequency of historical snapshots of the data and data documentation. Data documentation includes metadata (data about the data), i.e. the description of the data resources, its characteristics, location, usage, etc. Metadata is used to identify, describe and define user data.</p>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-033	<p>Data Documentation and Metadata – Permanent GIS Records This retention schedule applies only to documentation relating to databases containing permanent information. Important Note: Permanent data and its associated metadata and data documentation is retained permanently only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot. See also Datasets and Data Files.</p>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-034	<p>Datasets – Aerial Photograph and Image Photographs and digital images of the earth that have been taken from airborne vehicles to evaluate, measure or map selected features of the landscape.</p>	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-035	<p>Datasets – Base Core data working files that are sets of information providing a background orientation for another layer of primary focus. Examples: ground and water features (roads, streams, lakes, canals, railroads, etc.) and parcels, addresses, quarter sections, etc. Important Note: The data is retained only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot</p>	Until no longer of administrative value	Electronic		<input type="checkbox"/>



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CD-11-036	Datasets – Facilities Community facilities locations, Township buildings and facilities, natural areas, parks, protective services facilities, public art locations, school locations, trails, pedestrian and bicycle trails, etc. Important Note: The data is retained only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-037	Datasets – Township Jurisdictional Boundary Township limits, election boundary maps, boundary maps of political subdivisions and taxing districts, enterprise zones, historic districts, protective services patrol and enforcement areas, school district boundaries, urban growth area maps, zip code boundaries, other Township, etc. Important Note: The data is retained only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-038	Datasets and Data Files – A <i>dataset</i> is group of related records that are organized and treated as a unit or any set of data that has a common theme or similar attributes. The term is used interchangeably with the term <i>data file</i> . Datasets are part of the GIS database. A data layer refers to a conceptual grouping of data that share common characteristics, such as a layer composed of base or thematic data, e.g. roads (base) or wildlife habitat (thematic). Geographic data combines and links graphic representations of features or events found on the earth with corresponding tabular (attribute) data. Important Note: The data is retained only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-039	Datasets and Data Files – Temporary County Datasets GIS data layers containing property or land ownership information obtained from the County Auditor. Important Note: The data is retained only in its most updated form unless the dataset is to be captured at specific points in time via a historical snapshot	Until no longer of administrative value	Electronic		<input type="checkbox"/>



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CD-11-040	GIS – Historical Snapshots Historical snapshots (electronic format) retained for historical and reference purposes containing all GIS data layers and associated attribute files, GIS user production areas.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-041	GIS – Externally Acquired Source Material Replicate Source Data. Raw data or documents or "source records" containing images and/or data provided to GIS in hard copy, microform, or electronic format. Note: Metadata should include information regarding the source of the data.	Until no longer of administrative value	Electronic & Paper		<input type="checkbox"/>
CD-11-042	GIS – Internally Acquired Source Material Replicate Source Data. Raw data or documents or "source records" containing images and/or data provided to GIS in hard copy, microform, or electronic format. Note: Metadata should include information regarding the source of the data.	Until no longer of administrative value	Electronic & Paper		<input type="checkbox"/>
CD-11-043	GIS – Policy Documentation Records of GIS policies including those covering access and security, systems development, data retention and disposition, data distribution, rules governing issuance of data, and data ownership, etc.	Until superseded	Electronic		<input type="checkbox"/>
CD-11-044	GIS – Surveying Source Data Township surveyor reports and field notes from property surveys used to identify monuments, landmarks, buildings, etc. Engineering control and survey point data. Legal descriptions developed from surveys and surveying data returned from field instruments including horizontal angles, slope distance, horizontal distance, zenith angles, sun observations, drawings, etc.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
CD-11-045	GIS Records Geospatial data that is used to describe a particular location, area or feature. Records include software, input (including electronic source data and data from source documents), data in electronic format, output to paper, disk, or other storage medium generated by the system, and documentation needed to facilitate human understanding of the system.	See individual GIS series for retention	Electronic		<input type="checkbox"/>



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CD-11-046	<p>Maps And Drawings Wide range of maps, drawings, architectural, cartographic and engineering records, including maps, charts, photomaps, field survey notes, map history case files and map and drawing finding aids; graphic representations at reduced scale of selected physical and cultural features of the surface of the earth; architectural and engineering drawings depicting concepts and precise measurements needed to plan and build static structures, such as buildings, bridges and streets; design and construction drawings for major Township projects; maps and drawings stored and generated by GIS and computer-aided design (CAD) systems; "as built" drawings of Township facilities; annexation and development plats and plans; various construction drawings and renderings; Township boundary maps, election precinct and ward or district maps, zoning district maps; USGS topographical maps of the area; and other similar documents.</p>	Until no longer of administrative value	Paper		<input checked="" type="checkbox"/>
CD-11-047	<p>Symbol Datasets Township logo, highway marker symbols, parking lot symbols and similar mapping symbols used for printing purposes.</p>	Until superseded	Electronic		<input type="checkbox"/>
CD-13-048	<p>Public Nuisance Properties Documentation of Nuisance Declaration; including legal ads, Trustee minutes, invoices for clean-up fees, certifications of assessments to the Butler County Auditor's Office (also formerly part of FIN-10-040 "Weed Complaints")</p>	5 years	Paper / Electronic		<input type="checkbox"/>