

Building Regulation Records Retention Schedule (Draft)

This schedule lists commonly created by the county building regulation records. 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	Definition	Retention
Building Construction Monthly Survey Report	Documentation which shows number of permits issued, types of construction (public, residential or commercial) and construction valuation.	5 years
Building/Electrical Permit Files	Documentation including engineering report, building appeals/variance, application, inspection history.	Permanent
Yearly Report/Annual Building Construction Report	Annual summary of building construction records, number of permits issued, types of construction and property valuation.	Permanent
Flood Files	Documentation including maps, panels, variance records, FEMA, Site Plan, minutes, etc.	Permanent
Road Files	Documentation including location files that shows permit number, address, applicant's name, date, construction type.	Permanent
Construction Documents/Plans	All drawings/plans for residential, commercial and/or manufactured structures.	At least 180 days after structure is complete and has passed final inspection. Appraise for historical value.
Code Books - Flood reduction and building regulation	Regularly updated set of rules that specify the minimum safety standards.	Until superseded or obsolete. Appraise for historical value.
Violation/Correction Notices	Documents violations of the building code and when/how the violation was corrected	3 years after resolution
Demolition permits	Authorization to tear down and remove an existing structure	3 years. Appraise for historical value.