

CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
April 8, 2021
9:30 A.M.
City Hall - Council Chambers - 6131 Taylorsville Road

1. **Call To Order**

2. **Approval of Minutes**

3. **Topics of Discussion**

   Pending Business

   New Business

   A. Public Records Retention and Disposal Schedules

   B. City Public Records Policy

   C. City Records Storage Areas and Systems

   D. Public Records Processing and Related Issues

4. **Adjournment**

AI-7557 **New Business** **A.**

Public Records Commission

Meeting Date: 04/08/2021

Public Records Retention and Disposal Schedules

Submitted By: Anthony Rodgers

Department: City Council

Subject

Public Records Retention and Disposal Schedules

Purpose and Background

The following RC-2 Forms have been submitted for approval by the Public Records Commission (see attached):

- Police Division
- Suez Water (Office)
- Suez Water (Plant)

The following RC-3 Forms have been submitted for approval by the Public Records Commission (see attached):

- Engineering Division
- Finance Department
- Police Division
- Public Works Division
- Suez Water (Office)
- Suez Water (Plant)
- Tax Division

Fiscal Impact

Source of Funds	Cost	Recurring Cost (Yes/No)
N/A	N/A	N/A

Attachments

RC-2 Forms

RC-3 Forms

HHPD

RC-2 Changes from current (Dec 2020) to now (April 2021)

ADDED to new RC-2

1. 101-11 Court Order to Seal Records
2. 101-53 Text to 9-1-1

CHANGES to new RC-2

1. When 101-11 Court Order to Seal Records and 101-53 Text to 9-1-1 were added it changed all of the subsequent Schedule #s.

*per Chief during Command staff meeting 12/10/20

**per Lt Ashley 12/10/20

12/14/20

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

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 Huber Heights	Police Division
(Local Government Entity)	(Unit)

Deborah S. Wiley	Deborah Wiley	Communications/Records Manager	04/08/21
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Huber Heights Public Records Commission			(937) 233-1423 (Telephone Number)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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

	04/08/21
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	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 (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
101-01	Administrative Financial Records (Includes Federal Equity Logs for Task Forces)	Retain 5 years.	Multi		☐
101-02	Administrative Reports (Includes quarterly and annual agency performance reports, time-sensitive performance activity reports, and formal reports on agency activities)	Retain 5 years after report is submitted.	Multi		☐
101-03	Applications for Solicitation and Massage Parlors	Retain 2 years.	Paper		☐
101-04	Blank Forms	Retain until obsolete or superseded.	Multi		☐
101-05	Bulletins, Posters, General Notices and Displays	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the record.	Multi		☐
101-06	Canine Activity Reports and Forms (Includes training and patrol activities)	Retain 2 years after service life of canine.	Multi		☐
101-07	Cash Book - Cash Journal	Retain 3 years; provided audited.	Paper		☐
101-08	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
101-09	Correspondence (Executive formal correspondence dealing with significant aspects of the administration of the agency including Special Orders, Personnel Orders, Training Bulletins and other formal written correspondence)	Retain 2 years after revised, superseded or discontinued.	Multi		☐
101-10	Court Order Disposal of Property Affidavits	Retain 2 years.	Paper		☐
101-11	Court Order to Seal Records	Retain 1 year.	Paper		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
					☐
101-12	Criminal Intelligence Form	Retain 1 year.	Multi		☐
101-13	Curfew Warnings	Retain 2 years after issuance.	Multi		☐
101-14	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of administrative value.	Multi		☐
101-15	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011G and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical content. Refer to correspond-ing RC-2. Erase email that has no significant value.	Electronic		☐
101-16	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		☐
101-17	Field Interview Records	Retain 6 years. Cards may be destroyed after information has been changed to electronic form.	Multi		☐
101-18	Field Training Manuals	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Paper		☐
101-19	Firearm Records and Inventories	Retain 3 years; provided audited.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
101-20	General Correspondence (all sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office)	Retain 1 year and no longer of an administrative, legal or fiscal value. File according to content.	Multi		☐
101-21	Golf Cart Inspection Forms	Retain 5 years	Paper		☐
101-22	Inspection Forms (Forms for line inspections including personnel and equipment)	Retain 3 years after inspection completed.	Multi		☐
101-23	Internal Affairs (Investigations of division employees)	Permanent	Multi		☐
101-24	Investigative Reports/Forms (Includes confidential informant surveillance, raid and operational plans, undercover operation plans, and prosecutor agreements)	Retain 3 years after event or filed and retained with respective report.	Multi		☐
101-25	Juvenile Arrest Records	Retain until offender is 18 years of age and in accordance to the respective offense report classification.	Multi		☐
101-26	LEADS Input Logs	Retain 6 years.	Electronic		☐
101-27	Lesson Plans/Roll Call Training (Records of in-service training content and sign-off sheets for employees in attendance)	Retain 5 years after training completed.	Multi		☐
101-28	Liability Waivers (Used when someone rides with an officer for observation)	Retain 2 years.	Multi		☐
101-29	Master Name Index	Permanent	Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
101-30	MDT (Mobile Data Terminal) Messages (No RC-3 Required)	Retain 30 days	Electronic		☐
101-31	NIBRS Reports (Crime report to State and Federal government)	Retain 3 years after filed with higher government.	Electronic		☐
101-32	Offense Reports/Case Files – Felony (Except homicide files)	Retain 6 years; provided no action pending.	Multi		☐
101-33	Offense Reports/Case Files – Homicide	Permanent	Multi		☐
101-34	Offense Reports/Case Files – Misdemeanor/Missing Persons	Retain 2 years; provided no action pending.	Multi		☐
101-35	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	Retain 25 years after revised, superseded or discontinued.	Paper		☐
101-36	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
101-37	Private Property Crash Cards (Used when accident occurs on private property and there are no injuries)	Retain 2 years.	Multi		☐
101-38	Private Security Detail Contracts and Special Events Documents	Retain 2 years from contract date.	Paper		☐
101-39	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		☐
101-40	Promotional Process Documents	Retain 5 years.	Paper		☐
101-41	Property Logs (Listing of property submitted by officers)	Retain 3 years after disposal of property.	Multi		☐
101-42	Public Records Requests	Retain 1 year; provided audited.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
101-43	Pursuit Reviews (Filled out whenever an officer is involved in vehicle pursuit)	Retain 5 years; provided no pending litigation.	Multi		☐
101-44	Recordings (Communications recordings of radio and telephone 911 conversations) (No RC-3 Required)	Retain 6 months; provided no action pending.	Electronic		☐
101-45	Recordings (Mobile in-car video and body worn camera recordings) (No RC-3 Required)	Retain 45 days; provided an event has been created.	Electronic		☐
101-46	Recordings – Suspect/Witness Interviews (Recordings of case-specific interviews)	Retained with original offense report.	Electronic		☐
101-47	Ride-along/Observation Forms	Retain 2 years	Paper		☐
101-48	Selective Enforcement Records (Includes vacation house checks)	Retain 30 days after completion of detail or activity.	Multi		☐
101-49	Specialized Assignments Documents	Retain 2 years.	Paper		☐
101-50	Subject Controls (Filled out when officer uses force to make an arrest)	Retain 2 years; provided no criminal or civil litigation.	Multi		☐
101-51	Summons and Warrants (Court notices)	Retain until discharged.	Multi		☐
101-52	Surveillance Video – Cameras on Police Campus	Ongoing recording that is rewritten when tape fills. Retain until no longer of administrative value.	Electronic		☐
101-53	Text to 9-1-1 (Communications recordings of Text to 9-1-1 Conversations)	Retain 6 months; provided no action pending.	Electronic		☐
101-54	Tow Tickets (Inventory sheets of towed vehicles)	Retain 3 years.	Multi		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
					☐
101-55	Traffic Citations (Copies of traffic tickets issued to traffic violators)	Retain 3 years; provided audited.	Multi		
101-56	Traffic Crash Reports (Original reports of traffic crashes)	Retain 3 years. Retain 10 years if accident resulted in death.	Paper/Multi		
101-57	Training Certificates	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Multi		
101-58	Training Jackets (Internal file including training requests and critique documentation. Not a record of training attendance.)	Retain 1 year after training has been attended.	Multi		
101-59	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		
101-60	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		
101-61	Voicemail	May be destroyed in the normal course of business as	Voicemail		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights — Police Division

(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 LGRP	(6) RC-3 Required by LGRP
		soon as considered of no value by the person holding the record.			
101-62	Warning Tickets (Used to warn of illegally parked vehicles and minor traffic and criminal violations)	Retain 1 year; provided no further warnings or citations are issued.	Multi		

Ohio History Connection
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614.297.2553
localrecs@ohiohistory.org
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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 Huber Heights		Water and Sewer Division (Office) – Suez Water	
(Local Government Entity)		(Unit)	
	Nicole Flood	Administrative Assistant	04/08/21
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Huber Heights Public Records Commission (937) 233 - 1423

(Telephone Number)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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

	04/08/21
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	Date

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights **Water and Sewer Division (Office) – Suez Water**

(Local Government Entity) (Unit)

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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 LGRP	(6) RC-3 Required by LGRP
SW-01	Copies of Drivers Licenses	Destroy immediately after verification	Paper		☐
SW-02	Copies of Rental Leases	Destroy immediately after verification	Paper		☐
SW-03	Copies of Closing Papers	Destroy immediately after verification	Paper		☐
SW-04	Transient Correspondence of Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the records.	Multi		☐
SW-05	Blank Forms or Blank Utility Bills (That are no longer used)	Retain until obsolete or superseded	Multi		☐
SW-06	Public Records Requests	Retain 1 year; provided audited	Multi		☐
SW-07	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative fiscal, legal or	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Water and Sewer Division (Office) – Suez Water (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		historical value			
SW-08	Copies of Bank Deposit Receipts	Retain 3 years; provided audited and audit report is released and all discrepancies are resolved	Multi		☐
SW-09	Balance Sheets	Retain 2 years	Multi		☐
SW-10	Meter Test Records	Retain 3 years	Paper		☐
SW-11	Visitors Log	Retain 1 year	Paper		☐
SW-12	General Correspondence	Retain 1 year and no longer of an administrative legal of fiscal value	Multi		☐
SW-13	Annual Reports	Permanent	Multi		☒
SW-14	NSF Check of Bad Debit Files	Retain 2 years; provided audited	Paper		☐
SW-15	Billing adjustment Forms (Debit and credit memos)	Retain 3 years; provided audited	Paper		☐
SW-16	Billing Journals	Retain 3 years; provided audited	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights **Water and Sewer Division (Office) – Suez Water**

(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 LGRP	(6) RC-3 Required by LGRP
SW-17	Cash Journals	Retain 1 year; provided audited	Multi		☐
SW-18	Daily Work Orders (Service orders)	Retain 3 years; provided audited	Multi		☐
SW-19	Monthly Reports (Financial and operations and maintenance reports)	Retain until incorporated into yearly compilation and 5 years; provided and audited	Multi		☐
SW-20	Voicemail	May be destroyed in the normal course of business as soon as considered of no valve by	Voicemail		☐
SW-21	Shut Off Lists	Retain 3 years provided audited	Multi		☐
SW-22	Cash Stubs (Payment Receipts)	Retain 3 years; provided audited	Multi		☐
SW-23	Write off Records (Bills not paid that are to be put on taxes of bankruptcy accounts)	Retain 3 years; provided audited	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Water and Sewer Division (Office) – Suez Water (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
SW-24	Weekly Reports (Status of ongoing projects and issues that advises supervisors of various events)	Retain 1 year or until no longer of administrative value	Multi		☐
SW-25	Copies of Refund Requests (Used to record overpayment of water/sewer bills)	Retain until audited; then destroy records	Paper		☐
SW-26	Ohio Pubic Records Compliance Folder (May contain appropriate RC-1,RC-2, RC-3 forms)	Retain 25 years after revised superseded or discontinued	Paper		☐
SW-27	Invoices for Construction Water	Retain 3 years	Multi		☐
SW-28	Policies, procedures Rules and Regulations	Retain 6 years after revised, superseded or discontinues	Multi		☐
SW-29	Unsolicited Correspondence/Unsolicited/Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record	Multi		☐
SW-30	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights **Water and Sewer Division (Office) – Suez Water**

(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 LGRP	(6) RC-3 Required by LGRP
SW-31	Drafts and informal Notes (Consisting of transitory information used to prepared the official record in any form)	Retain until no longer of administrative value	Multi		☐
Sw-32	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has a significant administrative fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
SW-33	Bulletins, Posters, Notices and Displays	Retain until no longer of administrative value.	Multi		☐
SW-34	Checks (Scanned and sent to bank electronically for payment)	Retain 60 days for verification and then destroyed immediately.	Paper		☐
SW-35	Backflow Preventer Test Reports	Retain 5 years; provided audited	Paper		☐
SW-36	Invoices Billed To Huber/Vinebrook	Retain 3 years	Multi		☐

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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 Huber Heights		Water and Sewer Division (Plant) – Suez Water	
(Local Government Entity)		(Unit)	
	Jeffrey Van Meter	Plant Operator	04/08/21
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Huber Heights Public Records Commission			(937) 233 - 1423
			(Telephone Number)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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

	04/08/21
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	Date

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights **Water and Sewer Division (Plant) – Suez Water**

(Local Government Entity) (Unit)

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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 LGRP	(6) RC-3 Required by LGRP
SW-01	Analytical Data Sheet for Water Pollution Control Facility (Daily wastewater discharge conduct flow logs, Tri-Cities North Regional Wastewater Authority Solids Reports and Invoices)	Retain 10 Years	Multi		☐
SW-02	Bacterial Analysis Records (Wells)	Retain 10 Years	Multi		X
SW-03	Daily Chlorination Reports (Consolidated into monthly state reports)	Retain 10 Years	Multi		☐
SW-04	Distribution System Bacteriological Sampling Records (includes address and location of sample collection point and total and free chlorine residuals)	Retain 10 Years	Multi		☐
SW-05	Total Coli Form Reports	Retain 10 Years	Multi		☐
SW-06	Flow Charts (Elevated storage tower levels – WTP influent, effluent flows, and distribution system pressure)	Retain 10 Years	Multi		☐
SW-07	Monthly Laboratory Testing Summary Reports (including fluoride, Iron manganese and turbidity, etc. Consolidated onto monthly state report.)	Retain 10 Years	Multi		☐
SW-08	Records of Chemical Analyses (SOC, VOC'S, THM'S, lead and copper, etc.)	Retain 10 Years	Multi		☒
SW-09	Violations (Notice of violations, public notification, actions take to correct violation, and all communications involved with a violation of state primary drinking water rules)	Retain 3 Years after last action taken with respect to the particular violation involved.	Multi		☐
SW-10	Water Quality Annual Reports	Permanent	Multi		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Huber Heights **Water and Sewer Division (Plant) – Suez Water**

(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 LGRP	(6) RC-3 Required by LGRP
					☒
SW-11	Well Record Book	Permanent	Multi		☒
SW-12	Well Test Logs	Permanent	Multi		☒
					☐
					☐
					☐
					☐

Ohio History Connection
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614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Engineering Division	Russell A. Bergman	(937) 233-1423	City Hall/City Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Russell A. Bergman	City Engineer	(937) 233-1423
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: arodgers@hhoh.org

Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Engineering Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Certified Payroll	**320-39**	**03/12/20**	**Paper**	**N/A**	**0519/13-10/24/14**		**05/05/21**	
Certified Payroll	**320-39**	**03/12/20**	**Paper**	**N/A**	**06/11/14-11/30/14**		**05/05/21**	
Permits	**320-45**	**03/12/20**	**Paper**	**N/A**	**01/14/08-12/31/14**		**05/05/21**	
Certified Payroll/Prevailing Wage	**320-39**	**03/12/20**	**Paper**	**N/A**	**10/01/11-10/14/14**		**05/05/21**	

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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Finance	James A. Bell	(937) 233-1423	City Hall/City Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Finance Director	(937) 233-1423
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: arodgers@hhoh.org

Please Note: The State Archives retains RC-3 forms for seven years.
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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Finance Department

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Annual Certificate of Estimate Resources	**506-13**	**03/12/20**	**Paper/Multi**	**N/A**	**2012**		**05/05/21**	
Appropriations Budget Worksheets (with supporting documents)	**506-18**	**3/16/2020**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Bank Reconciliations	**506-20**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
Bank Analysis Statements	**506-23**	**03/12/20**	**Paper/Multi**	**N/A**	**2015-2016**		**05/05/21**	
Pay – In Forms	**506-26**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
Voided Checks	**506-45**	**03/12/20**	**Paper**	**N/A**	**2016**		**05/05/21**	
Expense Budget Journal	**506-69**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Assessment Certification Listings-All Types	**506-94**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Assessments-General Information-All Types	**506-95**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Sidewalk/Missing Gap Program Estimate Letters	**506-96**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Finance Department

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Sidewalk/Missing Gap Program Invoices	**506-97**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Sidewalk Program – Copies of ROW Permits	**506-99**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Sidewalk Program Inquiries	**506-100**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Weed/Grass Cutting, Trash and Litter, Property Maintenance and Other Assessment Invoices	**506-107**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
Miscellaneous Billing (Special events, accident damage, etc.)	**506-110**	**03/12/20**	**Paper/Multi**	**N/A**	**2015-2016**		**05/05/21**	
Water/Sewer/Storm Water Delinquency Assessment Information	**506-111**	**03/12/20**	**Paper/Multi**	**N/A**	**2013**		**05/05/21**	
Daily Utility Batches	**506-124**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
CAFR Workpapers	**506-133**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Finance Department

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Note Transcripts	**506-142**	**03/12/20**	**Paper/Multi**	**N/A**	**2015**		**05/05/21**	
County Tax Distribution Report	**506-152**	**03/12/20**	**Paper/Multi**	**N/A**	**2015-2016**		**05/05/21**	
Payroll Cost Analysis	**506-156**	**03/12/20**	**Paper/Multi**	**N/A**	**2017**		**05/05/21**	
Accounts Payable Vouchers with Invoices	**506-163**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
Gas Card Statement	**506-187**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
Credit Card Statements	**506-188**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	
Fund Transfer and Advances Worksheet	**506-195**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
HSA/HRA Contributions/Files/Information	**506-196**	**03/12/20**	**Paper/Multi**	**N/A**	**2014**		**05/05/21**	
Revenue Reduction Entry	**506-197**	**03/12/20**	**Paper/Multi**	**N/A**	**2016**		**05/05/21**	

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Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Police Division	Deborah Wiley	(937) 237-3597	Police Division Building
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6121 Taylorsville Rd.	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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Deborah S. Wiley	Communications/Records Manager	(937) 237-3597
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: arodgers@hhoh.org

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Administrative Financial Records (Includes Federal Equity Logs for Task Forces)	**101-01**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/16**		**05/05/21**	
Administrative Reports (Includes quarterly and annual agency performance reports, time-sensitive performance activity reports, and formal reports on agency activities)	**101-02**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/16**		**05/05/21**	
Applications for Solicitation and Massage Parlors	**101-03**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Canine Activity Reports & Forms	**101-06**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Cash Book/ Journal	**101-07**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/18**		**05/05/21**	
Correspondence	**101-09**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Court Order Disposal of Property Affidavits	**101-10**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Criminal Intelligence	**101-11**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/20**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Curfew Warnings	**101-12**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Field Interview Records	**101-16**	**12/15/20**	**Paper**	**Disk**	**Prior to 06/01/15**		**05/05/21**	
Field Training Manuals	**101-17**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Firearm Records and Inventories	**101-18**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/18**		**05/05/21**	
General Correspondence	**101-19**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/20**		**05/05/21**	
Golf Cart Inspection	**101-20**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/16**		**05/05/21**	
Inspection Forms	**101-21**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/18**		**05/05/21**	
Investigative Forms	**101-23**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/18**		**05/05/21**	
LEADS Input Logs	**101-25**	**12/15/20**	**Electronic**	**N/A**	**Prior to 06/01/15**		**05/05/21**	
Lesson Plans/Roll Call Training	**101-26**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/16**		**05/05/21**	
Liability Waivers	**101-27**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
NIBRS Reports	**101-30**	**12/15/20**	**Electronic**	**N/A**	**Prior to 06/01/18**		**05/05/21**	
Offense Reports/ Case files- Felony (except Homicide)	**101-31**	**12/15/20**	**Paper**	**Disk**	**Prior to 06/01/15**		**05/05/21**	
Offense Reports/ Case files- Misdemeanor	**101-33**	**12/15/20**	**Paper**	**Disk**	**Prior to 06/01/19**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

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City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

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	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Ohio Public Records Compliance Folder	**101-34**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/96**		**05/05/21**	
Policies, Procedures, Rules and Regulations	**101-35**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/15**		**05/05/21**	
Private Property Crash Cards	**101-36**	**12/15/20**	**Paper**	**Disk**	**Prior to 06/01/19**		**05/05/21**	
Private Security Detail Contracts and Special Events Documents	**101-37**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Professional Organization and Assoc Files	**101-38**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/20**		**05/05/21**	
Promotional Process Documents	**101-39**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/16**		**05/05/21**	
Property Logs	**101-40**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/18**		**05/05/21**	
Public Records Requests	**101-41**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/20**		**05/05/21**	
Pursuit Reviews	**101-42**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/16**		**05/05/21**	
Ride-along Observation Form	**101-46**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Specialized Assignments Documents	**101-48**	**12/15/20**	**Paper**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Subject Controls	**101-49**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/19**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

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	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Tow Tickets	**101-52**	**12/15/20**	**Multi**	**Disk**	**Prior to 06/01/18**		**05/05/21**	
Traffic Citations	**101-53**	**12/15/20**	**Multi**	**Disk**	**Prior to 06/01/18**		**05/05/21**	
Traffic Crash Reports	**101-54**	**12/15/20**	**Multi**	**Disk**	**Prior to 06/01/18**		**05/05/21**	
Training Certificates	**101-55**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/19**		**05/05/21**	
Training Jackets	**101-56**	**12/15/20**	**Multi**	**N/A**	**Prior to 06/01/20**		**05/05/21**	
Warning Tickets	**101-60**	**12/15/20**	**Multi**	**Disk**	**Prior to 06/01/20**		**05/05/21**	

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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Public Works Division	Mike Gray	(937) 233-1562	Public Works Building
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	Public Works Manager	(937) 233-1562
(Signature of Responsible Official)	(Title)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

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City of Huber Heights — Public Works Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Daily Worksheets	**401-18**	**11/30/11**	**Paper**	**N/A**	**01/01/14-12/31/15**		**05/05/21**	

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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Suez Water – Office	Nicole Flood	(937) 233-3292	City Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorville Road	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Administrative Assistant	(937) 233-3292
(Signature of Responsible Official)	(Title)	(Telephone number)

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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — (Political Subdivision Name)

City Water and Sewer Division (Office) – Suez Water — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Copy of Bank Deposit Receipts	**SW- 08**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
NSF Check or Bad Debit Files	**SW- 14**	**03/12/20**	**Multi**	**N/A**	**01/01/17 – 12/31/18**		**05/05/21**	
Billing Journals	**SW- 16**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
Cash Journals	**SW- 17**	**03/12/20**	**Multi**	**N/A**	**01/01/18 – 12/31/19**		**05/05/21**	
Daily Work Orders	**SW- 18**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
Shut Off Lists	**SW- 21**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
Cash Stubs	**SW- 22**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
Write Off Records	**SW- 23**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
Copies of Refund Requests	**SW- 25**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/19**		**05/05/21**	
Invoices For Construction Water	**SW- 27**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	
Copies – Reading Informational and Reference (Originals maintained)	**SW- 30**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/18**		**05/05/21**	
Backflows Preventer Test Reports	**SW- 35**	**03/12/20**	**Multi**	**N/A**	**01/01/14 – 12/31/15**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — (Political Subdivision Name)

City Water and Sewer Division (Office) – Suez Water — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Invoices Billed to Huber/Vinebrook	**SW - 36**	**03/12/20**	**Multi**	**N/A**	**01/01/16 – 12/31/17**		**05/05/21**	

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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Suez Water – Plant	Jeff Vanmeter	(937) 233-3292	City Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6131 Taylorville Road	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Administrative Assistant	(937) 233-3292
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: arodgers@hhoh.org

Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — (Political Subdivision Name)

City Water and Sewer Division (Plant) – Suez Water — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Monthly Lab Testing Reports Consolidated Onto Monthly State Report	**SW - 07**	**11/30/11**	**Paper**	**N/A**	**2007 – 2008**		**05/05/21**	
Records of Chemical (Soc's Voc's, Thm's Lead & Copper, etc)	**SW - 08**	**11/30/11**	**Paper**	**N/A**	**2007 - 2008**		**05/05/21**	
Violations (Notices of violations, public notification, actions taken to correct violations, & all communications involved with a violation of state primary drinking water rules)	**SW - 09**	**11/30/11**	**Paper**	**N/A**	**2007 - 2008**		**05/05/21**	

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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huber Heights	Tax Division	Tracy Vanderman	(937) 237-2976	City Storage Area/Tax Division Office
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6232 Chambersburg Road	Huber Heights	45424	Montgomery/Miami	04/08/21
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the ***approved Records Retention Schedules (RC-2)*** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	Tax Administrator	(937) 237-2976
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: arodgers@hhoh.org

Please Note: The State Archives retains RC-3 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Tax Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Decl of Income Tax Forms, Business and Individual	**507-13**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Quarterly Payment Statements	**507-14**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Individual Income Tax Returns and Attachments	**507-15**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Corporate or Partnership Income Tax Returns and Attachments	**507-16**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Refund Request and Attachments	**507-17**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Withholding Tax Returns – Monthly & Quarterly	**507-18**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Withholding Tax Reconciliations and W2s	**507-19**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Payment Receipts	**507-20**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Taxpayer Correspondence	**507-21**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

See instructions before completing this form. Must be submitted with Part 1

City of Huber Heights — Tax Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Daily Cash Receipts	**507-22**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Database Transaction Printout	**507-23**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	
Tax Data Reports	**507-28**	**11/30/11**	**Paper**	**N/A**	**2010-2013**		**05/05/21**	

AI-7556 **New Business** **D.**

Public Records Commission

Meeting Date: 04/08/2021

Public Records Processing and Related Issues

Submitted By: Anthony Rodgers

Department: City Council

Subject

Public Records Processing and Related Issues

Purpose and Background

Two articles have been attached regarding public records issues for informational purposes (see attached):

- What Are Your obligations When You Receive A Public Records Request From An Inmate's Family Member About The Case?
- Voice Messaging As Public Records.

Fiscal Impact

Source of Funds	Cost	Recurring Cost (Yes/No)
N/A	N/A	N/A

Attachments

Article 1

Article 2

WHAT ARE YOUR OBLIGAT
A PUBLIC RECORDS REQU
FAMILY MEMBER ABOUT T

Warren I. Grody, *Bricker & Eckler LLP*

Introduction

The Ohio Supreme Court has issued two decisions related to responding to public records requests received from family members of inmates. In 2011, the Court issued a one paragraph opinion in *State ex rel. Barb v. Cuyahoga County Jury Commissioner*, 128 Ohio St. 3d 528, 947 N.E.2d 670, 2011–Ohio-1914 (*Barb II*), in which it determined the brother of an inmate was precluded from requesting records related to the inmate's case unless the brother received the approval of the trial court required by R.C. 149.43(B)(8). In contrast, on December 10, 2020, the Court determined that the parents of an inmate could obtain records related to their son's case without the trial court's approval. *[State ex rel.] Summers v. Fox*, Slip Op. 2020-Ohio-5585. Given these two decisions, what is required of a public office when it receives a public records request from the relatives of an inmate for records related to the inmate's case?

THE LEGAL STANDARDS

While it is generally immaterial why a person is requesting a public record, the Public Records Act (the "PRA") establishes a different standard when an inmate seeks records related to the inmate's criminal case. According to R.C. 149.43(B)(8):

> A public office or person responsible for public records is not required to permit a person who is incarcerated ... to inspect or to obtain a copy of any public record concerning a criminal investigation or prosecution ... unless the request to inspect or to obtain a copy of the record is for the purpose of acquiring information that is subject to release as a public record under this section and the judge who imposed the sentence ... or the judge's successor in office, finds that the information sought in the public record is necessary to support what appears to be a justiciable claim of the person.[1]

IONS WHEN YOU RECEIVE EST FROM AN INMATE'S HE CASE?

This inmate exception exists "to restrict a convicted inmate's unlimited access to public records in order to conserve law enforcement resources." *State ex rel. Russell v. Thornton*, 111 Ohio St.3d 409, 2006-Ohio-5858, 856 N.E.2d 966, ¶ 14.

In *Barb II*, the Court extended this exception to an inmate's brother who was acting as the designee of the inmate. In that case, the inmate, Danny Barb, had previously requested the records at issue. Danny's request was denied and the courts upheld the denial because Danny had not complied with R.C. 149.43(B)(8) prior to making his request.

Danny's brother, Herbert, then made a request essentially seeking the same records Danny had previously requested. According to Herbert's affidavit, he sought the records to show that Danny's right to a fair trial had been violated. The court of appeals held – and the Ohio Supreme Court agreed – that Herbert was Danny's designee and not entitled to the records:

> Res judicata barred Herbert from instituting his own mandamus action seeking some of the same records that his brother requested because–as Danny's designee–he was in privity with him. And Danny cannot circumvent the requirement of R.C. 149.43(B)(8) which requires a finding by his sentencing judge or the judge's successor that the requested information is necessary to support what appears to be a justiciable claim, by designating his brother to request the records for him. As the court of appeals concluded, "Herbert may not do indirectly what Danny is prohibited from doing directly." *Barb II*, ¶ 1

While it is clear under the holding of *Barb II* that a public office can deny a public records request from the relative of an inmate under the inmate exception when the relative is the designee of the inmate, the brevity of the decision does not provide many parameters on how this rule is applied. Now, nine years later, the Ohio Supreme Court has revisited the issue in *[State ex rel.] Summers v. Fox*.

The *Summers* case involved public records requests made by Charles Summers, the father of an inmate. Charles and his wife stated a Facebook page called "Justice for Chris," which was created "with the hope that everyone who knows us will learn the whole truth behind what happened to our son." *Summers* at ¶ 8. Charles made requests to the Mercer County Prosecutor's Office and the Mercer County Sheriff. The county denied the requests for various reasons, including that Charles had not obtained the necessary approval from the sentencing judge before filing the requests.

Despite its prior holding in *Barb II*, the Ohio Supreme Court found in *Summers* that the county violated the PRA when it denied the requests based on the inmate exception. All seven justices agreed that the inmate exception does not create a per se rule that close family members must obtain judicial approval prior to making public records requests related to the case. In fact, 149.43(B)(8) does not mention family members at all. Instead, the inmate exception only applies when the requester is acting as the inmate's designee in seeking the records. As is the case with other exceptions to the PRA, the burden fell on the county to prove that the records fell within the claimed exception.

Where the Justices disagreed with each other is on the issue of whether the county met its burden. The majority found that the county was asking the Court to assume that Charles was acting as his son's designee, which fell short of providing clear and convincing evidence that the exception applied. Justice French disagreed:

Just as Charles's status as Christopher's father does not, on its own, establish that he is acting as Christopher's designee, the existence of the Facebook page is likewise insufficient in isolation to establish that fact. But those facts, considered together with the evidence submitted by respondents that Christopher has himself been intimately involved in the efforts to obtain and post information about his criminal case, lead to the conclusion that Charles is acting as Christopher's designee and attempting to accomplish indirectly what Christopher cannot accomplish directly. Id. at ¶ 103.

APPLYING THE EXCEPTION TO PUBLIC RECORDS REQUESTS

In practice, these two decisions, when read together, are likely to lead to a great deal of confusion in applying the inmate exception because while the facts were similar, the results were different. In *Barb II*, the inmate's brother sought the records to show that Danny had not received a fair trial and the Court determined that the inmate exception applied. In *Summers*, the inmate's father sought the records to post on Facebook so the public could "learn the whole truth behind what happened to our son" and the Court determined that R.C. 149.43(B)(8) did not apply. So what are you supposed to do with the request directly in front of you?

To begin with, you should always keep in mind that the determination of whether you may withhold the records will be made on a request-by-request basis. There is no bright-line test that says that if the request comes from the inmate's sister you can deny the request, but if the request comes from a first cousin-once-removed you have to provide the records. Because there is not a per se rule, the facts surrounding the request become crucial to your decision of whether to withhold records under the inmate exception.

Therefore, focus on the facts surrounding the request. While R.C. 149.43(B)(8) is viewed as an exception to the rule that the requester's purpose for seeking the records is immaterial, the majority in *Summers* did not focus on the father's intent in seeking the records. Instead, the Justices focused on whether the county had met its burden of proving that Mr. Summers was acting as his son's designee.

Also remember that, as with any exception to the PRA, the burden of proof is on the public office to show that the requested information falls squarely into the exception, that the PRA is liberally construed to permit the release of public records and, conversely, that exceptions to the PRA are strictly construed against the public office. If you are challenged for having denied a request from a relative based on R.C. 149.43(B)(8), you will face a high burden in order to prevail, just like you would for any other exception to the PRA.



Warren Grody *is a Senior Attorney with Bricker & Eckler LLP. He may be reached at wgrody@bricker.com or 614-227-2332.*

[1] *The inmate exception also applies to juvenile offenders.*

OHIOERC
OHIO ELECTRONIC RECORDS COMMITTEE
...IDENTIFYING BEST PRACTICES AND DEVELOPING RESOURCES CONCERNING THE CREATION, MAINTENANCE, LONG-TERM PRESERVATION, AND ACCESS TO THE ELECTRONIC RECORDS OF OHIO'S PUBLIC ENTITIES.

Voice messaging as public records

March 9, 2021 by Sara Clark

In an article published last month, CNN wrote about the increased use of voice messaging apps to communicate and socialize with friends, family and coworkers. Voice messaging, which serves as an alternative to calls or text messages, allows users to record audio clips and send them to recipients. They're usually sent via messaging apps like iMessage, WhatsApp or Clubhouse as small audio files. As the middle ground between texting and calling, voice messaging is being heralded as a way to strike a balance between socialization and respect for people's time and convenience.

Given its increased use, public entities would be wise to consider the potential public record implications of voice messaging. In Ohio, the definition of a public record includes "any document, device, or item, regardless of physical form or characteristic, *including an electronic record*, created or received by or coming under the jurisdiction of any public office of the state or its public subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the office."

Under this definition, the format of the record is irrelevant when determining whether a record is a public record. A public entity must look beyond the electronic medium (i.e. voice

messaging) and analyze the content of the message to determine if the information is a "record" that the public may access.

If the voice message was "created, received by or comes under the jurisdiction" of the public office and "documents the organization, functions, policies, decisions, procedures, operations or other activities of the office," then it likely meets the definition of a public record. This means that those records may need to be retained for certain periods of time pursuant to the public entity's record retention schedule.

If you have additional questions about the obligations of a public official or employee under Ohio's public record laws, specifically as it relates to newer apps or social media, please visit the OhioERC's online social media training course. Among other things, the course provides an overview of social platforms and how government entities use those platforms, the records management aspect of social media, and the unique challenges associated with capturing and disposing of social media content.

Resources

Public Records, Social Media, Voice Messaging

< OhioERC Blockchain Comparisons Tip Sheet

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