

# Notice of Meeting

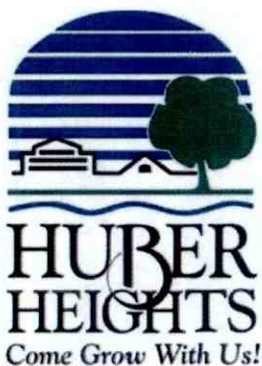
## PUBLIC RECORDS COMMISSION

Thursday, October 21, 2021  
at or about 9:00 a.m.  
at City Hall – City Council Conference Room

Clerk of Council Anthony Rodgers has scheduled a Huber Heights Public Records Commission Meeting to discuss:

- Public Records Retention and Disposal Schedules
- City Public Records Policy
- City Records Storage Areas and Systems
- Public Records Processing and Related Issues

Distributed – August 26, 2021



For more information, visit [www.hhoh.org](http://www.hhoh.org)



**CITY OF HUBER HEIGHTS  
STATE OF OHIO  
Public Records Commission Meeting  
October 21, 2021  
9:00 A.M.  
City Hall – 6131 Taylorsville Road –  
City Council Conference Room**

1. **Call To Order/Roll Call**
2. **Approval of Minutes**
  - A. April 8, 2021
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**

**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**Public Records Commission Meeting Minutes**

**Name of Body:** Public Records Commission

**Date:** October 21, 2021

**Time:** 9:00 A.M.

**Place:** City Hall – 6131 Taylorsville Road  
City Council Chambers

**Members Present:** Gerald McDonald, Law Director  
Karen Powell, Deputy Clerk of Council/City  
Resident  
Jim Bell, Finance Director  
Branden Payton, IT Director  
Bryan Chodkowski, Assistant City Manager  
Scott Falkowski, Interim City Manager

**Guests Present:** Katie Knisley, Human Resources Director  
Deborah Wiley, Communications/Records  
Manager (arrived 9:02 A.M.)

**1. Call To Order**

Anthony Rodgers convened the Public Records Commission Meeting at 9:00 A.M. He said there is a quorum of the membership, and everyone is in attendance except the unfilled City Manager position.

**2. Approval of Minutes**

On a motion to approve the minutes of the April 8, 2021 Public Records Commission Meeting by Bryan Chodkowski and seconded by Scott Falkowski, the minutes of the April 8, 2021 Public Records Commission Meeting were unanimously approved by the Public Records Commission as submitted without any changes.

### **3. Topics of Discussion**

#### **New Business**

- Public Records Retention and Disposal Schedules
- City Public Records Policy
- City Records Storage Areas and Systems
- Public Records Processing and Related Issues

#### **Public Records Retention and Disposal Schedules**

Prior to the meeting, Anthony Rodgers distributed information regarding public records retention and disposal schedules via email. (see attached).

Anthony Rodgers distributed two Records Retention Schedules (RC-2) Forms for the Police Division and the Finance Department (see attached).

Anthony Rodgers said there was one RC-2 from the Finance Department, and there is a change to add the very last item to the retention schedule, Schedule 506-205 for Coronavirus Relief Fund Payment Records, which is a new record that needs to be retained. He said the suggested retention period is five years provided audited and the record will be retained in paper and multimedia formats.

Jim Bell said this record type is specific to the Coronavirus Relief Fund and he asked Gerald McDonald if next year, the ARPA and Shuttered Venue Grant payment records should be added as separate individual pieces or should it be listed for any grant fund documents for any Coronavirus-related program.

Gerald McDonald said he would think one category for all of the different funds should be sufficient. He said the only issue is there are currently records for that category and there is no retention schedule.

Jim Bell said the funds come in as grant revenues, so the records already fall under the retention schedule for that record type, so it probably would not be an issue.

Gerald McDonald said he is fine with that change to the retention schedule for the Finance Department.

Anthony Rodgers confirmed the recommended change is good as is.

Anthony Rodgers said on the RC-2 Form for Police Division, there was the recommended addition of Schedule Number 101-03 for Affidavits for Junk Motor Vehicles. He said it currently has a retention schedule of two years and is a paper record. He said as a result of the placement of that item where it is, it shifted the schedule numbers down for the remainder of the items on the RC-2 Form for the Police Division. He suggested to Deborah Wiley in the future that she can place a new item at the end of the schedule to avoid renumbering all of the items on the retention schedule.

Deborah Wiley said if that is what is recommended, that is fine; but she prefers items in alphabetical order.

Gerald McDonald asked why a two-year retention period.

Deborah Wiley said she determined two years was a good amount of time because they could not find a suggested retention period anywhere else.

After discussion and review of the Records Retention Schedules (RC-2 Form) for the Police Division and Finance Department, Bryan Chodkowski moved to approve the two RC-2 forms as submitted. Scott Falkowski seconded the motion. The Public Records Commission unanimously voted to approve the two RC-2 forms as submitted.

Anthony Rodgers distributed two Certificate Of Records Disposal (RC-3) Forms for the Human Resources Department and the Police Division. He said he has corresponded those RC-3 Forms to the RC-2 Forms to ensure consistency. He said he did make one change on the Police Division RC-3 Form. He said Deborah Wiley listed the records date through October 31, 2022 and he extended the records date to December 31, 2021 and pushed the destruction date out to January, 2022. He said Katie Knisley has several years' worth that have built up, and she is anxious to get rid of the paperwork.

Jim Bell asked Katie Knisley if she is getting rid of all the job positions descriptions.

Katie Knisley said she is disposing of those job position descriptions that have been updated for 2021.

After discussion and review of the Certificate Of Records Disposal (RC-3 Forms) for Human Resources Department and the Police Division, Jim Bell moved to approve the two RC-3 forms as submitted and Scott Falkowski seconded the motion. The Public Records Commission unanimously voted to approve the two RC-3 forms as submitted for the Human Resources Department and the Police Division.

#### City Public Records Policy

Anthony Rodgers asked for any comments regarding the City's public records policy. He said the Employee Handbook still needs the new public records policy to be added as this is something the auditors are auditing with the STARS program.

Katie Knisley said the new Employee Handbook is on the website and the holidays all match.

Jim Bell asked if the City received its STARS rating from the Auditor of State.

Anthony Rodgers said the City received the top STARS rating for the 2019 and 2020 calendar years. He explained the process for the STARS rating system. He said the PRR software system implemented three years ago helps a lot with the ratings.

#### City Records Storage Areas and Systems

Anthony Rodgers said since the last Public Records Commission meeting, a City-wide shredding event was held this summer at the storage area at Suez Water. He said he hates to think if the City leaves that space there will be a lot of items to move. He said whatever City Staff can do leading up to that point to get rid of unnecessary items would be beneficial.

He said he did notice an issue with Barracuda Archiver earlier this month which he brought to the attention of the IT Department. He said while doing a public records request in a search of emails, the search generated emails back six years. He said the archiver is supposed to remove anything older than three years. He said if the records are available, the City has to provide the records as part of any public records request. He confirmed with Branden Payton that the system is back on track. He said last year, the Public Records Commission approved moving from three years to one year for the retention period for email in the Barracuda Archiver. He said that change has gone to the State of Ohio, and was approved. He said he wants to move to implement that change, and what he is anticipating is sending out a notice to all City Staff that IT will begin initiating that change beginning December 1, 2021. He said this change will make the City compliant with what has been approved in the retention schedule for the Barracuda Archiver, and when a public records request is received it will reduce the range of emails available to search.

Deborah Wiley said a lot of employees store information for three years and it is so easy to search, so City Staff will need time to save everything.

Anthony Rodgers said this change can be moved to December 31, 2021.

Branden Payton asked that when Anthony Rodgers sends the message out to make sure everyone know that this change affects everything in the inbox and subfolders, and information will need to be moved to a different folder that is not part of the delete group.

Bryan Chodkowski asked Branden Payton to send that information out on how to avoid the delete groups because several employees have projects that unfold over two to four years and those emails are valuable.

Anthony Rodgers said the legal hold log will also need to be updated to be sure if there are any records that fall into that three year range and would be subject to a legal hold; those records would have to be retained in some way so they are not expunged.

Branden Payton asked if information is in an archive folder how will anyone do records request searches when the information is stored on individual computers.

Gerald McDonald said he assumes when Anthony Rodgers sends a request to City Staff then they will have to check their archived stuff.

#### Public Records Processing and Related Issues

Anthony Rodgers distributed information regarding several articles (see attached). He said one article is an update on recent July, 2021 legislative updates to the Ohio Public Records Law. He said there are some changes to what is not a public record. He said there are new exemptions to the law. He said most of those exemptions do not deal with City records. He said one exemption that could potentially involve the City is the birthday list which removes the requirement that a public office maintain a database or list that includes the name and birthplace of all public officials and employees elected to or employed by a public office. He said the database of list of names still needs to be maintained, but there is no longer a requirement to include birth dates.

Gerald McDonald said a birth date cannot be redacted from an employee file request – a social security number, yes, a birth date, no.

Anthony Rodgers also shared information from the Ohio Electronic Records Committee that has put together best practice information for records retention. He said there is a tip sheet on online conference platform records.

#### **4. Adjournment**

Anthony Rodgers adjourned the Public Records Commission Meeting at 9:23 A.M.



AI-7920

New Business A.

**Public Records Commission**

**Meeting Date:** 10/21/2021

Public Records Retention and Disposal Schedules

**Submitted By:** Anthony Rodgers

**Department:** City Council

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**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
- Finance Department

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

- Police Division
  - Human Resources Department
- 

**Fiscal Impact**

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

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**Attachments**

RC-2 Forms  
RC-3 Forms

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Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://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 Wiley

Communications/Records Manager

10/21/21

(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

6131 Taylorsville Road

Huber Heights

45424

(Telephone Number)  
Montgomery/Miami

(Address)

(City)

(Zip Code)

(County)

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

10/21/21

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.

(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		<input type="checkbox"/>
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		<input type="checkbox"/>
101-03	Affidavits – Junk Motor Vehicle	Retain 2 years.	Paper		<input type="checkbox"/>
101-04	Applications for Solicitation and Massage Parlors	Retain 2 years.	Paper		<input type="checkbox"/>
101-05	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
101-06	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		<input type="checkbox"/>
101-07	Canine Activity Reports and Forms (includes training and patrol activities)	Retain 2 years after service life of canine.	Multi		<input type="checkbox"/>
101-08	Cash Book - Cash Journal	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
101-09	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
101-10	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		<input type="checkbox"/>
101-11	Court Order Disposal of Property Affidavits	Retain 2 years.	Paper		

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

See instructions before completing this form.

(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
					<input type="checkbox"/>
101-12	Court Order to Seal Records	Retain 1 year.	Paper		<input type="checkbox"/>
101-13	Criminal Intelligence Form	Retain 1 year.	Multi		<input type="checkbox"/>
101-14	Curfew Warnings	Retain 2 years after issuance.	Multi		<input type="checkbox"/>
101-15	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		<input type="checkbox"/>
101-16	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		<input type="checkbox"/>
101-17	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
101-18	Field Interview Records	Retain 6 years. Cards may be destroyed after information has been changed to electronic form.	Multi		<input type="checkbox"/>
101-19	Field Training Manuals	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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	Firearm Records and Inventories	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
101-21	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		<input type="checkbox"/>
101-22	Golf Cart Inspection Forms	Retain 5 years	Paper		<input type="checkbox"/>
101-23	Inspection Forms (Forms for line inspections including personnel and equipment)	Retain 3 years after inspection completed.	Multi		<input type="checkbox"/>
101-24	Internal Affairs (Investigations of division employees)	Permanent	Multi		<input type="checkbox"/>
101-25	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		<input type="checkbox"/>
101-26	Juvenile Arrest Records	Retain until offender is 18 years of age and in accordance to the respective offense report classification.	Multi		<input type="checkbox"/>
101-27	LEADS Input Logs	Retain 6 years.	Electronic		<input type="checkbox"/>
101-28	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		<input type="checkbox"/>
101-29	Liability Waivers (Used when someone rides with an officer for observation)	Retain 2 years.	Multi		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

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

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

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

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
101-54	Text to 9-1-1 (Communications recordings of Text to 9-1-1 Conversations)	Retain 6 months; provided no action pending.	Electronic		<input type="checkbox"/>
101-55	Tow Tickets (Inventory sheets of towed vehicles)	Retain 3 years.	Multi		<input type="checkbox"/>
101-56	Traffic Citations (Copies of traffic tickets issued to traffic violators)	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
101-57	Traffic Crash Reports (Original reports of traffic crashes)	Retain 3 years. Retain 10 years if accident resulted in death.	Paper/Multi		<input type="checkbox"/>
101-58	Training Certificates	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Multi		<input type="checkbox"/>
101-59	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		<input type="checkbox"/>
101-60	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		<input type="checkbox"/>
101-61	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	Multi		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
		holding the record.			
101-62	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		<input type="checkbox"/>
101-63	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		<input type="checkbox"/>




Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211- 2474  
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[www.ohiohistory.org/lgr](http://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: Local Government Unit


City of Huber Heights (Local Government Entity)	Finance Department (Unit)		
	James A. Bell	Finance Director	10/21/21
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

City of Huber Heights Public Records Commission	(937) 233-1423		
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](mailto: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.

	10/21/21
Records Commission Chair Signature	Date

### Section C: Ohio History Connection - State Archives

Signature	Title	Date
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### Section D: Auditor of State

Signature	Title	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

SAO- /LGRP- RC- 2 (Part 1 & 2), Revised January 2017

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*City of Huber Heights  
(Local Government Entity)Finance Department  
(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
506-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
506-02	Ohio Public Records Compliance Folder	Retain 25 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
506-03	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		<input type="checkbox"/>
506-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-mail 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		<input type="checkbox"/>
506-05	Copies – Reading, Informational and Reference (Originals maintained.)	Retain until no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form.)	Retain until no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-07	Blank Forms	Until obsolete or superseded.	Paper/Multi		<input type="checkbox"/>
506-08	Electronic Mail Systems (Pertains only to messages that are records as defined in the 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 e-mail that has no significant value.	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-09	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		<input type="checkbox"/>
506-10	General Correspondence (all sent & received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the public office)	Retain 1 year and no longer of an administrative, legal or fiscal value.	Paper/Multi		<input type="checkbox"/>
506-11	Bulletins, posters, notices and displays	Retain until no longer administratively necessary	Paper/Multi		<input type="checkbox"/>
506-12	Professional Organization/Association Records	Retain 1 year and no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-13	Annual Certificate of Estimated Resources	Retain 7 years; provided audited.	Multi		<input type="checkbox"/>
506-14	Comprehensive Annual Financial Report (CAFR)	Permanent	Multi		<input type="checkbox"/>
506-15	Annual Tax Budget	Permanent	Multi		<input type="checkbox"/>
506-16	Annual W-2 Reconciliation	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-17	Appropriations Budget	Permanent	Paper/Multi		<input type="checkbox"/>
506-18	Appropriations Budget Worksheets (with supporting documents)	Retain 5 years.	Paper/Multi		<input type="checkbox"/>
506-19	Appropriation Ledger (Year End)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-20	Bank Reconciliations (With statements and supporting documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-21	Bond Register	Permanent	Paper/Multi		<input type="checkbox"/>
506-22	Cancelled Purchase Orders (General Ledger Update) and Requests	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-23	Bank Analysis Statements	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-24	Monthly Financial/Operations and Maintenance Reports from United Water	Retain 3 years after end of contract period.	Paper/Multi		<input type="checkbox"/>
506-25	Cash Receipts Ledgers (Manual Ledgers)	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-26	Pay-In forms (Completed with supporting documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-27	Bank Contract Proposals and Responses	Retain 2 years after contract awarded.	Paper/Multi		<input type="checkbox"/>
506-28	Tri-City Records (Fund Reports, Bank Reconciliations, etc.)	Retain 5 years; provided audited.	Paper Multi		<input type="checkbox"/>
506-29	School Tax Deduction Register – Current (Monthly Report)	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-30	Depository Agreements (Five year terms.)	Retain 1 year after expired.	Paper/Multi		<input type="checkbox"/>
506-31	Detail Journal Trial Balance (Old system, last used 1996.)	Retain 3 years.	Paper		<input type="checkbox"/>
506-32	Quarterly Federal Tax Returns (Employer) 941	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-33	Month End Balancing Documents – FINX	Retain 3 years; provided audited	Paper/Multi		<input type="checkbox"/>
506-34	Final Annual Fixed Asset Physical Inventory (With work papers.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City of Huber Heights (Local Government Entity)		Finance Department (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
506-35	YTD Bank Report	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-36	Numbered Cash Receipt Books	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-37	OBES Quarterly Reports	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-38	PC Back up Diskettes	Retain until superseded, updated or replaced.	Multi		<input type="checkbox"/>
506-39	Bonds	Retain 10 years after paid.	Paper/Multi		<input type="checkbox"/>
506-40	Police and Firemen's Disability/Pension Fund (Monthly Report)	Permanent	Paper/Multi		<input type="checkbox"/>
506-41	Investment Portfolio and Lists	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-42	Public Employee's Retirement Systems (Monthly Report)	Permanent	Paper/Multi		<input type="checkbox"/>
506-43	Vacation/Sick/Personal Hours Listing (Usage and Balances) Manual	Retain until superseded, updated or replaced. Year end is permanent.	Paper/Multi		<input type="checkbox"/>
506-44	Cancelled Checks (Vendor and Payroll)	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-45	Voided Checks	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-46	W-2s – Employer's Copy	Permanent	Paper/Multi		<input type="checkbox"/>
506-47	County Semi-Annual Tax Apportionment (All Counties)	Retain 10 years; provided audited	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-48	Tax Budget Worksheets	Retain 5 years; provided audited	Paper/Multi		<input type="checkbox"/>
506-49	Lighting Districts Information (Maps, petitions, etc.)	Permanent	Paper/Multi		<input type="checkbox"/>
506-50	Payroll Accrual Balances Report – Bi-Weekly	Permanent	Paper/Multi		<input type="checkbox"/>
506-51	Payroll Accrue Journal Proof – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-52	Payroll Accrue/Pick up register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-53	Payroll Accrue/Pick Up Vouchers Work Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-54	Payroll Carry Over Deduction Balances – Bi- Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-55	Payroll City Income Tax Returns and Annual Reconciliations	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-56	Payroll City Tax Detail Report – Bi-Weekly	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-57	Payroll City Tax Detail Report – Quarterly	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-58	Payroll Detail Check Register – Bi-Weekly	Permanent	Paper/Multi		<input type="checkbox"/>
506-59	Payroll Fund Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-60	Payroll Miscellaneous Deduction Report – Bi- Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City of Huber Heights (Local Government Entity)		Finance Department (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
506-61	Payroll – Ohio State Tax Quarterly Returns and Annual Reconciliations (941)	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-62	Payroll – Summary Check Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-63	Payroll – Summary History Report (Quarterly)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-64	Appropriation Transfer Journal With Requests	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-65	Bank Transfer Journal (Details funds transferred between bank accounts.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-66	Check/Voucher Register – Manual Checks	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-67	Current/Prior MTD/YTD Expense Report	Retain 5 years; provided audited. Year End is Permanent.	Paper/Multi		<input type="checkbox"/>
506-68	Encumbrance Balances by Account	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-69	Expense Budget Journal (appropriation increases)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-70	Memo Expense Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-71	Monthly Revenues and Receipts Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-72	Proof of Publication (Newspaper ads and public notices.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-73	Receipt Journal	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-74	Void Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City of Huber Heights (Local Government Entity)		Finance Department (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
506-75	Voucher Proof Encumbrance Audit	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-76	Voucher Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-77	Water and Sewer Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-78	Water and Sewer Receipts Journal	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-79	Water and Sewer Voucher Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-80	YTD Fund Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-81	Revenue Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-82	Expense Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-83	MTD/YTD Revenue Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-84	Combined MTD/YTD Fund Report	Retain 3 years; provided audited. Year End is Permanent.	Paper/Multi		<input type="checkbox"/>
506-85	Combined MTD/YTD Expense Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-86	MTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-87	Month Consolidated Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-88	Payroll Notes – Green Pad	Retain 3 years.	Paper		<input type="checkbox"/>
506-89	Bank "Transfer From" Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-90	Bank "Transfer To" Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-91	Expense Activity by Account	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-92	Revenue Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-93	Expense Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-94	Assessment Certification Listings – All Types	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-95	Assessments – General Information – All Types	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-96	Sidewalk/Missing Gap Program Estimate Letters	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-97	Sidewalk/Missing Gap Program Invoices	Until paid; provided .audited	Paper/Multi		<input type="checkbox"/>
506-98	Sidewalk Program – Yellow Drawing/Diagram Cards	Permanent	Paper		<input type="checkbox"/>
506-99	Sidewalk Program – Copies of ROW Permits	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-100	Sidewalk Program Inquiries	Retain 1 year and no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-101	Roadway Improvements – Notice of Information Meeting	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-102	Roadway Improvements – Notice of Equalization Board Meeting	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-103	Roadway Improvements – Objection Letters	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-104	Roadway Improvements – Ordinance of Assessment Notices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights

Finance Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-105	Roadway Improvements – Waiver and Deferral Notices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-106	Roadway Improvements – Project Invoices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-107	Weed/Grass Cutting, Trash and Litter, Property Maintenance and Other Assessment Invoices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-108	Lighting Assessments (Notice of recalculation over \$250.)	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-109	Street Light Outage Forms (Sent to DP&L).	Retain 1 year.	Paper		<input type="checkbox"/>
506-110	Miscellaneous Billings (Special events, accident damage, etc.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-111	Water/Sewer/Storm Water Delinquency Assessment Information	Until Paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-112	Detail Expense Transaction (Account/Date)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-113	Vendor Purchases Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-114	Detail Revenue Transactions	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-115	Receipts Transactions Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-116	Receipt Pay-In Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-117	Annual Check Register – All Banks	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-118	Detail Bank Transactions	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-119	Encumbrance Balance by Purchase Order	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-120	Open Purchase Order Status Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City of Huber Heights (Local Government Entity)		Finance Department (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
506-121	Expense Budget Transactions Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-122	Combined Appropriation Transfers	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-123	Detail Expense Budget Transactions	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-124	Daily Utility Batches	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-125	Travel Requests and Expense Reports	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-126	Receipt Book Audits	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-127	Voucher Register – Tax Refunds	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-128	Check Register – Tax Refunds	Permanent	Paper/Multi		<input type="checkbox"/>
506-129	EMS Deposits With Back Up Documents	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-130	BMV Reports and Audits	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-131	Form HLS 0038 Declaration	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-132	Popular Annual Financial Report (PAFR)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-133	CAFR Workpapers (Including supplies inventory.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-134	PAFR Workpapers	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-135	Manual Cash Ledgers – Capital Funds	Permanent	Paper		<input type="checkbox"/>
506-136	Budget Workpapers	Retain 5 years; provided audited.	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-137	Monthly Financial Report (Excel report w/charts done by Account Clerk.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-138	Finance Director's Calendar/Appointments	Retain 1 year.	Paper/Multi		<input type="checkbox"/>
506-139	House Bill 694 Certifications	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-140	Bond Transcripts	Permanent	Paper/Multi		<input type="checkbox"/>
506-141	Lease/Loan Transcripts	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-142	Note Transcripts	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-143	Wire Transfer Logs With Attachments	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-144	Investment Transactions	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-145	Utility PILT (Payment in Lieu of Taxes)	Retain 10 years after paid.	Paper/Multi		<input type="checkbox"/>
506-146	Ohio Water Development Authority Financial Reports	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-147	Uniform Purchases	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-148	Annual 1099's	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-149	Fixed Asset Disposal Forms, Transfers and Changes	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-150	Fixed Asset Year End Workpapers	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-151	Fixed Asset Appraisals/Valuations	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-152	County Tax Distribution Reports – Liquor permits, estate tax notices, TPP loss reimbursement, Local Gov't, Motor vehicle, permissive tax, permissive stats, estate tax advance (excluding semi-annual tax apportionments)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-153	CAFR Letters	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-154	Completed Surveys – Copies	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-155	Unbound CAFR/PAFR	Retain 5 years; provided audited.	Paper		<input type="checkbox"/>
506-156	Payroll Cost Analysis	Retain 2 years.	Paper/Multi		<input type="checkbox"/>
506-157	Monthly Income Tax Revenue Reconciliation	Retain 2 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-158	Cash Surety Spreadsheet (With supporting documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-159	Capital Accounts Monthly Balance Sheets – General and Utility	Retain 5 years after project closed; provided audited.	Paper/Multi		<input type="checkbox"/>
506-160	Cell Phone Audits	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-161	Grant Files	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-162	Property Tax Spreadsheet (With certified mail receipts and signature cards.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-163	Accounts Payable Vouchers With Invoices	Retain 3 years; provided audited, EXCEPT in the case of invoices related to Court expenses.	Paper/Multi		<input type="checkbox"/>
506-164	Accumulative Appropriations Ledger	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-165	Annual Audit (Report from independent auditor.)	Permanent	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

506-166	Check Register – Accounts Payable	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
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City of Huber Heights Finance Department  
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-167	Copies of Ohio Tax Exempt Forms Sent to Vendors	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-168	Detail Revenue Budget	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-169	Vendor and Payroll Check Copies (Received electronically from banks.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-170	Roadway Improvements – Resolution of Necessity Notices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-171	YTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-172	City Issued Appointment Calendars	Continually updated, revised, completed, superseded or erased.	Paper/Multi		<input type="checkbox"/>
506-173	Request for Taxpayer Identification Number and Certification (W-9 Form)	Retain until updated and replaced.	Paper		<input type="checkbox"/>
506-174	Petty Cash Drawers – Annual Audit Reports	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-175	Ohio BWC Annual Premium Audit	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-176	Cash Position Report – User Defined Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-177	Capital Improvement 5 Year Plan	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-178	Operating Transfers In (Revenue)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-179	Operating Transfers Out (Expense)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-180	Advances In	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

506-181	Advances Out	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
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City of Huber Heights

Finance Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-182	CRA PILT (Community Reinvestment Area, payment in lieu of taxes.)	Retain 10 years after paid.	Paper/Multi		<input type="checkbox"/>
506-183	Fire Insurance Surety Spreadsheet (With supporting documents.)	Retain 3 years after paid out; provided audited.	Paper/Multi		<input type="checkbox"/>
506-184	Fixed Asset Additions and Improvements (22 year life or less.)	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-185	Fixed Asset Additions and Improvements (Greater than 22 year life.)	Retain 25 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-186	Facsimile Logs/Cover Sheets/Confirmation Notices and Butter Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Paper/Multi		<input type="checkbox"/>
506-187	Gas Card Statements (With supporting documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-188	Credit Card Statements (With supporting documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-189	Revenue Budget Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-190	Expense Adjustment Journal and Back Up	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-191	Revenue Reduction/Revenue Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-192	Revenue Reduction/Expense Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-193	Revenue Budget Journal (Appropriation Changes)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-194	Debt Service Payment Worksheets	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-195	Fund Transfer and Advances Worksheets	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>



**Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2***See instructions before completing this form.*

506-196	HSA/HRA Contributions/Files/Information	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
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City of Huber Heights

Finance Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-197	Revenue Reduction Journal Entry	Retain 3 years, provided audited	Paper/Multi		<input type="checkbox"/>
506-198	Revenue Comparison (Last year to this year)	Retain 3 years provided audited	Paper/Multi		<input type="checkbox"/>
506-199	Supplemental Appropriations (With supporting documents.)	Retain 7 years Provided audited	Paper/Multi		<input type="checkbox"/>
506-200	Disposal Forms/Non-Assets	Retain 3 years, provided audited	Paper/Multi		<input type="checkbox"/>
506-201	Land Reutilization Spreadsheet (With supporting documents.)	Retain 3 years, provided audited	Paper/Multi		<input type="checkbox"/>
506-202	Purchase Orders/Purchase Requisitions	Retain 4 years, provided audited	Paper/Multi		<input type="checkbox"/>
506-203	Income Tax Refund Check Copies and Import Reconciliation Report	Retain 3 years, provided audited	Paper/Multi		<input type="checkbox"/>
506-204	Accounts Payable Vouchers with Invoices for COURTS	Retain 1 year past contract expiration, provided audited.	Electronic		<input type="checkbox"/>
506-205	Coronavirus Relief Fund Payment Records	Retain 5 years provided audited	Paper/Multi		<input type="checkbox"/>



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://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	Police Division	Deborah Wiley	(937) 237-3597	Police Division
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6121 Taylorsville Rd.	Huber Heights	45424	Montgomery/Miami	10/21/21
(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.

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](mailto: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

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	04/08/21	Multi	N/A	Prior to 12/31/16		01/31/22	
Administrative Reports (Includes quarterly and annual agency performance reports, time-sensitive performance activity reports, and formal reports on agency activities)	101-02	04/08/21	Multi	N/A	Prior to 12/31/16		01/31/22	
Applications for Solicitation and Massage Parlors	101-03	04/08/21	Paper	N/A	Prior to 12/31/19		01/31/22	
Canine Activity Reports & Forms	101-06	04/08/21	Multi	N/A	Prior to 12/31/19		01/31/22	
Cash Book/ Journal	101-07	04/08/21	Paper	N/A	Prior to 12/31/18		01/31/22	
Correspondence	101-09	04/08/21	Multi	N/A	Prior to 12/31/19		01/31/22	
Court Order Disposal of Property Affidavits	101-10	04/08/21	Paper	N/A	Prior to 12/31/19		01/31/22	
Court Order to Seal Records	101-11	04/08/21	Paper	N/A	Prior to 12/31/20		01/31/22	



**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		
Criminal Intelligence	101-12	04/08/21	Multi	N/A	Prior to 12/31/20		01/31/22	
Curfew Warnings	101-13	04/08/21	Multi	N/A	Prior to 12/31/19		01/31/22	
Field Interview Records	101-17	04/08/21	Multi	Disk	Prior to 12/31/15		01/31/22	
Field Training Manuals	101-18	04/08/21	Paper	N/A	Prior to 12/31/19		01/31/22	
Firearm Records and Inventories	101-19	04/08/21	Multi	N/A	Prior to 12/31/18		01/31/22	
General Correspondence	101-20	04/08/21	Multi	N/A	Prior to 12/31/20		01/31/22	
Golf Cart Inspection	101-21	04/08/21	Paper	N/A	Prior to 12/31/16		01/31/22	
Inspection Forms	101-22	04/08/21	Multi	N/A	Prior to 12/31/18		01/31/22	
Investigative Forms	101-24	04/08/21	Multi	N/A	Prior to 12/31/18		01/31/22	
LEADS Input Logs	101-26	04/08/21	Electronic	N/A	Prior to 12/31/15		01/31/22	
Lesson Plans/Roll Call Training	101-27	04/08/21	Multi	N/A	Prior to 12/31/16		01/31/22	
Liability Waivers	101-28	04/08/21	Multi	N/A	Prior to 12/31/19		01/31/22	
NIBRS Reports	101-31	04/08/21	Electronic	N/A	Prior to 12/31/18		01/31/22	
Offense Reports/ Case files- Felony (except Homicide)	101-32	04/08/21	Paper	Disk	Prior to 12/31/15		01/31/22	



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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		
Offense Reports/ Case files- Misdemeanor	101-34	04/08/21	Multi	Disk	Prior to 12/31/19		01/31/22	
Ohio Public Records Compliance Folder	101-35	04/08/21	Paper	N/A	Prior to 12/31/96		01/31/22	
Policies, Procedures, Rules and Regulations	101-36	04/08/21	Multi	N/A	Prior to 12/31/15		01/31/22	
Private Property Crash Cards	101-37	04/08/21	Multi	Disk	Prior to 12/31/19		01/31/22	
Private Security Detail Contracts and Special Events Documents	101-38	04/08/21	Paper	N/A	Prior to 12/31/19		01/31/22	
Professional Organization and Assoc Files	101-39	04/08/21	Multi	N/A	Prior to 12/31/20		01/31/22	
Promotional Process Documents	101-40	04/08/21	Paper	N/A	Prior to 12/31/16		01/31/22	
Property Logs	101-41	04/08/21	Multi	N/A	Prior to 12/31/18		01/31/22	
Public Records Requests	101-42	04/08/21	Multi	N/A	Prior to 12/31/20		01/31/22	
Pursuit Reviews	101-43	04/08/21	Multi	N/A	Prior to 12/31/16		01/31/22	
Ride-along Observation Form	101-47	04/08/21	Paper	N/A	Prior to 12/31/19		01/31/22	



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
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**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		
Specialized Assignments Documents	101-49	04/08/21	Paper	N/A	Prior to 12/31/19		01/31/22	
Subject Controls	101-50	04/08/21	Multi	N/A	Prior to 12/31/19		01/31/22	
Tow Tickets	101-54	04/08/21	Multi	Disk	Prior to 12/31/18		01/31/22	
Traffic Citations	101-55	04/08/21	Multi	Disk	Prior to 12/31/18		01/31/22	
Traffic Crash Reports	101-56	04/08/21	Multi	Disk	Prior to 12/31/18		01/31/22	
Training Certificates	101-57	04/08/21	Multi	N/A	Prior to 12/31/19		01/31/22	
Training Jackets	101-58	04/08/21	Multi	N/A	Prior to 12/31/20		01/31/22	
Warning Tickets	101-62	04/08/21	Multi	Disk	Prior to 12/31/20		01/31/22	



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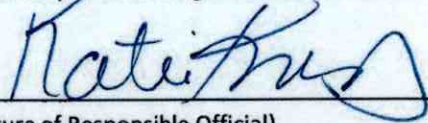
For State Archives – LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

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

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

City of Huber Heights	Human Resources Department	Katie Knisley	(937) 237-5847	City Hall
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	1 0/21/21
(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.

	Human Resources Director	(937) 237-5847
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: [arodgers@hhoh.org](mailto: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**  
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City of Huber Heights

Human Resources 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		
Job/Positions Description	510-15	07/08/20	Multi	N/A	1/1/15-12/31/20		01/31/22	
Hiring Files	510-29	07/08/20	Paper	N/A	1/1/16-12/31/19		01/31/22	
Advertisements	510-31	07/08/20	Multi	N/A	1/1/15-12/31/18		01/31/22	
EEO and I-9 Immigration Verification Forms	510-32	07/08/20	Paper	N/A	1/1/17-12/31/19		01/31/22	
Payroll	510-33	07/08/20	Paper	N/A	1/1/15-12/31/18		01/31/22	
Personnel File Background Investigation	510-55	07/08/20	Multi	N/A	1/1/17-12/31/19		01/31/22	
Personnel Record of Disciplinary Action	510-54	07/08/20	Multi	N/A	1/1/11-12/31/11		01/31/22	
Insurance (policies and explanation of benefits)	510-41	07/08/20	Paper	N/A	1/1/17-12/31/2019		01/31/22	
Guardian Tracking Database	510-52	07/08/20	Electronic	N/A	1/1/11-12/31/11		01/31/22	
Public Employment Risk Reduction Program Documents	510-26	07/08/20	Multi	N/A	1/1/81-12/31/15		01/31/22	





**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

**City of Huber Heights**

**Human Resources 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		
Unsolicited Applications	510-36	07/08/20	Paper	N/A	1/1/18-12/31/21		01/31/22	
Solicited Applications for Employment	510-35	07/08/20	Paper	N/A	1/1/16-12/31/19		01/31/22	
Accident Claims/Reports	510-37	07/08/20	Paper	N/A	1/1/81-12/31/15		01/31/22	
Case Files	510-40	07/08/20	Paper	N/A	1/1/81-12/31/16		01/31/22	
Grievance Files	510-46	07/08/20	Paper	N/A	1/1/15-12/31/19		01/31/22	
Unemployment Compensation Case Files	510-56	07/08/20	Paper	N/A	1/1/81-12/31/2017		01/31/22	

AI-7921

New Business D.

**Public Records Commission**

**Meeting Date:** 10/21/2021

Public Records Processing and Related Issues

**Submitted By:** Anthony Rodgers

**Department:** City Council

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**Subject**

Public Records Processing and Related Issues

**Purpose and Background**

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

- Open Book - Legislative Update - Public Records
  - Ohio Electronic Records Committee Online Conference Platform Records Tip Sheet
- 

**Fiscal Impact**

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

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**Attachments**

Article 1

Article 2

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# Open Book

## Legislative Update

7/27/2021

The State's recently passed biennial budget included some changes to Ohio's public records law. Some of the changes were within the Public Records Act itself, some are exceptions to the Public Records Act that fall under the "catch-all" exemption under R.C. 149.43(A)(1)(v), and some create a category of public records altogether. These new provisions, effective **Sept. 1, 2021**, are:

### Changes to what is *not* a "public record":

- R.C. 149.43(A)(1)(mm): Removed from this subsection telephone numbers of a party to a motor vehicle accident (but see 149.43(A)(1)(oo));
- R.C. 149.43(A)(1)(nn) (new): Preneed funeral contracts (under 4717.01), contract terms and personal identifiers contained in reports submitted by or for a funeral home to the board of funeral directors and embalmers;
- R.C. 149.43(A)(1)(oo) (new, moved mm): Phone numbers for a party to a motor vehicle accident subject to the requirements of R.C. 5502.11 that are listed on any law enforcement record or report, but these numbers become public record on and after the 30<sup>th</sup> day after the accident.

### New exemptions under "catch-all" R.C. 149.43(A)(1)(v):

- R.C. 155.33 (A)(3) (new): Makes confidential and not a public record information submitted to a state agency for an oil or natural gas development lease until a person is selected (same language present in 155.33(E) now as well).
- R.C. 4779.33(B)(1) (new): Makes confidential and not a public record information and records received and/or generated by the Ohio occupational therapy, physical therapy and athletic trainers board pursuant to an investigation.
- R.C. 3722.04(C) (new): Makes confidential and not a public record a final on-site survey report from the federal centers for Medicare and Medicaid services or an accrediting organization approved under 42 U.S.C. 1395bb(a) demonstrating that the hospital is certified or accredited.

### New categories of public records:

- R.C. 307.636(D) (new): Annual reports prepared by the newly established Drug Overdose Fatality Committee.

- R.C. 307.646(D) (new): Annual reports created by the newly established Suicide Fatality Review Committee.

**The "Birthday List":**

- R.C. 149.434(A): Removes the requirement that a public office maintain a database or a list that includes the name and birthdate of all public officials and employees elected to or employed by that public office. Note: The requirement that a public office maintain a database or list of names remains in place, but the list no longer needs to include the birthdate.

As always, the Ohio Attorney General's Office will update next year's Sunshine Laws Manual with these changes in the law. Please feel free to let us know how else we can support open government in

Ohio: [Publicrecordsunit@ohioattorneygeneral.gov](mailto:Publicrecordsunit@ohioattorneygeneral.gov).

## ONLINE CONFERENCE PLATFORM RECORDS

### ONLINE CONFERENCE PLATFORMS DEFINED:

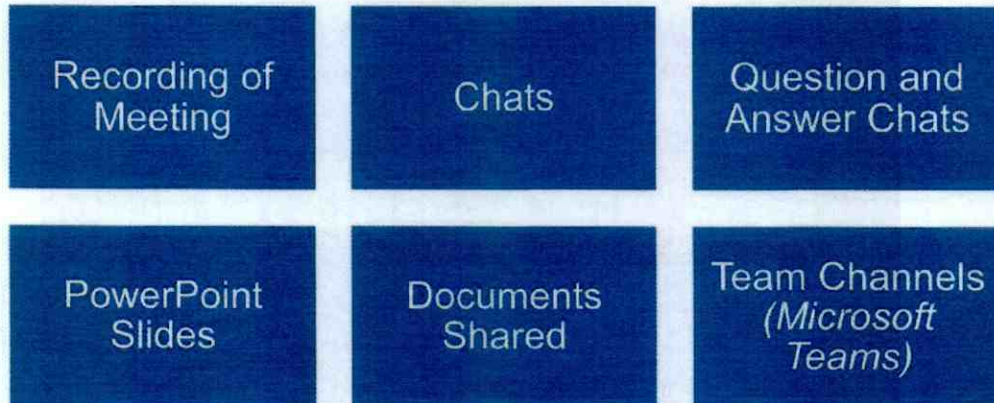
With more offices working and connecting remotely, online conferencing platforms like Zoom, Microsoft Teams, GoToMeeting, and Skype are being used to connect employees and share information. These platforms present a new records retention challenge with the options to record meetings, provide interactions like chats and Q/A, as well as share files during the meeting.

### RECORDS RETENTION CONCERNS WITH CONFERENCING PLATFORMS:

- Recordings, chat logs, and documents shared through conferencing platforms may be a record of your office if it meets the definition defined in ORC 149.011(G). This also means that these records should be retained per the content of the recording per your office's records retention schedules; not by the format as not all recordings concern the same thing or should be retained for the same amount of time.
- Conferencing platforms are not document repositories, so recordings that need to be retained should be saved to another shared, networked location of your office.
- Often conferencing platforms have autodeletion settings. Therefore, if recordings need to be preserved per your office's records retention schedules, they need to be saved before it is autodeleted.
- Some platforms like Microsoft Teams will autosave recordings, chats, files shared, and other interactions from your teleconference to cloud storage like OneDrive and/or Office 365. Saved interactions could be considered records.
- If it is not the desire of your office to autosave recordings, chats, files shared, and other interactions from your teleconference, your office should review the default policies of the platform and edit or disable such policies.
- Like other records of your office, recordings may have to be produced in a public records request or are discoverable during litigation. Preserving these records under a litigation hold should be discussed with your IT services and legal counsel.
- Be aware of potential privacy implications with online conferencing if sensitive or confidential information (FERPA, HIPAA, CPI, etc.) is shared and/or viewed during the recording or seen in the background of the participant's video feed.
- Recordings are often very large file formats, so there will need to be dedicated file storage provided by your IT services to assure there is enough storage space to retain these records. Before you start recording meetings, make sure you have identified the appropriate retention period/schedule for these recordings.

## TYPES OF RECORDS THAT CAN BE PRODUCED THROUGH ONLINE CONFERENCE PLATFORMS:

There are several records that could be produced through online conferencing platforms. These records may need to be retained per your office records retention schedules, so understanding how you can preserve these records, either by IT policies or downloading copies, is very important.



## HOW TO APPROACH RECORDS RETENTION OF CONFERENCING PLATFORM RECORDS:

Similar to how you cannot retain all emails the same way, we must retain the records produced through the use of online conferencing platforms based on the content of the meeting; not the format or creator. This means that any policies set up for the platform must be able to conform with your office's various records retention requirements. Some things to ask when these platforms are used:

Is the meeting being held for ease of communication or is it statutorily required?

- Similar to picking up the telephone to call someone, use of a conferencing platform could be simply transitory in nature and would not need to be retained; In this case, do not record such communications.
- If the meeting is required by statute, such as a school board hearing, then the meeting should be documented either through a recording, meeting minutes, or a combination of both.


Does your office transcribe meeting minutes from the online meeting?

- If your office transcribes minutes after a meeting, you may not have to maintain the recording. The recording is simply being used to refresh one's memory of the meeting.
- If the meeting minutes reference points in the meeting recording, then you will want to retain a copy of the recording to have a full, complete record.
- Documents shared during the meeting or attached to the original meeting agenda should be retained along with the meeting minutes.

What purpose is the meeting?

- Is this a staff meeting, open hearing, webinar training, etc.?
- Determining the purpose of the meeting will help determine the appropriate records retention schedule to apply to the records produced from the meeting.

**WHEN TO RECORD V. NOT TO RECORD:**

Record	Not Record
You intend to post a digital recording of the meeting online for a public or select audience to watch after the fact.	If you wouldn't record the meeting if it were in-person, there is no reason to record it online.
You expect that you will need to repurpose the meeting recording, such as by making a live training session to one audience available to other audiences.	If your participants need to be de-identified, such as for a research project or to maintain anonymity of attendees. There are often options to turn off cameras, retain only the audio, voice-to-text transcript, or chat transcript.
You would have recorded the meeting anyway in the ordinary course of business, even if you were conducting it in person or by telephone.	If you conduct the same training session multiple times.
You expect that certain critical invitees will not be able to attend the meeting, and it would be insufficient simply to provide them with a slide deck, minutes, notes, or briefing of the meeting after the fact.	
You find during the meeting that one or more attendees is having Zoom connectivity problems, and it would be insufficient simply to provide them with a slide deck, minutes, notes, or briefing of the meeting after the fact.	