



**CITY OF HUBER HEIGHTS  
STATE OF OHIO  
Public Records Commission Meeting  
June 9, 2022  
9:00 A.M.  
City Hall – 6131 Taylorsville Road –  
City Council Conference Room**

1. **Call To Order/Roll Call**

2. **Approval of Minutes**

A. October 21, 2021

3. **Topics of Discussion**

**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-8466

**New Business     A.**

**Public Records Commission**

**Meeting Date:** 06/09/2022

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
- Public Works Division
- Veolia Water - Office
- Veolia Water - Plant

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

- Clerk Of Council
- Finance Department
- Police Division
- Public Works Division
- Veolia Water - Office
- Veolia Water - Plant

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**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

RC-2 Form/RC-3 Form Last Approval Dates

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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*

Deborah Wiley

Communications/Records Manager

06/09/22

(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)

6121 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.

*Anthony C. Rodgers*

06/09/22

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		<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.*

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
					<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.*

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	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.*

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	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.*

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	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.*

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
101-54	Text to 9-1-1 (Communications recordings of Text to 9-1-1 Conversations) (No RC-3 Required)	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.*

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
		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"/>
101-64	Guardian Tracking Performance Categories (Performance Review/Coaching/Division Counseling)	Retain 1 year.	Electronic		<input type="checkbox"/>



## 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	Public Works Division
(Local Government Entity)	(Unit)
Michael Gray	Public Works Manager
(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](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.

	06/09/22
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

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

City of Huber Heights

Public Works 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
401-01	Policies, Procedures, Notes and Regulations	Retain 6 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>
401-02	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"/>
401-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		<input type="checkbox"/>
401-04	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		<input type="checkbox"/>
401-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of value to the person holding the record.	Multi		<input type="checkbox"/>
401-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of value to the person holding the record.	Multi		<input type="checkbox"/>
401-07	Blank Forms	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		<input type="checkbox"/>
401-08	Electronic Mail System	Retain email that has significant	Computer		

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

City of Huber Heights

Public Works 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
	(Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	administrative, fiscal, legal, or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.			<input type="checkbox"/>
401-09	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 the public office)	Retain 1 year and until no longer of an administrative legal or fiscal value. File according to content.	Multi		<input type="checkbox"/>
401-10	Bulletins, Posters, General Notices and Displays	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"/>
401-11	Professional Organization and Association Files	Retain 1 year and until no longer of an administrative value.	Multi		<input type="checkbox"/>
401-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of administrative fiscal, legal or historical value	Multi		<input type="checkbox"/>
401-13	Blueprints, Maps and Plans (Drawings of structural buildings in division)	Retain for life of structure, plus 2 years.	Paper		<input type="checkbox"/>
401-14	Equipment Files (Vehicle maintenance and purchase)	Retain until equipment is sold, scrapped,	Multi		<input type="checkbox"/>

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

City of Huber Heights

Public Works 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
		or no longer the property of the City.			
401-15	General Subject Files	Retain 3 years.	Multi		<input type="checkbox"/>
401-16	Fuel Usage Records (Gasoline and diesel fuel usage)	Retain 5 years	Computer		<input type="checkbox"/>
401-17	Street and Sewer Repair Records (Records for asphalt and storm sewers, project bids)	Permanent	Multi		<input type="checkbox"/>
401-18	Daily Worksheets (Records of daily duties)	Retain 5 years.	Multi		<input type="checkbox"/>
401-19	Equipment Operating and Maintenance Manuals	Retain until equipment is sold, scrapped, or no longer the property of the City.	Multi		<input type="checkbox"/>
401-20	Lists/Rosters/Informational Directories (Containing employee contact information)	Continually updated, revised, completed, superseded, or erased.	Multi		<input type="checkbox"/>
401-21	Voicemail	May be erased in the normal course of business as soon as considered of no value to the person holding the record.	Voicemail		<input type="checkbox"/>
401-22	Ohio EPA Annual Report	Retain 5 years	Multi		<input type="checkbox"/>
401-23	Ohio EPA Daily Log of Operations	Retain 1 year.	Computer		<input type="checkbox"/>
401-24	Photos and Digital Photos	May be destroyed in the normal course of business as	Multi		<input type="checkbox"/>

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

City of Huber Heights

Public Works 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 to the person holding the record.			
401-25	Traffic Signal Maintenance Sheets	Retain 5 years	Paper		<input type="checkbox"/>
401-26	Bid Sheets	Retain 5 years.	Paper		<input type="checkbox"/>
401-27	Contracts and Agreements	Retain 15 years after expiration or termination.	Paper		<input type="checkbox"/>
401-28	Complaint Log	Retain 5 years.	Computer		<input type="checkbox"/>
401-29	Pesticide Application Sheets	Retain 3 years	Paper		<input type="checkbox"/>
401-30	Dam Safety Inspection Report	Permanent	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



## 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	Veolia Water - Office		
(Local Government Entity)	(Unit)		
	Nicole Flood	Administrative Assistant	06/09/22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

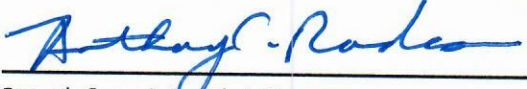
### Section B: Records Commission

*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](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.

	06/09/22
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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**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

City of Huber Heights

Veolia Water - Office

(Local Government Entity)

(Unit)

**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*

(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
WAT-01	Copies of Drivers Licenses	Destroy immediately after verification	Paper		<input type="checkbox"/>
WAT-02	Copies of Rental Leases	Destroy immediately after verification	Paper		<input type="checkbox"/>
WAT-03	Copies of Closing Papers	Destroy immediately after verification	Paper		<input type="checkbox"/>
WAT-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		<input type="checkbox"/>
WAT-05	Blank Forms or Blank Utility Bills (That are no longer used)	Retain until obsolete or superseded	Multi		<input type="checkbox"/>
WAT-06	Public Records Requests	Retain 1 year; provided audited	Multi		<input type="checkbox"/>
WAT-07	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative fiscal, legal or	Multi		<input type="checkbox"/>

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

City of Huber Heights

Veolia Water - Office

(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
		historical value			
WAT-08	Copies of Bank Deposit Receipts	Retain 3 years; provided audited and audit report is released and all discrepancies are resolved	Multi		<input type="checkbox"/>
WAT-09	Balance Sheets	Retain 2 years	Multi		<input type="checkbox"/>
WAT-10	Meter Test Records	Retain 3 years	Paper		<input type="checkbox"/>
WAT-11	Visitors Log	Retain 1 year	Paper		<input type="checkbox"/>
WAT-12	General Correspondence	Retain 1 year and no longer of an administrative legal or fiscal value	Multi		<input type="checkbox"/>
WAT-13	Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>
WAT-14	NSF Check of Bad Debit Files	Retain 2 years; provided audited	Paper		<input type="checkbox"/>
WAT-15	Billing adjustment Forms (Debit and credit memos)	Retain 3 years; provided audited	Paper		<input type="checkbox"/>
WAT-16	Billing Journals	Retain 3 years; provided audited	Multi		<input type="checkbox"/>

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

City of Huber Heights

Veolia Water - Office

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

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

City of Huber Heights

Veolia Water - Office

(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
WAT-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		<input type="checkbox"/>
WAT-25	Copies of Refund Requests (Used to record overpayment of water/sewer bills)	Retain until audited; then destroy records	Paper		<input type="checkbox"/>
WAT-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		<input type="checkbox"/>
WAT-27	Invoices for Construction Water	Retain 3 years	Multi		<input type="checkbox"/>
WAT-28	Policies, procedures Rules and Regulations	Retain 6 years after revised, superseded or discontinues	Multi		<input type="checkbox"/>
WAT-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		<input type="checkbox"/>
WAT-30	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value	Multi		<input type="checkbox"/>

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

City of Huber Heights

Veolia Water - Office

(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
WAT-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		<input type="checkbox"/>
WAT-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		<input type="checkbox"/>
WAT-33	Bulletins, Posters, Notices and Displays	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
WAT-34	Checks (Scanned and sent to bank electronically for payment)	Retain 60 days for verification and then destroyed immediately.	Paper		<input type="checkbox"/>
WAT-35	Backflow Preventer Test Reports	Retain 5 years; provided audited	Paper		<input type="checkbox"/>
WAT-36	Invoices Billed To Huber/Vinebrook	Retain 3 years	Multi		<input type="checkbox"/>



## 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	Veolia Water - Plant		
(Local Government Entity)	(Unit)		
	Gary Bunnell	Operations Manager	06/09/22
(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](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.

	06/09/22
Records Commission Chair Signature	Date

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

Signature	Title	Date
-----------	-------	------

### Section D: Auditor of State

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

City of Huber Heights

Veolia Water - Plant

(Local Government Entity)

(Unit)

**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

(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
WATP-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		<input type="checkbox"/>
WATP-02	Bacterial Analysis Records (Wells)	Retain 10 Years	Multi		<input checked="" type="checkbox"/>
WATP-03	Daily Chlorination Reports (Consolidated into monthly state reports)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-04	Distribution System Bacteriological Sampling Records (includes address and location of sample collection point and total and free chlorine residuals)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-05	Total Coli Form Reports	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-06	Flow Charts (Elevated storage tower levels –WTP influent, effluent flows, and distribution system pressure)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-07	Monthly Laboratory Testing Summary Reports (including fluoride, Iron manganese and turbidity, etc. Consolidated onto monthly state report.)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-08	Records of Chemical Analyses (SOC, VOC'S, THM'S, lead and copper, etc.)	Retain 10 Years	Multi		<input checked="" type="checkbox"/>
WATP-09	Violations (Notice of violations, public notification, actions take to correct violation, and all communications	Retain 3 Years after last action taken with respect to the particular violation involved.	Multi		<input type="checkbox"/>

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

City of Huber Heights

Veolia Water - Plant

(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
	involved with a violation of state primary drinking water rules)				
WATP-10	Water Quality Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>
WATP-11	Well Record Book	Permanent	Multi		<input checked="" type="checkbox"/>
WATP-12	Well Test Logs	Permanent	Multi		<input checked="" type="checkbox"/>
WATP -13	Laboratory Bench Sheets	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -14	Operational Worksheets	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -15	Well Field Data Logs & Well Water Quality Monitoring	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -16	WTP Generator Logs	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -17	Back Flow Prevention Documents	Retain 5 Years	Multi		<input type="checkbox"/>
WATP -18	Engineering Plant Drawings	Permanent	Multi		<input checked="" type="checkbox"/>
WATP -19	SDS'S & MSDS'S	Retain 30 Years	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<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	Clerk of Council and City Council	Anthony C. Rodgers	(937) 237-5832	City Hall/Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	06/09/22
(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.

(Signature of Responsible Official)	Clerk of Council	(937) 237-5832
	(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.***

~~Clerk of Council and City Council~~  
(Unit)

[illegible]



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	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	06/09/22
(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)

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[arodgers@hhoh.org](mailto: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

Finance

(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	10/21/21	Paper/Multi	N/A	2013		07/15/22	
Appropriations Budget Worksheets (with supporting documents)	506-18	10/21/21	Paper/Multi	N/A	2015		07/15/22	
Bank Reconciliations	506-20	10/21/21	Paper/Multi	N/A	2018		07/15/22	
Bank Analysis Statements	506-23	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Pay – In Forms	506-26	10/21/21	Paper/Multi	N/A	2018		07/15/22	
Depository Agreements (five year term)	506-30	10/21/21	Paper/Multi	N/A	2013		07/15/22	
Month End Balancing Documents – FINX	506-33	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Voided Checks	506-45	10/21/21	Paper	N/A	2017		07/15/22	
Expense Budget Journal	506-69	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Memo Expense Register	506-70	10/21/21	Paper/Multi	N/A	2016/2018		07/15/22	
Receipt Journal	506-73	10/21/21	Paper/Multi	N/A	2016		07/15/22	

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

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

City of Huber Heights

Finance

(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		
Void Check Register	506-74	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Voucher Proof Encumbrance Audit	506-75	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Voucher Register	506-76	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Assessment Certification Listings-All Types	506-94	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/22	
Assessments- General Information- All Types	506-95	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/22	
Sidewalk/Missing Gap Program Estimate Letters	506-96	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/22	
Sidewalk/Missing Gap Program Invoices	506-97	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/22	
Sidewalk Program – Copies of ROW Permits	506-99	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/22	
Weed/Grass Cutting, Trash and Litter, Property Maintenance and Other Assessment Invoices	506-107	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Water/Sewer/Storm Water Delinquency	506-111	10/21/21	Paper/Multi	N/A	2017		07/15/22	

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

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

City of Huber Heights

Finance

(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		
Assessment Information								
Combined Appropriation Transfer	506-122	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Daily Utility Batches	506-124	10/21/21	Paper/Multi	N/A	2017/2018		07/15/22	
Travel Requests and Expense Reports	506-125	10/21/21	Paper/Multi	N/A	2016/2017		07/15/22	
Voucher Register – Tax Refunds	506-127	10/21/21	Paper/Multi	N/A	2017/2013/2014/2015		07/15/22	
CAFR Workpapers	506-133	10/21/21	Paper/Multi	N/A	2017/2018/2019		07/15/22	
Lease/Loan Transcript	506-141	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Wire Transfer Logs with Attachments	506-143	10/21/21	Paper/Multi	N/A	2016/2018		07/15/22	
Investment Transactions	506-144	10/21/21	Paper/Multi	N/A	2017/2018		07/15/22	
Uniform Purchases	506-147	10/21/21	Paper/Multi	N/A	2011/2012/2014/2015		07/15/22	
County Tax Distribution Report	506-152	10/21/21	Paper/Multi	N/A	2018/2019		07/15/22	
Completed Surveys – Copies	506-154	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/22	
Payroll Cost Analysis	506-156	10/21/21	Paper/Multi	N/A	2018/2019		07/15/22	



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

City of Huber Heights

Finance

(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		
Monthly Income Tax Revenue Reconciliation	506-157	10/21/21	Paper/Multi	N/A	2017/2018		07/15/22	
Cash Surety Spreadsheet (With Supporting Documents)	506-158	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Accounts Payable Vouchers with Invoices	506-163	10/21/21	Paper/Multi	N/A	2018		07/15/22	
Annual Audit (Report from Independent Auditor)	506-165	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Operating Transfers IN (Revenue)	506-178	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Advances IN	506-180	10/21/21	Paper/Multi	N/A	2016		07/15/22	
Gas Card Statement	506-187	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Revenue Reduction/Revenue Transaction Listing	506-191	10/21/21	Paper/Multi	N/A	2016/2017		07/15/22	
Revenue Reduction/Expense Transaction Listing	506-192	10/21/21	Paper/Multi	N/A	2017		07/15/22	
Revenue Budget Journal (Appropriation Changes)	506-193	10/21/21	Paper/Multi	N/A	2016		07/15/22	

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

**City of Huber Heights**

**Finance**

(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		
Fund Transfer and Advances Worksheet	506-195	10/21/21	Paper/Multi	N/A	2015		07/15/22	
HSA/HRA Contributions/Files/ Information	506-196	10/21/21	Paper/Multi	N/A	2015/2016		07/15/22	
Revenue Reduction Entry	506-197	10/21/21	Paper/Multi	N/A	2016/2017		07/15/22	
Supplemental Appropriations (with Supporting documents)	506-199	10/21/21	Paper/Multi	N/A	2013/2015		07/15/22	



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[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 Road	Huber Heights	45424	Montgomery/Miami	06/09/22
(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)

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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	10/21/21	Multi	N/A	Prior to 6/30/17		07/15/22	
Administrative Reports (Includes quarterly and annual agency performance reports, time- sensitive performance activity reports, and formal reports on agency activities)	101-02	10/21/21	Multi	N/A	Prior to 6/30/17		07/15/22	
Affidavits – Junk Motor Vehicle	101-03	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Applications for Solicitation and Massage Parlors	101-04	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Canine Activity Reports & Forms (Includes training and patrol activities)	101-07	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	
Cash Book-Cash Journal	101-08	10/21/21	Paper	N/A	Prior to 6/30/19		07/15/22	
Correspondence (Executive formal correspondence dealing with	101-10	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	



**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		
significant aspects of the administration of the agency including Special Orders, Personnel Orders, Training Bulletins and other formal written correspondence)								
Court Order Disposal of Property Affidavits	101-11	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Court Order to Seal Records	101-12	10/21/21	Paper	N/A	Prior to 6/30/21		07/15/22	
Criminal Intelligence Form	101-13	10/21/21	Multi	N/A	Prior to 6/30/21		07/15/22	
Curfew Warnings	101-14	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	
Field Interview Records	101-18	10/21/21	Multi	N/A	Prior to 6/30/16		07/15/22	
Field Training Manuals	101-19	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Firearm Records and Inventories	101-20	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
General Correspondence (all sent and received correspondence, in any medium, that serves to document the organization,	101-21	10/21/21	Multi	N/A	Prior to 6/30/21		07/15/22	



**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		
functions, policies, decisions, procedures, operations or other activities of public office)								
Golf Cart Inspection Forms	101-22	10/21/21	Paper	N/A	Prior to 6/30/17		07/15/22	
Inspection Forms (Forms for line inspections including personnel and equipment)	101-23	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
Investigative Reports/Forms (Includes confidential informant surveillance, raid and operational plans, undercover operation plans, and prosecutor agreements)	101-25	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
LEADS Input Logs	101-27	10/21/21	Electronic	N/A	Prior to 6/30/16		07/15/22	
Lesson Plans/Roll Call Training (Records of in- service training content and sign-off	101-28	10/21/21	Multi	N/A	Prior to 6/30/17		07/15/22	



**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		
sheets for employees in attendance)								
Liability Waivers (Used when someone rides with an officer for observation)	101-29	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	
NIBRS Reports (Crime report to State and Federal government)	101-32	10/21/21	Electronic	N/A	Prior to 6/30/19		07/15/22	
Offense Reports/ Case files- Felony (except Homicide files)	101-33	10/21/21	Paper	N/A	Prior to 6/30/16		07/15/22	
Offense Reports/Case Files – Misdemeanor/ Missing Persons	101-35	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	
Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	101-36	10/21/21	Paper	N/A	Prior to 6/30/97		07/15/22	
Policies, Procedures, Rules and Regulations	101-37	10/21/21	Multi	N/A	Prior to 6/30/16		07/15/22	
Private Property Crash Cards (Used	101-38	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	



**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		
when accident occurs on private property and there are no injuries)								
Private Security Detail Contracts and Special Events Documents	101-39	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Professional Organization and Association Files	101-40	10/21/21	Multi	N/A	Prior to 6/30/21		07/15/22	
Promotional Process Documents	101-41	10/21/21	Paper	N/A	Prior to 6/30/17		07/15/22	
Property Logs (Listing of property submitted by officers)	101-42	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
Public Records Requests	101-43	10/21/21	Multi	N/A	Prior to 6/30/21		07/15/22	
Pursuit Reviews (Filled out whenever an officer is involved in vehicle pursuit)	101-44	10/21/21	Multi	N/A	Prior to 6/30/17		07/15/22	
Ride-along/ Observation Forms	101-48	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Specialized Assignments Documents	101-50	10/21/21	Paper	N/A	Prior to 6/30/20		07/15/22	
Subject Controls (Filled out when	101-51	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	



**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		
officer uses force to make an arrest)								
Tow Tickets (Inventory sheets of towed vehicles)	101-55	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
Traffic Citations (Copies of traffic tickets issued to traffic violators)	101-56	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
Traffic Crash Reports (Original reports of traffic crashes)	101-57	10/21/21	Multi	N/A	Prior to 6/30/19		07/15/22	
Training Certificates	101-58	10/21/21	Multi	N/A	Prior to 6/30/20		07/15/22	
Training Jackets (Internal file including training requests and critique documentation. Not a record of training attendance.)	101-59	10/21/21	Multi	N/A	Prior to 6/30/21		07/15/22	
Warning Tickets (Used to warn of illegally parked vehicles and minor traffic and criminal violations)	101-63	10/21/21	Multi	N/A	Prior to 6/30/21		07/15/22	



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	Public Works Division	Michael Gray	937-233.1562	Public Works
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	06/09/22
(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.

	Public Works Manager	937-233-1562
(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.**

## City of Huber Heights

(Political Subdivision Name)

[illegible]



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	Veolia 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	06/09/22
(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](mailto: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

Veolia Water - Office

(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		
Copy of Bank Deposit Receipts	SW - 08	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
NSF Check or Bad Debit Files	SW- 14	04/08/21	Multi	N/A	01/01/19 – 12/31/19		07/15/22	
Billing adjustment Forms (Debit and Credit memos)	SW - 15	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
Billing Journals	SW- 16	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
Cash Journals	SW - 17	04/08/21	Multi	N/A	01/01/20 – 12/31/20		07/15/22	
Daily Work Orders	SW - 18	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
Monthly Reports (Financial and operations and maintenance reports)	SW - 19	04/08/21	Multi	N/A	01/01/15 – 12/31/17		07/15/22	
Shut Off Lists	SW – 21	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
Cash Stubs	SW - 22	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
Write Off Records	SW - 23	04/08/21	Multi	N/A	01/01/18 – 12/31/18		07/15/22	
Copies of Refund Requests	SW - 25	04/08/21	Multi	N/A	01/01/20 – 12/31/20		07/15/22	

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

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

City of Huber Heights

Veolia Water - Office

(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		
Invoices For Construction Water	SW - 27	04/08/21	Multi	N/A	01/01/18 – 01/31/18		07/15/22	
Copies – Reading Informational and Reference (Originals maintained)	SW - 30	04/08/21	Multi	N/A	01/01/19 – 12/31/19		07/15/22	
Backflows Preventer Test Reports	SW- 35	04/08/21	Multi	N/A	01/01/16 – 12/31/16		07/15/22	
Invoices Billed to Huber/Vinebrook	SW - 36	04/08/21	Multi	N/A	01/01/18 – 01/31/18		07/15/22	



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[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	Veolia Water – Plant	Gary Bunnell	(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	06/09/22
(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.

	Operations Manager	(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](mailto: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

Veolia Water - Plant

(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		
Bacterial Analysis Records (Wells)	SW - 02	04/08/21	Paper	N/A	2009 – 2010		07/15/22	
Daily Chlorination Reports (Consolidated into monthly state reports)	SW - 03	04/08/21	Paper	N/A	2009 - 2010		07/15/22	
Distribution System Bacteriological Sampling Records (includes address and location of sample collection point and total and free chlorine residuals)	SW - 04	04/08/21	Paper	N/A	2009 - 2010		07/15/22	
Total Coli Form Reports	SW - 05	04/08/21	Paper	N/A	2009 - 2010		07/15/22	
Flow Charts (Elevated storage tower levels –WTP influent, effluent flows, and distribution system pressure)	SW – 06	04/08/21	Paper	N/A	2008 - 2010		07/15/22	



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

City of Huber Heights

Veolia Water - Plant

(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		
Monthly Laboratory Testing Summary Reports (including fluoride, Iron, manganese and turbidity, etc. Consolidated onto Monthly State Report)	SW - 07	04/08/21	Paper	N/A	2008 - 2010		07/15/22	
Records of Chemical (SOC's VOC's, THM's Lead & Copper, etc)	SW – 08	04/08/21	Paper	N/A	2009 - 2010		07/15/22	
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	04/08/21	Paper	N/A	2009 - 2010		07/15/22	

Unit	Last RC-2 Form Submittal	Last RC-3 Form Submittal
Administration	11/30/11	07/25/19
Clerk Of Council/City Council	11/29/18	06/09/22
Economic Development	11/30/11	07/25/19
Engineering	03/12/20	04/08/21
Finance	10/21/21	06/09/22
Finance – Tax Division	11/30/11	04/08/21
Fire	11/30/11	04/01/09
Human Resources	05/16/19	10/21/21
Information Technology	07/25/19	06/03/15
Legal	03/12/20	None
Parks And Recreation/YMCA	None	None
Planning And Zoning	03/12/20	02/28/18
Police	06/09/22	06/09/22
Public Works	06/09/22	06/09/22
Veolia Water - Office	06/09/22	06/09/22
Veolia Water Plant	06/09/22	06/09/22

AI-8467

**New Business     D.**

**Public Records Commission**

**Meeting Date:** 06/09/2022

Public Records Processing and Related Issues

**Submitted By:** Anthony Rodgers

**Department:** City Council

---

**Subject**

Public Records Processing and Related Issues

**Purpose and Background**

The Ohio Auditor of State will be holding a free certified public records live virtual training on Thursday, June 23, 2022 (see attached). This training meets the requirement for Ohio Sunshine Laws training in Ohio Revised Code Section 109.43. Registration information is provided in the attached information.

The Ohio Electronic Records Committee has a new free email management training series module available online (see attached).

Information has been provided on the processing of public records requests for warrants (see attached).

Information has been provided on the processing of public records requests involving records that contain nudity or similar images (see attached).

---

**Fiscal Impact**

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

---

**Attachments**

Information

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# **Register Now for the Live Virtual Certified Public Records Training!**

**Thursday, June 23, 2022**

**10:00 AM – 1:15 PM**

This live virtual training seminar is in accordance with Ohio Revised Code (ORC) [§109.43](#), requiring Sunshine Law Training for all elected officials and/or their appropriate designees. The law directs them to obtain certification for each of their elected terms. This seminar satisfies the mandatory CPRT training requirement.

There will be an in-depth examination of the responsibilities of elected officials and public offices, along with a review of the rights of the public-records requester. The Public Records Act, Open Meetings Act, and Records Retention will be discussed — including, but not limited to the following:

- New changes in the laws
- Requirements to conduct proper open meetings, executive sessions, and keep and maintain minutes
- The requirement that records be maintained in a manner in which a public office must comply with a public records request
- The remedies and penalties that may be imposed for failure to comply
- Key definitions, exemptions, practical compliance with a public records request, enforcement and penalties, and the roles of the Attorney General's Office and the Auditor of State

Participants are required to attend for the entire three hours. There will be one 15-minute break. Partial credit will not be awarded for this webinar.

Attendees will be required to answer poll questions throughout the webinar for attendance tracking purposes. Attendees who do not meet the attendance requirements will not be awarded a certificate of completion.

This webinar will not be available as an on-demand training following the event. It will be presented as a live-virtual training only.

Currently seeking CLE approval from the Ohio Supreme Court. If you are an attorney seeking CLE credit, you must enter your attorney number during the registration process.

Questions? Send an email to the [AOS Training Department](#).

**REGISTER NOW!**

**Ohio Auditor of State**

88 East Broad Street, Columbus, OH 43215-3506

Phone: 614-466-4514 or 800-282-0370 | Fax: 614-466-4490

[www.ohioauditor.gov](http://www.ohioauditor.gov)





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

≡ Menu



## New Email Management Series Training Series Module

April 14, 2022 by alyshia benedict

The Ohio Electronic Records Committee is excited to announce a new virtual, interactive Email Management Training Series. The training series will provide information and best practices on managing email. The four sections of the training are *Email As A Record*, *Email Clean-up Strategies*, *Email Filing and Organization*, and *Microsoft 365 Outlook Email Management*. This training was made possible due to grant funding provided by the Ohio Historical Records Advisory Board and the National Historical Publications and Records Commission. Thank you to these organizations for their continued support of the Ohio ERC!

The Email Management Series online training is for use by state and local government officials and employees. The training will take approximately one hour. A Certificate of Completion will be provided for this training series at the end of Part Four.

Access the training modules for free at the links below:

- **Part One:** Email As A Record- <https://www.screencast.com/t/yVTloreDNjh9>
- **Part Two:** Email Clean-up Strategies-<https://www.screencast.com/t/XVhcak84>

- **Part Three:** Email Filing and Organization-  
<https://www.screencast.com/t/FnwCFUlvkDk7>
- **Part Four:** Microsoft 365 Outlook Email Management-  
<https://www.screencast.com/t/3MtU9YtRVmk>

📁 Resources, Training

📁 Email Management, Training

◀ OHRAB Professional Development Scholarship Opportunity

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## Rodgers, Anthony

---

**From:** Wiley, Deborah  
**Sent:** Tuesday, April 19, 2022 1:36 PM  
**To:** Rodgers, Anthony  
**Subject:** RE: PRR

If someone is asking if they have a warrant or want information from the entered warrant... We enter all warrants in LEADS and we are not authorized to release any LEADS information:

- ORC 4501:2-10-06 Dissemination and Record Keeping
  - ( C ) Messages and/or throughput of any kind accessed through LEADS shall be restricted to the use of duly authorized law enforcement and/or criminal justice agencies for the administration of criminal justice. Access to and dissemination of LEADS throughput is governed by the LEADS security policy (11/1/2016), LEADS manual (10/1/2016) and NCIC operating manual (8/11/2015) available at <http://leads.ohio.gov/Manuals>.

If someone wants a copy of the actual warrant then we can refer them to the court because it is a court document not a document generated by HHPD.

So, the exemption I would use other and then explain (stuff above) in the blank space.

Sincerely,

***Deborah Wiley***

**Communications/Records Manager  
Huber Heights Police Division  
6121 Taylorsville Rd  
Huber Heights, Ohio 45424  
Office (937) 237-3597  
Fax (937) 237-5860  
Email: [dwiley@hhoh.org](mailto:dwiley@hhoh.org)**



*If you have received this e-mail in error please notify the sender or call 937.233.1423. Please note that any views or opinions presented in this e-mail do not necessarily represent those of the City of Huber Heights. Ohio has a very broad public records law. As a result, most written communication created or received by City of Huber Heights employees, elected officials, agents and volunteers are subject to disclosure to the public and news media upon request, unless otherwise exempt. Under Ohio law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send email to this office or request that email be sent to you at a private email address. Instead, contact our office by phone at 937.233.1423.*

---

**From:** Rodgers, Anthony <ARodgers@hhoh.org>  
**Sent:** Tuesday, April 19, 2022 12:59 PM  
**To:** Wiley, Deborah <DWiley@hhoh.org>  
**Cc:** Gerald McDonald <GMcDonald@pselaw.com>  
**Subject:** FW: PRR

Hi Deb,

## Rodgers, Anthony

---

**From:** McDonald, Gerald <GMcDonald@pselaw.com>  
**Sent:** Monday, May 9, 2022 2:28 PM  
**To:** Rodgers, Anthony  
**Subject:** RE: Public Record Request Form # PRR22-095

**CAUTION EXTERNAL EMAIL:** This message originated from a non Huber Heights email server. DO NOT CLICK ANY LINKS or OPEN ANY ATTACHMENTS unless you have contacted the sender to verify its legitimacy or confirmed you were expecting it. Contact the IT Department if you need assistance.

As an FYI. Seems odd to use "nudity" as the legal basis. I think for the future the correct reason should be 149.43(A)(jjj) "Restricted portions of a body-worn camera or dashboard camera recording"; 149.43(a)(17)(h) a person's nude body.

---

**From:** arodgers@hhoh.org <arodgers@hhoh.org>  
**Sent:** Thursday, May 5, 2022 11:38 AM  
**To:** keeleysdaddy@att.net; arodgers@hhoh.org; kpowell@hhoh.org; McDonald, Gerald <GMcDonald@pselaw.com>  
**Subject:** Public Record Request Form # PRR22-095

---

**\*\*\* NOTE:** This email originated from a source **OUTSIDE** of Pickrel, Schaeffer & Ebeling Co.

---

This is a follow-up communication to your public records request submitted to the City of Huber Heights dated April 23, 2022. Please review the attached documents provided in this communication.

If you have any questions or require additional assistance, please contact Karen Powell, Deputy Clerk of Council, at [kpowell@hhoh.org](mailto:kpowell@hhoh.org) or (937) 237-5812 or Anthony C. Rodgers, Public Records Administrator, at [arodgers@hhoh.org](mailto:arodgers@hhoh.org) or (937) 237-5832.

---

**Attention:**

-----CONFIDENTIALITY/LLEGAL DISCLAIMER-----

Unless otherwise indicated or obvious from the nature of this transmittal, the information contained in this email message is attorney-privileged and confidential, intended for the use of the intended recipient. Also, pursuant to recently enacted US Treasury Department Regulations, we are now required to advise you that, unless otherwise expressly indicated, any Federal tax advice contained in this communication, including attachments and enclosures, is not intended or written to be used, and may not be used, for the purpose of (1) avoiding tax related penalties under the Internal Revenue Code or (2) promoting, marketing or recommending to another party any tax related matters addressed herein.

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