

Notice of Meeting

PUBLIC RECORDS COMMISSION

Thursday, June 9, 2022

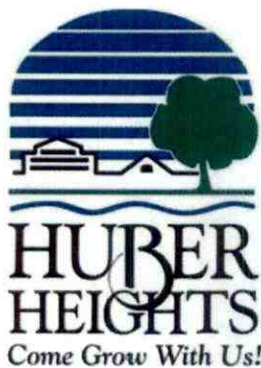
at or about 9:00 a.m.

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 – April 27, 2022



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**HUBER
HEIGHTS**
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**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**

**CITY OF HUBER HEIGHTS
STATE OF OHIO**

Public Records Commission Meeting Minutes

Name of Body: Public Records Commission

Date: June 9, 2022

Time: 9:00 A.M.

Place: City Hall – 6131 Taylorsville Road
City Council Conference Room

Members Present: Anthony Rodgers, Clerk of Council
Gerald McDonald, Law Director
Karen Powell, Deputy Clerk of Council/City
Resident
Jim Bell, Finance Director
Bryan Chodkowski, Interim City Manager

Guests Present: Nicole Flood, Veolia Water
Deborah Wiley, Communications/Records
Manager

1. Call To Order

Anthony Rodgers convened the Public Records Commission Meeting at 9:00 A.M.

2. Approval of Minutes

On a motion to approve the minutes of the October 21, 2021 Public Records Commission Meeting by Gerald McDonald and seconded by Bryan Chodkowski, the minutes of the October 21, 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

Anthony Rodgers distributed information regarding public records retention and disposal schedules (see attached).

Anthony Rodgers distributed four (4) Records Retention Schedules (RC-2) Forms for the Police Division, the Public Works Division, Veolia Water – Office, and Veolia Water – Plant (see attached).

Anthony Rodgers said there was one revision on the RC-2 Form from the Police Division to add Schedule No. 101-64 – Guardian Tracking Performance Categories (Performance Review/Coaching/Division Counseling). He said the Public Works Division submitted an RC-2 Form to add Schedule No. 401-30 – Dam Safety Inspection Report. He said there were two RC-2 Forms submitted from Veolia Water – one for the office and one for the water treatment plant. He said the schedule numbers are changing as historically the numbers were named by the company name, and Suez Water is now Veolia Water. He said Nicole Flood had a good idea to utilize a generic number so the schedule numbers do not need to be changed when the company name changes.

Jim Bell said some of the schedule numbers begin with WAT and others begin with WATT.

Anthony Rodgers said WAT is for Veolia Water – Office and WATT is for Veolia Water – Plant.

After discussion and review of the RC-2 Forms for the Police Division, the Public Works Division, Veolia Water – Office, and Veolia Water – Plant, Gerald McDonald moved to approve the RC-2 Forms for the Police Division, the Public Works Division, Veolia Water – Office, and Veolia Water – Plant as submitted; Bryan Chodkowski seconded the motion. The Public Records Commission unanimously voted to approve the four (4) RC-2 Forms as submitted.

Anthony Rodgers distributed six (6) Certificate Of Records Disposal (RC-3) Forms for the Clerk of Council's Office, the Finance Department, the Police Division, the Public Works Division, Veolia Water – Office, and Veolia Water – Plant (see attached).

After discussion and review of the RC-3 Forms for the Clerk of Council's Office, the Finance Department, the Police Division, the Public Works Division, Veolia Water – Office, and Veolia Water – Plant, Gerald McDonald moved to approve the RC-3 Forms for the Clerk of Council's Office, the Finance Department, the Police Division, the Public Works Division, Veolia Water – Office, and Veolia Water – Plant; Jim Bell seconded the motion. The Public Records Commission unanimously voted to approve the six (6) RC-3 Forms as submitted.

Anthony Rodgers said he tracked the last RC-2 Form submittals by division and department and the last time an RC-3 Form was submitted for destruction by division and department. He said some of these forms are significantly out of date. He said the tracking list is included in the meeting packet (see attached). He said those divisions and departments of concern include Administration, Economic Development, the Tax Division, and the Fire Division. He said over the years there have been several discussions with the YMCA Directors, and he has talked with the current Parks and Recreation Manager, about the lack of a RC-2 Form for Parks and Recreation and the YMCA. He said the Fire Division has not legitimately disposed of any records through the process since 2009 and the IT Department has not disposed of any records since 2015. He asked for Bryan Chodkowski's assistance to make this issue a focus for the next six months so at the next Public Records Commission meeting later this year, the City could anticipate having updated RC-2 Forms and RC-3 Forms from those divisions and departments.

Jim Bell asked if the Ohio Auditor of State looks at these forms when conducting the City's audit and giving the StaRS rating.

Anthony Rodgers said the Ohio Auditor of State looks at the retention schedules and the disposal forms that are posted on the City's website. He said the idea of the retention schedule is if someone wants to request a public record, they should be able to go to the retention schedule and see all of the records that are maintained by the City and for how long. He said the biggest issue the Ohio Auditor of State would have is the length of time that has gone by since any changes have been made to these forms. He said the Ohio Auditor of State also looks at the public records requests and looks at the RC-3 Forms to see that what the City is destroying is compliant with RC-2 Forms.

City Public Records Policy

Anthony Rodgers said there was no information to discuss under this agenda item; therefore, this agenda item was not discussed by the Public Records Commission.

City Records Storage Areas and Systems

Anthony Rodgers said there has been an ongoing discussion about the email archiving system which is the Barracuda Archiver. He said currently the Barracuda Archiver is retaining emails for three years. He said Rob Schommer had pushed to reduce that timeframe. He said after much discussion in 2019, the Public Records Commission had approved an RC-2 Form to change that to a one-year retention. He said that retention schedule change was submitted to the State of Ohio and approved and that is the RC-2 Form currently in effect. However, in practice, he said the City is still maintaining the emails in the Barracuda Archiver for three years. He said at the last Public Records Commission meeting, he shared the plan to implement the one-year retention period for emails and an email was sent to City Staff stating that would happen at the end of 2021. He said feedback was received from City Staff that some thought one year was too short of a time. He said the Barracuda Archiver was originally acquired for the purpose of processing public records requests and to change the practice that existed before which was when a public records request for emails was received then the individual division/department or the

IT Department had to go on each individual computer of every person involved in the public records request and search individual's emails. He said it is difficult to process large public records requests involving emails and he explained the process. He said a decision needs to be made about either moving forward with implementation of the existing RC-2 Form for one year email retention or to do something different. He said he is willing to compromise in the middle in a step that would serve both needs.

Bryan Chodkowski said the response from City Staff is that one year is not enough, two years would be the minimum needed, and the majority of City Staff prefers to keep it as is.

Deborah Wiley said her staff favors a three-year retention period for email and she said keeping the emails is the easiest way to search stuff. She said she prefers the current way also because she searches so much stuff and this system is easier.

Anthony Rodgers said the long-term solution is the City needs a document management system. He said the City does not have a very good track record of managing documents, project files, etc. just in general. He said historically, records storage has been associated with the City Manager's Office, and every time there is a change in a City Manager, there is a new way of keeping records or the records disappear from that person, and no one can find the records. He said that is not just emails, that is all types of records, including contracts and correspondence associated with different projects that are going on. He said the P: drive has been one way to mitigate the issue and there is also a contracts database. He said he spends twenty percent of his time on public records issues which is not the most productive use of his time. He said he would consider a two-year retention a win at this point.

Jim Bell said currently, after one year, the emails disappear and have to be recalled when searching for something. He said if something is done thirteen months later this year than last year it has to be pulled up from the archiver. He asked if there is a way to have one set of emails of one year or two years accessible, and another that is saved in a vault so to speak.

Anthony Rodgers said if the City maintains records, then the City has to provide the records in response to a public records request.

Bryan Chodkowski said if you know you are going to be working on something and you know you are going to have it for a while, it needs to be pulled off and saved in a folder elsewhere. He said he appreciates Anthony Rodgers' concern about his time being used and he recognizes he wants to spend less time doing this task, but the tradeoff is to have seven other people spending more time is a greater loss in productivity to the organization. He said if it is the right thing to do to support the organization including the Clerk of Council's Office, he could support the two-year retention going into effect in January, 2023.

Karen Powell confirmed that any emails City Staff wanted to keep would have to be saved in another format in a folder on either the P: Drive or OneDrive, and that potentially during a public records request, more than three years of emails could exist and would have to be provided.

Anthony Rodgers said the more emails out there, the greater the liability to the City from a public records perspective or a legal perspective.

After lengthy discussion, Bryan Chodkowski made a motion to approve a two-year email retention period for the Barracuda Archiver; Anthony Rodgers seconded the motion. On a call of the vote, Mr. Chodkowski, Ms. Powell, and Mr. Rodgers voted yea; Mr. Bell voted nay, Mr. McDonald said he would like to abstain, and when unable to abstain, stated he has concerns that he hears from City Staff. He said he is not sold on it, and he voted nay. The motion passed 3-2.

Deborah Wiley said since this change has been passed again, someone has to let City Staff know this is going to happen this time. She said it is going to take a very large amount of time to save the stuff. She said whatever email Branden Payton sends out; it has to sound more important.

Jim Bell said the email would need to have explicit instructions on the best method to save the emails. He said if this is going to go into effect in January, 2023, it needs to be sent out now.

Anthony Rodgers said he would like to come up with some type of systematic document managing system that would address everything, not just emails. He said there are a number of solutions that exist, and it would be an investment in time and money, and as part of that effort, moving more toward paperless systems where appropriate and having the database internet based where everyone can retrieve needed records is really the long-term solution.

Bryan Chodkowski said there is a lot of duplication of files, hard copy and electronic. He said it is just about dedicating labor to go through the files and removing the duplicates.

Anthony Rodgers said an issue came up when the auditors were here last week, and that is the issue of the contract management in Informa. He explained the database system, the procedures for scanning legislation and contracts, and the searchability of documents. He explained that the contracts side was a function of Jamie Frey's job description and was agreed to back when LeeAnne Porter had the position to ensure that all signed contracts were sent to that person for scanning into the database and filing the paper copies to the file room. He said the auditors requested several random contracts. He said nothing was in Informa, boxes and files were just thrown on the floor and not filed. He said what can be seen in Informa is there have only been a couple of contracts uploaded in 2021. He said the question is where are all those contracts?

Bryan asked if there is a written procedure for this process?

Karen Powell said she does not know if LeeAnne Porter had a written procedure for this process or not.

Anthony Rodgers said he does not quite understand how the filing system for the contracts in the file room is organized.

After discussion, Bryan Chodkowski said the City Manager's Office will take responsibility for the contracts, paper filing, and electronic

filing. He said he will talk to Jamie Frey today, and they will work on the paper files first.

Bryan Chodkowski looked to Gerald McDonald on how best the files should be filed.

Gerald McDonald stated he would think by vendor or keyword over the date.

Bryan Chodkowski discussed basing files on Parcel Numbers as each parcel has its own unique identifier. He discussed how each board/commission and department has its own file on the same property. He discussed options for filing.

Public Records Processing and Related Issues

Anthony Rodgers distributed information regarding public records processing and related issues (see attached). He said there are a couple of training opportunities coming up. He said on June 23, 2022, there is a virtual live streaming training sponsored by the Ohio Auditor of State's Office. He said the training mirrors the Ohio Attorney General's training. He said another item shared in the meeting packet is from the Ohio Electronic Records Committee (OERC). He discussed the new OERC e-mail management series training module that covers e-mail cleanup strategies, filing and organization, and Microsoft 365 Outlook e-mail management. He said the City had received a public records request for warrants from the Police Division. He said he talked with Deborah Wiley about it, and she shared information which is included in the meeting packet. He said most warrant information is tied to LEADS and will be something that will be denied for release as a public record as the City would not provide those records. He said if someone is looking for the actual warrant, they would be directed to the court of jurisdiction. He said there was also a recent request for body camera recordings from the Police Division. He said the records were provided, but there were nude images and the exemption marked was "nudity" and Gerald McDonald provided information that City Staff need to be clearer in noting the citation in the Ohio Revised Code where a person's nude images can be redacted.

Gerald McDonald said in general, one does not need to say it's the nudity, just cite the body camera exemptions.

Jim Bell said he did not have a chance to look at the meeting packet Anthony Rodgers sent out yesterday and he asked if the information could be sent out two to three days earlier.

Anthony Rodgers said he had made the deadline for submitting the RC-2 Forms and the RC-3 Forms for last Friday. He said the forms always come in on the last day and it takes time to review the forms. He said next time he will back up the submission date. He said he will be scheduling an internal shredding date for later this year. He discussed the possibility of next year having the Public Works Division bring all of the internal files to the community shredding event to save money.

4. Adjournment

Anthony Rodgers adjourned the Public Records Commission Meeting at 9:57 A.M.

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

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

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

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



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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Huber Heights

Police Division

(Local Government Entity)

(Unit)

Deborah 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

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"/>



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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Huber Heights	Public Works Division		
(Local Government Entity)	(Unit)		
	Michael Gray	Public Works 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

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"/>
					<input type="checkbox"/>



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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Huber Heights

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

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

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"/>



Ohio History Connection
State Archives of Ohio
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800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Huber Heights	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

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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	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 (Title)	(937) 237-5832 (Telephone number)
-------------------------------------	-----------------------------	--------------------------------------

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

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



City of Huber Heights
(Political Subdivision Name)

Clerk of Council and City Council
(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		
Public Records Request Forms	504-14	11/29/18	Multi	N/A	01/01/20	12/31/20	07/15/22	



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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	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)

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

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 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

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
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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/I nformation	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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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

**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

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
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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		
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
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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		
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
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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		
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
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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		
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
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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		
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	



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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	Public Works Division	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

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City of Huber Heights

Public Works Division

(Unit)

[illegible]



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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

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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)

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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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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)

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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
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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

Source of Funds

Cost

Recurring Cost (Yes/No)

N/A

N/A

N/A

Attachments

Information

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





...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



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 or (937) 237-5812 or Anthony C. Rodgers, Public Records Administrator, at arodgers@hhoh.org or (937) 237-5832.

Attention:

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