



**CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
December 15, 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. June 9, 2022

3. **Topics of Discussion**

Pending Business

New Business

A. Public Records Retention and Disposal Schedules

B. City Public Records Policy

C. City Records Storage Areas and Systems

D. Public Records Processing and Related Issues

4. **Adjournment**

AI-8869

New Business A.

Public Records Commission

Meeting Date: 12/15/2022

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):

- Human Resources
- Tax Division

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

- Human Resources
-

Fiscal Impact

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

Attachments

- RC-2 Form - Human Resources
 - RC-2 Form - Tax
 - RC-3 Form - Human Resources
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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: Local Government Unit

City of Huber Heights		Human Resources Department	
(Local Government Entity)		(Unit)	
	Katie Knisley	Human Resources Director	12/15/22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

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.

	12/15/22
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

Human Resources Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-01	Policies, Procedures, Rules and Regulations	Retain 3 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
510-02	W-4 Forms	Retain until superseded or employee terminates. No RC-3 form necessary.	Paper		<input type="checkbox"/>
510-03	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"/>
510-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communication.	May be destroyed in the normal course of business as soon as considered of no value to the person receiving the record.	Multi		<input type="checkbox"/>
510-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
510-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
510-07	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
510-08	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 form. Erase email that has no significant value.	Computer		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights

Human Resources Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-09	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 no longer of an administrative, legal or fiscal value. File according to content.	Multi		<input type="checkbox"/>
510-10	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"/>
510-11	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		<input type="checkbox"/>
510-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
510-13	Receipts/Receipt Books	Retain 2 years; provided audited	Paper		<input type="checkbox"/>
510-14	ID Cards	Destroy upon termination or replacement.	Multi		<input type="checkbox"/>
510-15	Job/Position Descriptions	Retain 1 year after superseded.	Multi		<input type="checkbox"/>
510-16	Professional and Trade Magazines, Catalogs, Reference Publications and Directories	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"/>
510-17	Computer Generated Administrative and Fiscal Reports (Non-specific and periodic that may be recreated)	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"/>

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

See instructions before completing this form.

City of Huber Heights Human Resources Department
(Local Government Entity) (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-18	Court Orders for Payroll Deduction	Retain until employee terminates or order rescinded. No RC-3 form necessary.	Paper		<input type="checkbox"/>
510-19	Planning/Scheduling/Calendar/Training Information and Data (On display boards, erasable and dry-erase boards, chalkboards, easel pads and electronic media)	Continually updated, revised, completed, superseded or erased.	Multi		<input type="checkbox"/>
510-20	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually updated, revised, completed, superseded or erased.	Multi		<input type="checkbox"/>
510-21	Employee Withholding Requests	Retain until replaced or revoked by employee.	Paper		<input type="checkbox"/>
510-22	Garnishment Orders	Retain until employee terminates or order rescinded. No RC-3 form necessary.	Paper		<input type="checkbox"/>
510-23	Lists/Rosters/Informational Directories (Containing employee contact information)	Continually updated, revised, completed, superseded	Multi		<input type="checkbox"/>
510-24	EEO, Sexual Harassment, Violence in the Workplace Complaints	Retain 7 years and no longer of any administrative or legal value.	Multi		<input type="checkbox"/>
510-25	Photo File - Photographs, Negatives and Electronic Images	Retain images that have significant legal, fiscal, administrative or historical value. Maintain significant images according to content. Refer to corresponding RC-2 form. Erase images that have no significant value.	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights

Human Resources Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-26	Public Employment Risk Reduction Program Documents	Retain 5 years and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
510-27	Completed Surveys	Retain 2 years and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
510-28	Training Manuals - Training Records	Retain 2 years and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
510-29	Hiring Files (Vacancy postings and applications, resumes, background and interview questions from applicants not hired)	Retain 2 years after position filled or decision not to fill the position is made.	Paper		<input type="checkbox"/>
510-30	Personnel Files	Purge 2 years after employee leaves municipal service. Retain permanent employee records including payroll status, ID card, probationary statement, performance evaluation, OPERS/ OP&FPF, letters of appointment, resignation, and retirement, application/ resume, personnel actions, training, application for OPERS refund or waiver etc.).	Paper		<input type="checkbox"/>
510-31	Advertisements (Classified advertisements and internet postings)	Retain 2 years.	Multi		<input type="checkbox"/>
510-32	EEO and I-9 Immigration Verification Forms	Retain 1 year after date employment ends; provided audited.	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Human Resources Department (Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-33	Payroll (Original time sheets, payroll input sheets, vacation and sick leave requests)	Retain 3 years.	Multi		<input type="checkbox"/>
510-34	Workers Compensation (Case files, premiums and correspondence concerning rates, payments, FMLA, ADA, EAP, etc.)	Retain until BWC's Statute of Limitations/ Retain 7 years after employee separation.	Paper		<input type="checkbox"/>
510-35	Solicited Applications for Employment (Application, resumes, and completed forms)	Retain 2 years.	Paper		<input type="checkbox"/>
510-36	Unsolicited Applications for Employment	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
510-37	Accident Claims/Reports (City vehicle and property involved with accidents)	Retain 6 years after claim is closed.	Paper		<input type="checkbox"/>
510-38	Table of Organization/Organizational Charts	Retain until superseded. No RC-3 form necessary.	Multi		<input type="checkbox"/>
510-39	Budget Work Sheets	Retain 5 years.	Paper		<input type="checkbox"/>
510-40	Case Files (City and/or employee named defendant in lawsuit)	Retain 5 years after case closed.	Paper		<input type="checkbox"/>
510-41	Insurance (Policies and explanation of benefits)	Retain 1 year after policy ends, and if no claims pending.	Paper		<input type="checkbox"/>
510-42	CDL (Commercial Driver's License alcohol misuse and controlled substances use prevention program records for Public Works Division employees; including DOT physical exam reports, memos relating to test results, and random pool listings)	Retain 5 years as established by CFR.	Paper		<input type="checkbox"/>
510-43	Reports - In House	Retain 5 years.	Paper		<input type="checkbox"/>
510-44	Reports – External	Retain until no longer of administrative value.	Paper		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights

Human Resources Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-45	Boards and Commissions Appointment Files	Retain 10 years after term expires or after resignation.	Paper		<input type="checkbox"/>
510-46	Grievance Hearing Files	Retain 2 years after resolution.	Paper		<input type="checkbox"/>
510-47	Reference Materials	Retain until superseded or replaced.	Paper		<input type="checkbox"/>
510-48	Loans and Grant Applications	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
510-49	Personnel Appeal Board (Agendas, minutes, and files)	Permanent	Multi		<input type="checkbox"/>
510-50	Collective Bargaining Agreements	Retain 15 years after termination of agreement.	Multi		<input type="checkbox"/>
510-51	Guardian Tracking Database	Permanent Record of Disciplinary Action to retain 7 years after date of discipline or the expiration date according to respective CBA and/or Personnel Manual.	Electronic		<input type="checkbox"/>
510-52	Guardian Tracking Original Documents	Retain until no longer of administrative value. No RC-3 form necessary.	Paper		<input type="checkbox"/>
510-53	Personnel Record of Disciplinary Action	Retain 7 years after date of discipline or the expiration date according to respective CBA and/or Personnel Manual.	Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights		Human Resources Department			
(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
510-54	Personnel File-Background Investigation	Retain 1 year after date of hire.	Multi		<input type="checkbox"/>
510-55	Unemployment Compensation Case Files	Retain 4 years after date of final payment.	Paper		<input type="checkbox"/>
510-56	Annual Driver's License Checks (For Insurance purposes)	Retain 3 years.	Multi		<input type="checkbox"/>



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights

Division of Taxation

(Local Government Entity)

(Unit)

Robin Smith

Tax Administrator

12/15/22

(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

6131 Taylorsville Road

Huber Heights

45424

(Telephone Number)

Montgomery/Miami

(Address)

(City)

(Zip Code)

(County)

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

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.

12/15/22

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

(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
507-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded, or discontinued.	Multi		<input type="checkbox"/>
507-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1 RC-@ or RC-3 forms)	Retain 25 years after revised, superseded, or discontinued.	Paper		<input type="checkbox"/>
507-03	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 record.	Multi		<input type="checkbox"/>
507-04	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"/>
507-05	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
507-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
507-07	Blank Forms	Retin until obsolete or superseded.	Multi		<input type="checkbox"/>
507-08	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 corresponding RC-2. Erase email that has no significant value.	Electronic		<input type="checkbox"/>
507-09	General Correspondence (All sent and received correspondence in any medium, that serves to document the organization, functions, policies, decisions)	Retain 1 year and no longer of administrative, legal, or fiscal value. File according to content.	Multi		<input type="checkbox"/>
507-10	Bulletins, Posters, General Notices and Displays	Retain until no longer administratively necessary.	Multi		<input type="checkbox"/>
507-11	Professional Organization and Association Files	Retain 1 year and no longer of administrative value.	Multi		<input type="checkbox"/>

(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
507-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of administrative, fiscal, legal or historical value.	Paper		<input type="checkbox"/>
507-13	Declaration of Estimated Income Tax Forms-Business and Individual	Retain 6 years.	Multi		<input type="checkbox"/>
507-14	Quarterly Payments Statements	Retain 6 years.	Multi		<input type="checkbox"/>
507-15	Individual Income Tax Returns and Attachments	Retain 6 years.	Multi		<input type="checkbox"/>
507-16	Corporate or Partnership Income Tax Returns and Attachments	Retain 6 years.	Paper		<input type="checkbox"/>
507-17	Refund Requests and Attachments	Retain 6 years.	Multi		<input type="checkbox"/>
507-18	Withholding Tax Returns-Monthly and Quarterly	Retain 6 years.	Multi		<input type="checkbox"/>
507-19	Withholding Tax Reconciliations and W-2s	Retain 6 years.	Paper		<input type="checkbox"/>
507-20	Payment Receipts	Retain 6 years.	Paper		<input type="checkbox"/>
507-21	Taxpayer Correspondence	Retain 6 years.	Multi		<input type="checkbox"/>
507-22	Daily Cash Receipt Records (Distribution Reports)	Retain 6 years.	Paper		<input type="checkbox"/>
507-23	Database Transaction Printouts	Retain 2 years: provided audited.	Paper		<input type="checkbox"/>
507-24	Delinquent Account Records	Retain until paid or deemed uncollectible.	Paper		<input type="checkbox"/>
507-25	Uncollectible Account Records	Retain 6 years.	Paper		<input type="checkbox"/>
507-26	Postal Address Changes	Retain 3 years.	Paper		<input type="checkbox"/>
507-27	Copies of Refund Checks	Retain 3 years: provided audited.	Paper		<input type="checkbox"/>

(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
507-28	Tax Data Reports	Retain 3 years: provided audited.	Paper		<input type="checkbox"/>
507-29	Legal Collection Letters	Retain 6 years after paid or discharged.	Paper		<input type="checkbox"/>
507-30	Tax Office Employee's Timesheets	Retain 6 years.	Paper		<input type="checkbox"/>
507-31	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the records.	Voicemail		<input type="checkbox"/>
507-32	Surveillance Video-Cameras in Tax Division	Ongoing recording that is rewritten when tape fills. Retain until no longer of administrative use.	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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

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

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

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

City of Huber Heights	Human Resources Department	Katie Knisley	(937) 237-5847	City Hall
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	12/15/22
(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.

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

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

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



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

City of Huber Heights

Human Resources Department

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Transient Correspondence or Communication Records	510-03	05/16/19	Multi	N/A	01/01/90-12/31/22		01/15/23	
Unsolicited Correspondence/Unsolicited Mail and Similar Unsolicited Communication	510-04	05/16/19	Multi	N/A	01/01/90-12/31/22		01/15/23	
Blank Forms	510-07	05/16/19	Multi	N/A	01/01/90-12/31/21		01/15/23	
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)	510-09	05/16/19	Multi	N/A	01/01/85-12/31/21		01/15/23	
Job/Position Descriptions	510-15	05/16/19	Multi	N/A	01/01/21-12/31/21		01/15/23	
Hiring Files (Vacancy postings and applications, resumes, background and interview questions)	510-29	05/16/19	Paper	N/A	01/01/19-11/30/20		01/15/23	



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

City of Huber Heights

Human Resources Department

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
from applicants not hired)								
EEO and I-9 Verification Forms	510-32	05/16/19	Paper	N/A	01/01/19-12/31/20		01/15/23	
Payroll (Original time sheets, payroll input sheets, vacation and sick leave requests)	510-33	05/16/19	Multi	N/A	12/23/18-12/31/19		01/15/23	
Solicited Applications for Employment (Applications, resumes, and completed forms)	510-35	05/16/19	Paper	N/A	01/01/19-12/31/20		01/15/23	
Unsolicited Applications for Employment	510-36	05/16/19	Multi	N/A	01/01/19-12/31/20		01/15/23	
Accident Claims/Reports (City Vehicle and property involved with accidents)	510-37	05/16/19	Paper	N/A	01/01/17-12/31/17		01/15/23	
Insurance (Policies and explanation of benefits)	510-41	05/16/19	Paper	N/A	01/01/13-12/31/17		01/15/23	
CDL (Commercial Driver's License alcohol misuse and controlled substances use prevention program records for Public Works Division	510-42	05/16/19	Paper	N/A	01/01/03-12/31/17		01/15/23	



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

City of Huber Heights

Human Resources Department

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
employee, including DOT physical exam reports, memos relating to test results, and random pool listings)								
Grievance Hearing Files	510-46	05/16/19	Paper	N/A	01/01/20-12/31/20		01/15/23	
Guardian Tracking Original Documents	510-52	05/16/19	Paper	N/A	01/01/12-12/31/19		01/15/23	
Personnel Record of Disciplinary Action	510-53	05/16/19	Multi	N/A	01/01/85-12/31/20		01/15/23	
Personnel File-Background Investigation	510-54	05/16/19	Multi	N/A	01/01/20-12/31/21		01/15/23	
Unemployment Compensation Case Files	510-55	05/16/19	Paper	N/A	01/01/18-12/31/18		01/15/23	