



**CITY OF HUBER HEIGHTS  
STATE OF OHIO  
Public Records Commission Meeting  
June 22, 2023  
9:00 A.M.  
City Hall – 6131 Taylorsville Road –  
City Council Conference Room**

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

2. **Approval of Minutes**

A. December 15, 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**

**CITY OF HUBER HEIGHTS  
STATE OF OHIO**

**Public Records Commission Meeting Minutes**

**Name of Body:** Public Records Commission

**Date:** June 22, 2023

**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  
Jim Bell, Finance Director  
Bryan Chodkowski, Interim City Manager  
Kyren Gantt, Assistant To City Manager/  
Resident

**Guests Present:** Nicole Flood, Veolia Water  
Karen Powell, Deputy Clerk of Council

**1. Call To Order**

Anthony Rodgers convened the Public Records Commission Meeting at 9:13 A.M. The start of the meeting was delayed waiting for a quorum of members of the Public Records Commission to be present.

**2. Approval of Minutes**

On a motion to approve the minutes of the December 15, 2022 Public Records Commission Meeting by Bryan Chodkowski and seconded by Kyren Gantt, the minutes of the December 15, 2022 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 Administration, the Economic Development Department, the Finance Department, and Fire Division (see attached).

Karen Powell said Administration updated the RC-2 Form with wording changes. She said there was also a duplication of numbers regarding Schedules 501-33, 501-34, and 501-35; and Anthony Rodgers assigned three new Schedule numbers.

Karen Powell said the Economic Development Department submitted an updated RC-2 Form with wording changes and reduced retention periods for some records.

Kyren Gantt said some items that were being retained for five years were changed to one year or two years.

Gerald McDonald posed a question regarding the retention schedule for CRA Applications. He asked for an explanation of what constitutes a CRA Application.

Bryan Chodkowski said the CRA Application is not dissimilar to the final CRA agreement, but it provides the basic information from the

applicant to determine the full value of what the City is willing to offer.

Gerald McDonald asked, if there is not a final CRA agreement, then what happens to the CRA Application? He said the RC-2 Form states that the application is kept until the end of the agreement, but what if there is not an agreement?

Bryan Chodkowski said that item can be amended to state it will be retained until no longer of any administrative value.

Gerald McDonald said there is also something on the RC-2 Form regarding COVID payments and retaining these records for five years after audit. He said federal information has to be kept for five years, but he was not sure about a seven-year retention for state funds received.

Jim Bell said any state money received was a pass through of federal money.

Karen Powell said the RC-2 Form from the Finance Department had an addition of Schedule 506-206 for Unclaimed Money (Records And Supporting Documents) which is to be retained permanently.

Karen Powell said the RC-2 Form from the Fire Division included revisions of wording and deletion of unnecessary wording.

Anthony Rodgers said there were also changes to the Fire Division's RC-2 Form regarding drone footage which he believes was included under the schedule which details video records held by the Fire Division.

After discussion and review of the RC-2 Forms for Administration, the Economic Development Department, the Finance Department, and the Fire Division, Jim Bell moved to approve the RC-2 Form for Administration with the amendment to the retention period for CRA Applications, and the RC-2 Forms for the Economic Development Department, the Finance Department, and the Fire Division as submitted; Gerald McDonald seconded the motion. The Public

Records Commission unanimously voted to approve the four (4) RC-2 Forms.

Anthony Rodgers distributed five (5) Certificate Of Records Disposal (RC-3) Forms for the Clerk of Council/City Council, the Finance Department, the Fire Division, the Public Works Division, and Veolia Water – Office (see attached). He said the RC-3 Forms have been internally reviewed by the Clerk of Council's Office.

Gerald McDonald asked if anything related to or associated with the legal hold for the Smith case is being kept.

Anthony Rodgers said these five departments/divisions would not have records related to the Smith case that were applicable.

After review of the RC-3 Forms for the Clerk of Council/City Council, the Finance Department, the Fire Division, the Public Works Division, and Veolia Water – Office, Bryan Chodkowski moved to approve the RC-3 Forms for the Finance Department, the Fire Division, the Public Works Division, and Veolia Water – Office; Kyren Gantt seconded the motion. The Public Records Commission unanimously voted to approve the five (5) RC-3 Forms as submitted.

Anthony Rodgers said in the meeting packet, he updated the chart that shows where the City departments/divisions stand on the most recent adoption of RC-2 Forms and RC-3 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 since the Public Records Commission last met, the IT Department has instituted the purge of the third-year email files in the Barracuda archiver. He said he has made a couple searches in the archiver for public records requests, and there are emails that have

come up that are over two years old. He said he is unsure if that is a consistent issue or a one-off here and there.

Gerald McDonald wondered if an email was opened just prior to the purge if that email is tagged with that date.

Bryan Chodkowski said he was thinking email chains might cause the issue.

After discussion, Anthony Rodgers said he would look into this issue with Branden Payton and the IT Department.

### Public Records Processing and Related Issues

Anthony Rodgers said in April, 2023, Gerald McDonald had sent an email to suggest considering adding a couple of additional items to the exemption list for denial/redaction of public records. He said portions of law enforcement body worn cameras and dash cams are exempt from release as records due to specific sections of the Ohio Revised Code. He said personally identifiable information of the crime victim is also confidential under the Ohio Constitution and related Ohio Revised Code statutes.

Gerald McDonald said these revisions would mostly affect the Police Division. He said several other cities he works with have added those exemptions. He said the City of Huber Heights did not have these exemptions on the list. He said one record denial from the Police Division listed the exemption as nudity, and the Ohio Revised Code has a list that includes anything that shows a person in a state of undress.

Anthony Rodgers said he and Gerald McDonald do not typically review the Fire Division's and Police Division's public records requests unless one comes in through the public records portal on the City's website. He discussed drivers' license information as there is nothing specifically listed as exemption, but he has noticed the Police Division redacts that information. He said he and Gerald McDonald will review the denial/redaction portion of the public records request exemption form and make the changes as needed.

Gerald McDonald asked if the Public Records Commission approves the changes to the form.

Anthony Rodgers replied that the Public Records Commission approves the form.

Gerald McDonald asked for a motion to grant authority to Anthony Rodgers and Gerald McDonald to add the necessary additional exemption items on the denial/redaction portion of the public records request exemption form. Bryan Chodkowski moved to approve; Jim Bell seconded the motion. The Public Records Commission unanimously voted to grant authority to Anthony Rodgers and Gerald McDonald to update the denial/redaction portion of the public records request exemption form with the necessary additional exemption items.

Anthony Rodgers said he included an article in the meeting packet on the Ohio Supreme Court's presumption of proper conduct in Executive Sessions of public bodies.

#### **4. Adjournment**

Anthony Rodgers adjourned the Public Records Commission Meeting at 9:31 A.M.



**AI-9295**

**New Business     A.**

**Public Records Commission**

**Meeting Date:** 06/22/2023

Public Records Retention And Disposal Schedules

**Submitted By:** Anthony Rodgers

**Department:** City Council

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**Subject**

Public Records Retention And Disposal Schedules

**Purpose and Background**

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

- Administration
- Economic Development
- Finance
- Fire

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

- Clerk Of Council/City Council
- Finance
- Fire
- Public Works
- Veolia Water - Office

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**Fiscal Impact**

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

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**Attachments**

RC-2 Form - Administration  
RC- 2 Form - Economic Development  
RC-2 Form - Finance  
RC-2 Form - Fire  
RC-3 Form - Clerk Of Council/City Council  
RC-3 Form - Finance  
RC-3 Form - Fire  
RC-3 Form - Public Works  
RC-3 Form - Veolia Water - Office  
Current RC Forms List

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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	Administration
(Local Government Entity)	(Unit)
Bryan Chodkowski	Interim City Manager
(Signature of Responsible Official)	(Name)
	(Title)
	(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

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

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

06/22/23

Records Commission Chair Signature	Date
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### 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

Administration

(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
501-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		<input type="checkbox"/>
501-02	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"/>
501-03	Transient Correspondence Or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record	Paper/ Electronic		<input type="checkbox"/>
501-04	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.	Paper/ Electronic		<input type="checkbox"/>
501-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-06	Drafts And Informal Notes (Consisting Of Transitory Information Used To Prepare The Official Record In Any Form)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
501-08	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	Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
		RC-2. Erase email that has no significant value.			
501-09	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		<input type="checkbox"/>
509-10	General Correspondence	Retain 2 years and no longer of an administrative, legal or fiscal value. File according to content.	Paper/ Electronic		<input type="checkbox"/>
501-11	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
501-12	Professional Organization And Association Records	Retain 1 year and no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
503-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value	Paper/ Electronic		<input type="checkbox"/>
501-14	Library Or Museum Materials (Reference Information, Items Acquired For Individual Use Or Exhibition)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-15	Advertisements And Classified Advertisements	Retain 1 year and no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		<input type="checkbox"/>
501-16	Bid Files (Original Records Of Formal Bidded Items/Services At \$15,000 Or More)	Retain 7 years after expiration.	Paper/ Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-17	Weekly Reports To Council (From City Manager)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
501-18	Loan And Grant Applications	Retain 2 years; provided audited.	Paper/ Electronic		<input type="checkbox"/>
501-19	Reports (Quarterly Performance, Monthly From Department/Division)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
501-20	Cemetery Map - Johnson Cemetery	Permanent	Paper		<input type="checkbox"/>
501-21	Register Of Interments - Indigent Burials	Permanent	Paper		<input type="checkbox"/>
501-22	Burial Permits - Indigent Burials	Permanent	Paper		<input type="checkbox"/>
501-23	Death Certificates - Indigent Death Certificates	Permanent	Paper		<input type="checkbox"/>
501-24	Reference Materials	Retain until superseded or replaced.	Paper/ Electronic		<input type="checkbox"/>
501-25	Staff Meeting Minutes	Retain 1 year	Electronic		<input type="checkbox"/>
501-26	Awards, Newspaper Articles And Clippings	Retain 10 years and no longer of administrative, legal, fiscal or historical value.	Paper/ Electronic		<input type="checkbox"/>
501-27	Professional And Trade Magazines, Catalogs, 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.	Paper/ Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-28	Hourly/Daily/Weekly And Annual Appointment Books, Records, Calendars, Schedules, Organizer And Planner	Continually updated, revised, completed, superseded or erased.	Paper/ Electronic		<input type="checkbox"/>
501-29	Press And News Releases	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
501-30	Business Cards And Rotary, Rolodex And Applicable Software Files	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		<input type="checkbox"/>
501-31	Photographs, Negatives And Electronic Images	Retain images that have significant legal, fiscal, administrative, or historical value. Maintain significant images according to content. Erase images that have no significant value.	Paper/ Electronic		<input type="checkbox"/>
501-32	Video Surveillance Of City Hall Lobby	24 hour recording that is rewritten when tape fills. Retain until no longer of administrative value.	Electronic		<input type="checkbox"/>
501-33	Agendas - Parks And Recreation Board	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-34	Minutes - Parks And Recreation Board	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-35	Meeting Recordings - Parks And Recreation Board	Retain 10 years.	Electronic		<input type="checkbox"/>
501-36	Meeting Packets - Parks And Recreation Board	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-37	Agendas - Arts And Beautification Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-38	Minutes – Arts And Beautification Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-39	Meeting Recordings - Arts And Beautification Commission	Retain 10 years.	Electronic		<input type="checkbox"/>
501-40	Meeting Packets - Arts And Beautification Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-41	Agendas – Military And Veterans Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-42	Minutes – Military And Veterans Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-43	Meeting Recordings – Military And Veterans Commission	Retain 10 years.	Electronic		<input type="checkbox"/>
501-44	Meeting Packets – Military And Veterans Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-45	Agendas – Culture And Diversity Citizen Action Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-46	Minutes – Culture And Diversity Citizen Action Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-47	Meeting Recordings - Culture And Diversity Citizen Action Commission	Retain 10 years.	Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-48	Meeting Packets - Culture And Diversity Citizen Action Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-49	Entire City Original Agreements/Contracts	Retain 15 years after expiration.	Electronic		<input type="checkbox"/>
501-50	City Website	Continually updated, revised, completed, superseded or erased.	Electronic		<input type="checkbox"/>
501-51	City Social Media Accounts	Continually updated, revised, completed, superseded or erased.	Electronic		<input type="checkbox"/>
501-52	Athletic Park Usage Permits	Retain 1 year and no longer of administrative value.	Paper		<input type="checkbox"/>
501-53	Special Events Park Usage Permits	Retain 1 year and no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-54	Executive Orders	Until superseded, obsolete or replaced; then apprise for historical value.	Paper/ Electronic		<input type="checkbox"/>
501-55	Correspondence - Routine Form Letters	Retain 1 year.	Paper/ Electronic		<input type="checkbox"/>
501-56	Correspondence (With Legislative Branch)	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
501-57	Correspondence (With Executive)	Retain 5 years.	Paper/ Electronic		<input type="checkbox"/>
501-58	Grant Files/Records	Retain 5 years; provided	Paper/ Electronic		<input type="checkbox"/>



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

City of Huber Heights

Administration

(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
		audited and disputes resolved.			
501-59	Mailing Lists	Mailing Lists	Paper/ Electronic		<input type="checkbox"/>
501-60	Meeting Notices	Retain 1 year.	Paper/ Electronic		<input type="checkbox"/>
501-61	Parks And Recreation Receipt Books	Retain 2 years; provided audited.	Paper		<input type="checkbox"/>
501-62	Statistical Reports/Surveys	Retain 5 years.	Paper/ Electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

### Section A: Local Government Unit

City of Huber Heights	Economic Development
(Local Government Entity)	(Unit)
Kyren Gantt	Economic Development Coordinator
(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
Records Commission	(Telephone Number)
6131 Taylorsville Road	Huber Heights
45424	Montgomery/Miami
(Address)	(City)
(Zip Code)	(County)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

06/22/23

Records Commission Chair Signature	Date
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### 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

Economic Development

(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
305-01	Policies, Procedures, Rules And Regulations	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
305-02	OH 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"/>
305-03	Transient Correspondence Or Communication Records	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		<input type="checkbox"/>
305-04	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 by the person holding the record.	Multi		<input type="checkbox"/>
305-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
305-06	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"/>
305-07	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
305-08	Electronic Mail Systems	Retain email that has significant administrative, fiscal, legal, or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		<input type="checkbox"/>
305-09	Voicemail	May be destroyed in the normal course of business as	Voicemail		<input type="checkbox"/>

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

City of Huber Heights

Economic Development

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		soon as considered of no value by the person holding the record.			
305-10	General Correspondence (All Sent And Received)	Retain 1 year and no longer of administrative, legal, or fiscal value. File according to content.	Multi		<input type="checkbox"/>
305-11	Bulletins, Posters, General Notices And Displays	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		<input type="checkbox"/>
305-12	Professional Organization And Association Files	Retain 1 year and no longer of administrative value.	Multi		<input type="checkbox"/>
305-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Maintain until no longer of administrative, fiscal, legal, or historical value.	Multi		<input type="checkbox"/>
305-14	Ed/Ge Grant Applications	Retain 1 year after date of submission and no longer of administrative value.	Paper/ Multi		<input type="checkbox"/>
305-15	Cra Applications	Retain 2 years after expiration of agreement.	Multi		<input type="checkbox"/>
305-16	Housing Council- Minutes	Permanent.	Multi		<input type="checkbox"/>
305-17	Enterprise Zone Application	Retain 2 years after expiration of agreement.	Multi		<input type="checkbox"/>
305-18	Enterprise Zone Yearly Reports	Retain 2 years.	Paper/ Multi		<input type="checkbox"/>

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

City of Huber Heights

Economic Development

(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
305-19	ODOD Grant Files	Retain 5 years.	Multi		<input type="checkbox"/>
305-20	Other Economic Development Files	Retain 1 year after past date of application or 5 years succession of abatement.	Paper/ Multi		<input type="checkbox"/>
305-21	Tif Files	Permanent	Paper/ Multi		<input type="checkbox"/>
305-22	Economic Development Pre-Application Case Files	Retain 2 years	Paper/ Multi		<input type="checkbox"/>
305-23	Digital Photographs Or Images (Taken For Administrative Use)	Maintain until no longer of administrative, fiscal, legal, or historical value.	Multi		<input type="checkbox"/>
305-24	Staff Memorandums	Retain 1 year. Exception: Those dealing with ongoing personnel department operations.	Multi		<input type="checkbox"/>
305-25	Budget Worksheets	Retain 2 years.	Multi		<input type="checkbox"/>
305-26	Litigation	Permanent.	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: Local Government Unit

City of Huber Heights	Finance Department
(Local Government Entity)	(Unit)
James A. Bell	Finance Director
(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](mailto:arodgers@hhoh.org)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	06/22/23
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  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
506-02	Ohio Public Records Compliance Folder	Retain 25 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
506-03	Transient Correspondence Or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		<input type="checkbox"/>
506-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-Mail And Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		<input type="checkbox"/>
506-05	Copies – Reading, Informational And Reference (Originals Maintained.)	Retain until no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-06	Drafts And Informal Notes (Consisting Of Transitory Information Used To Prepare The Official Record In Any Form.)	Retain until no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-07	Blank Forms	Until obsolete or superseded.	Paper/Multi		<input type="checkbox"/>
506-08	Electronic Mail Systems (Pertains Only To Messages That Are Records As Defined In The ORC Section 149.011(G) And 149.43.)	Retain email that has a significant administrative, fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase e-mail that has no significant value.	Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-09	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		<input type="checkbox"/>
506-10	General Correspondence (All Sent & Received Correspondence, In Any Medium, That Serves To Document The Organization, Functions, Policies, Decisions, Procedures, Operations Or Other Activities Of The Public Office)	Retain 1 year and no longer of an administrative, legal or fiscal value.	Paper/Multi		<input type="checkbox"/>
506-11	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary	Paper/Multi		<input type="checkbox"/>
506-12	Professional Organization/Association Records	Retain 1 year and no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-13	Annual Certificate Of Estimated Resources	Retain 7 years; provided audited.	Multi		<input type="checkbox"/>
506-14	Comprehensive Annual Financial Report (CAFR)	Permanent	Multi		<input type="checkbox"/>
506-15	Annual Tax Budget	Permanent	Multi		<input type="checkbox"/>
506-16	Annual W-2 Reconciliation	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-17	Appropriations Budget	Permanent	Paper/Multi		<input type="checkbox"/>
506-18	Appropriations Budget Worksheets (With Supporting Documents)	Retain 5 years.	Paper/Multi		<input type="checkbox"/>
506-19	Appropriation Ledger (Year End)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-20	Bank Reconciliations (With Statements And Supporting Documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>



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

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City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-21	Bond Register	Permanent	Paper/Multi		<input type="checkbox"/>
506-22	Cancelled Purchase Orders (General Ledger Update) And Requests	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-23	Bank Analysis Statements	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-24	Monthly Financial/Operations And Maintenance Reports From United Water	Retain 3 years after end of contract period.	Paper/Multi		<input type="checkbox"/>
506-25	Cash Receipts Ledgers (Manual Ledgers)	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-26	Pay-In Forms (Completed With Supporting Documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-27	Bank Contract Proposals And Responses	Retain 2 years after contract awarded.	Paper/Multi		<input type="checkbox"/>
506-28	Tri-City Records (Fund Reports, Bank Reconciliations, Etc.)	Retain 5 years; provided audited.	Paper Multi		<input type="checkbox"/>
506-29	School Tax Deduction Register – Current (Monthly Report)	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-30	Depository Agreements (Five Year Terms.)	Retain 1 year after expired.	Paper/Multi		<input type="checkbox"/>
506-31	Detail Journal Trial Balance (Old System, Last Used 1996.)	Retain 3 years.	Paper		<input type="checkbox"/>
506-32	Quarterly Federal Tax Returns (Employer) 941	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-33	Month End Balancing Documents – FINX	Retain 3 years; provided audited	Paper/Multi		<input type="checkbox"/>
506-34	Final Annual Fixed Asset Physical Inventory (With Work Papers.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-35	YTD Bank Report	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-36	Numbered Cash Receipt Books	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-37	OBES Quarterly Reports	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-38	PC Back Up Diskettes	Retain until superseded, updated or replaced.	Multi		<input type="checkbox"/>
506-39	Bonds	Retain 10 years after paid.	Paper/Multi		<input type="checkbox"/>
506-40	Police And Firemen's Disability/Pension Fund (Monthly Report)	Permanent	Paper/Multi		<input type="checkbox"/>
506-41	Investment Portfolio And Lists	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-42	Public Employee's Retirement Systems (Monthly Report)	Permanent	Paper/Multi		<input type="checkbox"/>
506-43	Vacation/Sick/Personal Hours Listing (Usage And Balances) Manual	Retain until superseded, updated or replaced. Year end is permanent.	Paper/Multi		<input type="checkbox"/>
506-44	Cancelled Checks (Vendor And Payroll)	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-45	Voided Checks	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
506-46	W-2s – Employer's Copy	Permanent	Paper/Multi		<input type="checkbox"/>
506-47	County Semi-Annual Tax Apportionment (All Counties)	Retain 10 years; provided audited	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-48	Tax Budget Worksheets	Retain 5 years; provided audited	Paper/Multi		<input type="checkbox"/>
506-49	Lighting Districts Information (Maps, Petitions, Etc.)	Permanent	Paper/Multi		<input type="checkbox"/>
506-50	Payroll Accrual Balances Report – Bi-Weekly	Permanent	Paper/Multi		<input type="checkbox"/>
506-51	Payroll Accrue Journal Proof – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-52	Payroll Accrue/Pick Up Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-53	Payroll Accrue/Pick Up Vouchers Work Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-54	Payroll Carry Over Deduction Balances – Bi- Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-55	Payroll City Income Tax Returns And Annual Reconciliations	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-56	Payroll City Tax Detail Report – Bi-Weekly	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-57	Payroll City Tax Detail Report – Quarterly	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-58	Payroll Detail Check Register – Bi-Weekly	Permanent	Paper/Multi		<input type="checkbox"/>
506-59	Payroll Fund Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-60	Payroll Miscellaneous Deduction Report – Bi- Weekly	Retain 3 years; provided audited.	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-61	Payroll – Ohio State Tax Quarterly Returns And Annual Reconciliations (941)	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-62	Payroll – Summary Check Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-63	Payroll – Summary History Report (Quarterly)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-64	Appropriation Transfer Journal With Requests	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-65	Bank Transfer Journal (Details Funds Transferred Between Bank Accounts)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-66	Check/Voucher Register – Manual Checks	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-67	Current/Prior MTD/YTD Expense Report	Retain 5 years; provided audited. Year End is Permanent.	Paper/Multi		<input type="checkbox"/>
506-68	Encumbrance Balances By Account	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-69	Expense Budget Journal (Appropriation Increases)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-70	Memo Expense Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-71	Monthly Revenues And Receipts Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-72	Proof Of Publication (Newspaper Ads And Public Notices)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-73	Receipt Journal	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-74	Void Check Register	Retain 3 years; provided audited.	Paper/Multi		

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

City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-75	Voucher Proof Encumbrance Audit	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-76	Voucher Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-77	Water And Sewer Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-78	Water And Sewer Receipts Journal	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-79	Water And Sewer Voucher Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-80	YTD Fund Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-81	Revenue Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-82	Expense Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-83	MTD/YTD Revenue Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-84	Combined MTD/YTD Fund Report	Retain 3 years; provided audited. Year End is Permanent.	Paper/Multi		<input type="checkbox"/>
506-85	Combined MTD/YTD Expense Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-86	MTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-87	Month Consolidated Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-88	Payroll Notes – Green Pad	Retain 3 years.	Paper		<input type="checkbox"/>
506-89	Bank “Transfer From” Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (Unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-90	Bank "Transfer To" Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-91	Expense Activity By Account	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-92	Revenue Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-93	Expense Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-94	Assessment Certification Listings – All Types	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-95	Assessments – General Information – All Types	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-96	Sidewalk/Missing Gap Program Estimate Letters	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-97	Sidewalk/Missing Gap Program Invoices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-98	Sidewalk Program – Yellow Drawing/Diagram Cards	Permanent	Paper		<input type="checkbox"/>
506-99	Sidewalk Program – Copies Of ROW Permits	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-100	Sidewalk Program Inquiries	Retain 1 year and no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-101	Roadway Improvements – Notice Of Information Meeting	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-102	Roadway Improvements – Notice Of Equalization Board Meeting	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-103	Roadway Improvements – Objection Letters	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-104	Roadway Improvements – Ordinance Of Assessment Notices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

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

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (Unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-121	Expense Budget Transactions Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-122	Combined Appropriation Transfers	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-123	Detail Expense Budget Transactions	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-124	Daily Utility Batches	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-125	Travel Requests And Expense Reports	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-126	Receipt Book Audits	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-127	Voucher Register – Tax Refunds	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-128	Check Register – Tax Refunds	Permanent	Paper/Multi		<input type="checkbox"/>
506-129	Ems Deposits With Back Up Documents	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-130	BMV Reports And Audits	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-131	Form HLS 0038 Declaration	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-132	Popular Annual Financial Report (PAFR)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-133	CAFR Workpapers (Including Supplies Inventory.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-134	PAFR Workpapers	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-135	Manual Cash Ledgers – Capital Funds	Permanent	Paper		<input type="checkbox"/>
506-136	Budget Workpapers	Retain 5 years; provided audited.	Paper/Multi		



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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (Unit)		
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-137	Monthly Financial Report (Excel Report W/Charts Done By Account Clerk.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-138	Finance Director's Calendar/Appointments	Retain 1 year.	Paper/Multi		<input type="checkbox"/>
506-139	House Bill 694 Certifications	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-140	Bond Transcripts	Permanent	Paper/Multi		<input type="checkbox"/>
506-141	Lease/Loan Transcripts	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-142	Note Transcripts	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-143	Wire Transfer Logs With Attachments	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-144	Investment Transactions	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-145	Utility PILOT (Payment In Lieu Of Taxes)	Retain 10 years after paid.	Paper/Multi		<input type="checkbox"/>
506-146	Ohio Water Development Authority Financial Reports	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-147	Uniform Purchases	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-148	Annual 1099's	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-149	Fixed Asset Disposal Forms, Transfers And Changes	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-150	Fixed Asset Year End Workpapers	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-151	Fixed Asset Appraisals/Valuations	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

City of Huber Heights (Local Government Entity)		Finance Department (Unit)			
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-152	County Tax Distribution Reports – Liquor Permits, Estate Tax Notices, TPP Loss Reimbursement, Local Government, Motor Vehicle, Permissive Tax, Permissive Stats, Estate Tax Advance (Excluding Semi-Annual Tax Apportionments)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-153	CAFR Letters	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-154	Completed Surveys – Copies	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-155	Unbound CAFR/PAFR	Retain 5 years; provided audited.	Paper		<input type="checkbox"/>
506-156	Payroll Cost Analysis	Retain 2 years.	Paper/Multi		<input type="checkbox"/>
506-157	Monthly Income Tax Revenue Reconciliation	Retain 2 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-158	Cash Surety Spreadsheet (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-159	Capital Accounts Monthly Balance Sheets – General And Utility	Retain 5 years after project closed; provided audited.	Paper/Multi		<input type="checkbox"/>
506-160	Cell Phone Audits	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-161	Grant Files	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-162	Property Tax Spreadsheet (With Certified Mail Receipts And Signature Cards)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-163	Accounts Payable Vouchers With Invoices	Retain 3 years; provided audited, except in the case of invoices related to court expenses.	Paper/Multi		<input type="checkbox"/>
506-164	Accumulative Appropriations Ledger	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-165	Annual Audit (Report From Independent Auditor)	Permanent	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-166	Check Register – Accounts Payable	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-167	Copies Of Ohio Tax Exempt Forms Sent To Vendors	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-168	Detail Revenue Budget	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-169	Vendor And Payroll Check Copies (Received Electronically From Banks.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-170	Roadway Improvements – Resolution Of Necessity Notices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-171	YTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-172	City Issued Appointment Calendars	Continually updated, revised, completed, superseded or erased.	Paper/Multi		<input type="checkbox"/>
506-173	Request For Taxpayer Identification Number And Certification (W-9 Form)	Retain until updated and replaced.	Paper		<input type="checkbox"/>
506-174	Petty Cash Drawers – Annual Audit Reports	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-175	Ohio BWC Annual Premium Audit	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-176	Cash Position Report – User Defined Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-177	Capital Improvement 5 Year Plan	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-178	Operating Transfers In (Revenue)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-179	Operating Transfers Out (Expense)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-180	Advances In	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-181	Advances Out	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-182	CRA PILOT (Community Reinvestment Area, Payment In Lieu Of Taxes)	Retain 10 years; after paid.	Paper/Multi		<input type="checkbox"/>
506-183	Fire Insurance Surety Spreadsheet (With Supporting Documents)	Retain 3 years after paid out; provided audited.	Paper/Multi		<input type="checkbox"/>
506-184	Fixed Asset Additions And Improvements (22 Year Life Or Less)	Retain 10 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-185	Fixed Asset Additions And Improvements (Greater Than 22 Year Life)	Retain 25 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-186	Facsimile Logs/Cover Sheets/Confirmation Notices And Butter Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Paper/Multi		<input type="checkbox"/>
506-187	Gas Card Statements (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-188	Credit Card Statements (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-189	Revenue Budget Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-190	Expense Adjustment Journal And Back Up	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-191	Revenue Reduction/Revenue Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-192	Revenue Reduction/Expense Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-193	Revenue Budget Journal (Appropriation Changes)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-194	Debt Service Payment Worksheets	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights  
(Local Government Entity)

Finance Department  
(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC- 3 Required by LGRP
506-195	Fund Transfer And Advances Worksheets	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-196	HSA/HRA Contributions/Files/Information	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-197	Revenue Reduction Journal Entry	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-198	Revenue Comparison (Last Year To This Year)	Retain 3 years; provided audited	Paper/Multi		<input type="checkbox"/>
506-199	Supplemental Appropriations (With Supporting Documents)	Retain 7 years; Provided audited.	Paper/Multi		<input type="checkbox"/>
506-200	Disposal Forms/Non-Assets	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-201	Land Reutilization Spreadsheet (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-202	Purchase Orders/Purchase Requisitions	Retain 4 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-203	Income Tax Refund Check Copies And Import Reconciliation Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-204	Accounts Payable Vouchers With Invoices For Courts	Retain 1 year past contract expiration; provided audited.	Electronic		<input type="checkbox"/>
506-205	Coronavirus Relief Fund Payment Records	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-206	Unclaimed Money Records (With Supporting Documents) After Move To General Fund.	Permanent.	Paper/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	Fire Division
(Local Government Entity)	(Unit)
Keith Knisley	Fire Chief
(Signature of Responsible Official)	(Name)
	(Title)
	(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

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

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

06/22/23

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

Fire 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
102-01	Policies, Procedures, Rules, And Regulations	Retain 6 years after revised, superseded, or discontinued.	Multi		<input type="checkbox"/>
102-02	Ohio Public Records Compliance Folder (May Contain Appropriate RC-1, RC-2, Or RC-3 Forms)	Retain 25 years after revised, superseded, or discontinued.	Multi		<input type="checkbox"/>
102-03	Solicited And/Or 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"/>
102-04	Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
102-05	Departmental Blank Forms	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"/>
102-06	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"/>
102-07	Public Records Request	Retain 1 year, 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

Fire 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
102-08	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 administrative, legal, or fiscal value. File according to content.	Multi		<input type="checkbox"/>
102-09	Bulletins, Posters, General Notices, And Displays	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
102-10	Professional Organization And Association Files	Retain 1 year and no longer of administrative value.	Multi		<input type="checkbox"/>
102-11	Facsimile Logs, Cover Sheets, Confirmation Notices, And Buffer Printouts	Retain until no longer of administrative, fiscal, legal, or historical value.	Multi		<input type="checkbox"/>
102-12	Work Order Requests For Maintenance/Repair To Equipment Or Facilities	Retain 2 years or for the life of equipment.	Multi		<input type="checkbox"/>
102-13	Daily Logs (Operations)	Retain 10 years.	Electronic		<input type="checkbox"/>
102-14	EMS Reports (Responses, Patient Treatment, Form HHFD-07 "Huber Heights Division Of Fire/EMS Refusal And Billing Form", Signature Form Required By Medicare)	Permanent (As required by HIPAA).	Multi		<input type="checkbox"/>
102-15	Fire Reports (Incidents And When Applicable Supplemental Investigation Along With Any Photos.)	Retain 10 years unless there is a fatality, arson, or high dollar loss then document shall be retained permanently.	Multi		<input type="checkbox"/>
102-16	Requests For EMS/Fire Reports	Retain 6 years (As required by HIPAA).	Multi		<input type="checkbox"/>
102-17	Department Controlled Drug Sign-Out (Form Hhfd-28)	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

Fire 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
102-18	Complaint/Investigation Documentation	Retain 2 years if no action is pending.	Multi		<input type="checkbox"/>
102-19	Drug And/Or CLIA Licenses	Retain until superseded or renewed.	Paper		<input type="checkbox"/>
102-20	Fire Codes – Current Edition	Retain until superseded or replaced.	Multi		<input type="checkbox"/>
102-21	Fire Prevention And Inspection Records (Including Building Information And Data)	Retain for the life of structure plus 5 years.	Multi		<input type="checkbox"/>
102-22	Prevention Log Of Activities (Inspections, Tours, Educational Events, Etc.)	Retain for current year plus 1 year.	Electronic		<input type="checkbox"/>
102-23	Training Materials – Division/Internally Created	Retain until superseded or replaced.	Multi		<input type="checkbox"/>
102-24	Training Records (Individual Employee EMS/Fire Training Records/Certificates)	Retain for length of employment plus 1 year.	Multi		<input type="checkbox"/>
102-25	Ohio Driver's License Binder	Retain until superseded or renewed.	Multi		<input type="checkbox"/>
102-26	ASHI Class Information (Student Evaluations, Attendance, Instructor's Evaluations)	Retain 3 years from the date of the class.	Multi		<input type="checkbox"/>
102-27	Media Postings (Including Social Media And City Website)	Continually updated, revised, completed, superseded, or erased.	Electronic		<input type="checkbox"/>
102-28	Department Photographs, Digital Images And/Or Videos, Logos	Retain until no longer of administrative value, then appraised for historical value.	Multi		<input type="checkbox"/>
102-29	EMS Ride Along Waiver Of Liability Release Forms (Form HHFD-06)	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

Fire 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
102-30	Mutual Aid Agreements (AMAR)	Retain 10 years after the AMAR has been suspended.	Multi		<input type="checkbox"/>
102-31	City Emergency Operations Plans	Retain until superseded or replaced.	Multi		<input type="checkbox"/>
102-32	Fire Hydrant Locations	Permanent.	Multi		<input type="checkbox"/>
102-33	Contracts (With Teaching Institutions For The Purpose Of Internships)	Retain 15 years after expiration.	Multi		<input type="checkbox"/>



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

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	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	06/22/23
(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.

Clerk of Council	(937) 237-5832
(Signature of Responsible Official)	(Title) (Telephone number)

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

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

City of Huber Heights  
(Political Subdivision Name)

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	01/01/21 – 12/31/21		07/15/23	



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

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	Finance	James A. Bell	937-233-4323	City Hall / Storage
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	06/22/23
(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](mailto:arodgers@hhoh.org)

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

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

**City of Huber Heights**

**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		
Appropriation Budget Worksheets (With Supporting Documents)	506-18	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/23	
Bank Reconciliations (With Statements And Supporting Documents)	506-20	10/21/21	Paper/Multi	N/A	1994-2004 2019		07/15/23	
Bank Analysis Statements	506-23	10/21/21	Paper/Multi	N/A	2018		07/15/23	
Cash Receipts Ledgers (Manual Ledgers)	506-25	10/21/21	Paper/Multi	N/A	2001		07/15/23	
Pay – In Forms (Completed With Supporting Documents)	506-26	10/21/21	Paper/Multi	N/A	2018-2019		07/15/23	
Quarterly Federal Tax Returns (Employer) 941	506-32	10/21/21	Paper	N/A	2015		07/15/23	
Month End Balancing Documents - FINX	506-33	10/21/21	Paper/Multi	N/A	2016/2017/2018/2019		07/15/23	
Numbered Cash Receipt Books	506-36	10/21/21	Paper/Multi	N/A	2012		07/15/23	
OBES Quarterly Reports	506-37	10/21/21	Paper/Multi	N/A	2015		07/15/23	



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

**City of Huber Heights**

**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		
Payroll City Income Tax Returns And Annual Reconciliations	506-55	10/21/21	Paper/Multi	N/A	2015		07/15/23	
Payroll – Ohio State Quarterly Returns And Annual Reconciliations (941)	506-61	10/21/21	Paper/Multi	N/A	2015		07/15/23	
Appropriation Transfer Journal With Requests	506-64	10/21/21	Paper/Multi	N/A	2015/2016/2018		07/15/23	
Bank Transfer Journal (Details Funds Transferred Between Bank Accounts)	506-65	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Expense Budget Journal (Appropriation Increases)	506-69	10/21/21	Paper/Multi	N/A	2016/2017		07/15/23	
Memo Expense Register	506-70	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Monthly Revenues And Receipts Report	506-71	10/21/21	Paper/Multi	N/A	2019		07/15/23	
Receipt Journal	506-73	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Void Check Register	506-74	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	



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

City of Huber Heights

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		
Voucher Proof Encumbrance Audit	506-75	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Voucher Register	506-76	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Water And Sewer Receipts Journal	506-78	10/21/21	Paper/Multi	N/A	2016		07/15/23	
Payroll Notes – Green Pad	506-88	10/21/21	Paper/Multi	N/A	2015		07/15/23	
Sidewalk Program Inquires	506-100	10/21/21	Paper/Multi	N/A	2018		07/15/23	
Miscellaneous Billings (Special Events, Accident Damage, Etc)	506-110	10/21/21	Paper/Multi	N/A	2017		07/15/23	
Daily Utility Batches	506-124	10/21/21	Paper/Multi	N/A	2018		07/15/23	
Travel Requests And Expense Reports	506-125	10/21/21	Paper/Multi	N/A	2015/2016/2017/2018 /2019		07/15/23	
Receipt Book Audits	506-126	10/21/21	Paper/Multi	N/A	2010		07/15/23	
Voucher Register – Tax Refunds	506-127	10/21/21	Paper/Multi	N/A	2016		07/15/23	
CAFR Workpapers (Including Supplies Inventory)	506-133	10/21/21	Paper/Multi	N/A	2015/2017/2018/2019		07/15/23	
Budget Workpapers	506-136	10/21/21	Paper/Multi	N/A	2003/2007/2010/2013 /2016		07/15/23	
Lease/Loan Transcripts	506-141	10/21/21	Paper/Multi	N/A	2017		07/15/23	





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

City of Huber Heights

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		
Note Transcripts	506-142	10/21/21	Paper/Multi	N/A	2016/2017		07/15/23	
Wire Transfer Logs With Attachments	506-143	10/21/21	Paper/Multi	N/A	2015/2016/2017/2018/2019		07/15/23	
Investment Transactions	506-144	10/21/21	Paper/Multi	N/A	2015/2017/2018/2019		07/15/23	
Uniform Purchases	506-147	10/21/21	Paper/Multi	N/A	2015/2016		07/15/23	
Annual 1099's	506-148	10/21/21	Paper/Multi	N/A	2015		07/15/23	
County Tax Distribution Reports – Liquor Permits, Estate Tax Notice, TPP Loss Reimbursement, Local Gov't, Motor Vehicle, Permissive Tax, Permissive Stats, Estate Tax Advance (Excluding Semi-Annual Tax Apportionments)	506-152	10/21/21	Paper/Multi	N/A	2018/2019		07/15/23	
Complete Surveys - Copies	506-154	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/23	
Payroll Cost Analysis	506-156	10/21/21	Paper/Multi	N/A	2018/2019		07/15/23	
Monthly Income Tax Revenue Reconciliation	506-157	10/21/21	Paper/Multi	N/A	2016/2017/2018		07/15/23	



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

City of Huber Heights

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		
Cash Surety Spreadsheet (With Supporting Documents)	506-158	10/21/21	Paper/Multi	N/A	2016/2017/2018		07/15/23	
Accounts Payable Vouchers With Invoices	506-163	10/21/21	Paper/Multi	N/A	2019		07/15/23	
Check Register – Accounts Payable	506-166	10/21/21	Paper/Multi	N/A	2016/2018/2016		07/15/23	
Operating Transfers In (Revenue)	506-178	10/21/21	Paper/Multi	N/A	2016		07/15/23	
Advances In	506-180	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Gas Card Statement (With Supporting Documents)	506-187	10/21/21	Paper/Multi	N/A	2019		07/15/23	
Credit Card Statements (With Supporting Documents)	506-188	10/21/21	Paper/Multi	N/A	2015/2019		07/15/23	
Expense Adjustment Journal And Backup	506-190	10/21/21	Paper/Multi	N/A	2016/2017		07/15/23	
Revenue Reduction / Revenue Transaction Listing	506-191	10/21/21	Paper/Multi	N/A	2016/2017/2018		07/15/23	
Revenue Reduction / Expense Transaction Listing	506-192	10/21/21	Paper/Multi	N/A	2018		07/15/23	
Revenue Budget Journal	506-193	10/21/21	Paper/Multi	N/A	2016		07/15/23	



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

**City of Huber Heights**

**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		
(Appropriation Changes)								
Fund Transfer And Advances Worksheets	506-195	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/23	
HSA/HRA Contributions/ Files/Information	506-196	10/21/21	Paper/Multi	N/A	2015/2016/2017		07/15/23	
Revenue Reduction Journal Entry	506-197	10/21/21	Paper/Multi	N/A	2016/2018/2019		07/15/23	
Supplemental Appropriations (With Supporting Documents)	506-199	10/21/21	Paper/Multi	N/A	2012		07/15/23	
Unclaimed Money Records (With Supporting Documents) After Move To General Fund	506-206	10/21/21	Paper/Multi	N/A	2001-2012		07/15/23	



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

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	Fire Division	Keith Knisley	(937) 233-1564	Fire Station 22
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
7008 Brand Pike	Huber Heights	45424	Montgomery/Miami	06/22/23
(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.

	Fire Chief	(937) 233-1564
(Signature of Responsible Official)	(Title)	(Telephone number)

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

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



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

City of Huber Heights

Fire 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		
Training Records (Individual Employee EMS/Fire Training Records/ Certificates)	102-24	12/30/11	Multi	N/A	02/01/19-12/31/20		07/15/23	



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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	Public Works Division	Michael Gray	(937) 233-1562	Public Works Division
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	06/22/23
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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

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

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

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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

Public Works Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) <b>For LGRP use</b>
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Daily Worksheets (Records Of Daily Duties)	401-18	06/09/22	Paper	Electronic	01/01/17-12/31/17		07/15/23	
Traffic Signal Maintenance Sheets	401-25	06/09/22	Paper	N/A	01/01/17-12/31/17		07/15/23	



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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 – 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	06/22/23
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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

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

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

**Please Note: The State Archives retains RC-3 forms for seven years.  
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**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

City of Huber Heights

Veolia Water – Office

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Copy Of Bank Deposit Receipts	WAT- 08	06/09/22	Multi	N/A	01/01/19 – 12/31/19		07/15/23	
NSF Check Or Bad Debit Files	WAT- 14	06/09/22	Paper	N/A	01/01/20 – 12/31/20		07/15/23	
Billing Adjustment Forms (Debit And Credit Memos)	WAT - 15	06/09/22	Paper	N/A	01/01/19 – 12/31/19		07/15/23	
Billing Journals	WAT- 16	06/09/22	Multi	N/A	01/01/19 – 12/31/19		07/15/23	
Cash Journals	WAT - 17	06/09/22	Multi	N/A	01/01/21 – 12/31/21		07/15/23	
Daily Work Orders (Service Orders)	WAT - 18	06/09/22	Multi	N/A	01/01/19 – 12/31/19		07/15/23	
Monthly Reports (Financial And Operations And Maintenance Reports)	WAT - 19	06/09/22	Multi	N/A	01/01/16 – 12/31/17		07/15/23	
Shut Off Lists	WAT – 21	06/09/22	Multi	N/A	01/01/19 – 12/31/19		07/15/23	
Cash Stubs (Payment Receipts)	WAT - 22	06/09/22	Multi	N/A	01/01/19 – 12/31/19		07/15/23	
Write Off Records (Bills Not Paid That Are To Be Put On Taxes Of Bankruptcy Accounts)	WAT - 23	06/09/22	Multi	N/A	01/01/19 – 12/31/19		07/15/23	

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

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

City of Huber Heights

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		
Copies Of Refund Requests (Used To Record Overpayment Of Water/Sewer Bills)	WAT - 25	06/09/22	Paper	N/A	01/01/21	12/31/21	07/15/23	
Invoices For Construction Water	WAT - 27	06/09/22	Multi	N/A	01/01/19	01/31/19	07/15/23	
Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email And Similar Unsolicited Communications	WAT - 29	06/09/22	Multi	N/A	01/01/18	12/31/19	07/15/23	
Copies – Reading Informational And Reference (Originals Maintained)	WAT - 30	06/09/22	Multi	N/A	01/01/20	12/31/20	07/15/23	
Backflows Preventer Test Reports	WAT - 35	06/09/22	Paper	N/A	01/01/17	12/31/17	07/15/23	
Invoices Billed To Huber/Vinebrook	WAT - 36	06/09/22	Multi	N/A	01/01/19	01/31/19	07/15/23	

Unit	Last RC-2 Form Submittal	Last RC-3 Form Submittal
Administration	06/22/23	07/25/19
Clerk Of Council/City Council	11/29/18	06/22/23
Economic Development	06/22/23	07/25/19
Engineering	03/12/20	04/08/21
Finance	06/22/23	06/22/23
Finance – Tax Division	12/15/22	04/08/21
Fire	06/22/23	06/22/23
Human Resources	12/15/22	12/15/22
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	06/22/23
Veolia Water - Office	06/22/23	06/22/23
Veolia Water Plant	06/09/22	06/09/22

**AI-9296**

**New Business     D.**

**Public Records Commission**

**Meeting Date:** 06/22/2023

Public Records Processing And Related Issues

**Submitted By:** Anthony Rodgers

**Department:** City Council

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**Subject**

Public Records Processing And Related Issues

**Purpose and Background**

Email from Law Director with proposed changes to public records denial/redaction forms regarding certain exemptions (see attached).

Article from the Ohio Municipal League - Ohio Supreme Court Willing To "Presume" Proper Conduct In Executive Session - provided for informational purposes (see attached).

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**Fiscal Impact**

**Source of Funds**

**Cost**

**Recurring Cost (Yes/No)**

**Attachments**

Email - Exemptions - Denial Of Public Records

Article - Executive Session

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## Rodgers, Anthony

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**From:** McDonald, Gerald <GMcDonald@pselaw.com>  
**Sent:** Tuesday, April 18, 2023 10:29 AM  
**To:** Rodgers, Anthony  
**Subject:** public records

**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.

Tony, we may want to consider adding the following to the City "denial" of public record form (mainly police related):

Certain portions of law enforcement body worn cameras and dashcams are exempt from release. R.C.149.43 (A)(17)(a) – (q)

Personally identifiable information of a crime victim is confidential Ohio Constitution Article I, Section 10a and R.C. 2930.07

### Gerald L. McDonald

Attorney-At-Law



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Dayton, Ohio 45423

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# OHIO SUPREME COURT WILLING TO "PRESUME" PROPER CONDUCT IN EXECUTIVE SESSION

Brodi Conover and Olivia Oney, *Bricker & Eckler LLP*

The Open Meetings Act ("OMA") requires Ohio's public entities to conduct all deliberations and make all decisions in meetings that are open to the public. However, a public body can meet in executive session to discuss specific matters outside of the public eye. A public body must perform a roll call vote to enter executive session and then restrict its discussion to the purposes for which it entered that private session once it has convened.

The general public has always been left to assume that the public body was properly restricting its discussions in executive session since the conversations occur behind closed doors and no minutes are taken. The question of who must prove that discussions occurring in executive session comply with Ohio law was placed before the Ohio Supreme Court this year. Through its decision in *State ex rel. Hicks v. Clermont Cty. Bd. of Comm'rs*, Slip Opinion No. 2022-Ohio-4237, the court squarely placed that burden on the individual claiming that a violation has occurred.

In early 2021, the Twelfth District Court of Appeals addressed a challenge to several executive sessions held by the Clermont County Board of Commissioners. *State ex rel. Hicks v. Clermont Cty. Bd. of Comm'rs*, 12th Dist. Clermont No. CA2020-06-032, 2021-Ohio-998. The motions to enter into executive

session contained the laundry list of reasons outlined in R.C. 121.22(G)(1) — "[t]o consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official . . ." The meeting minutes listed out the motion, including the laundry list of reasons, but didn't contain additional information about what occurred in executive session, which is a common practice for public bodies. The appellate court found that, because the Board of Commissioners was unable to present evidence of what it specifically discussed in executive session, the board failed to prove that it complied with Ohio's Open Meetings Act.

The matter was appealed to the Supreme Court of Ohio, where the Court considered two issues: 1) Who has the burden of proving a claim brought under the Open Meetings Act? (Does the citizen who sues a public body have to prove the violation or does the public body have to prove that no violation occurred?); and 2) Is there a presumption of regularity that extends to public entities when they enter into executive session? The Court upheld the position advanced by the public body in both instances, making it clear that the burden of proof in Open Meetings Act cases remains with the individual bringing the lawsuit and that a presumption of regularity applies to the bodies' proceedings. See *Hicks*, Slip Opinion No. 2022-Ohio-4237 at ¶¶ 11 and 22-23.



But the Court didn't stop there. The *Hicks* decision provides additional good news for public entities across the State in two areas.

First, meeting minutes. In light of the Twelfth District's decision, public entities were uncertain about what was required in their meeting minutes as it related to executive session. If the burden was on the public entity to prove it didn't violate the OMA, and if the meeting minutes didn't have any details, how could public entities defend themselves in a lawsuit? It seemed that the answer was to keep more detailed minutes as it related to executive session, which would undermine the purpose of executive session. In *Hicks*, the Court clarified that "the only thing the public body is required to record in its executive-session minutes is the statutorily permitted reason for the executive session." *Id.* at ¶ 17.

Second, the motion to enter executive session. The general recommendation has been that a public body should be specific in its motion to enter executive session and not simply use a laundry list of reasons. *See, e.g., Ames v. Portage Cty. Bd. of Cty. Comm'rs*, 2019-Ohio-3730 (11th Dist.) (holding that public entities are required to state the particular purpose(s) for which they are entering executive session); *see also State ex rel. Long v. Cardington Village Council*, 92 Ohio St.3d 54 (2001) (invalidating a motion to enter executive session because it only listed "personnel"). In *Hicks*, though, the Court held that a public body could list all topics they might reasonably discuss in executive session, even if it included more topics than were actually discussed. *Hicks*, Slip Opinion No. 2022-Ohio-4237, at ¶ 33-36. This means that a public body can include all seven different personal-related topics listed in R.C. 121.22(G)(1) in its executive session motion.

The Supreme Court's decision in *Hicks* is welcome relief for many public bodies that have been awaiting this decision. It is important that public entities continue to include the statutory reason(s) for which they are entering executive session in their motions. However, so long as the meeting minutes reflect the motion and the reason, there is no need to keep minutes of what was discussed in the executive session.



**Brodi Conover** is a Senior Associate with the law firm of Bricker & Eckler. He assists clients with litigation and appellate matters, focusing primarily on the representation of government entities in a variety of complex litigation matters in state and federal court. You can reach him at 513-870-6693 or by email at [bconover@bricker.com](mailto:bconover@bricker.com).



**Olivia Oney** is a Staff Attorney with the law firm of Bricker & Eckler. She primarily represents political subdivisions in all areas of public sector law. She is particularly experienced in litigation proceedings as well as in employment and labor law. You can contact her at 513-870-6690 or by email at [ooney@bricker.com](mailto:ooney@bricker.com).