CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
March 21, 2024
1:00 P.M.

City Hall – 6131 Taylorsville Road –
City Council Conference Room

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

2. **Approval of Minutes**

   A. December 7, 2023

3. **Topics of Discussion**

   New Business

   A. Public Records Retention And Disposal Schedules

   B. City Public Records Policy

   C. City Records Storage Areas And Systems

   D. Public Records Processing And Related Issues

4. **Adjournment**

AI-9945 **New Business** **A.**

Public Records Commission

Meeting Date: 03/21/2024

Public Records Retention And Disposal Schedules

Submitted By: Anthony Rodgers

Department: City Council

Subject

Public Records Retention And Disposal Schedules

Purpose and Background

There are seven (7) Records Retention Schedules (RC-2 Forms) for approval by the Public Records Commission (see attached):

- Administration
- CIC
- Clerk Of Council/City Council
- Engineering
- JEDD
- Parks And Recreation
- Planning/Zoning

There are five (5) Certificates Of Records Disposal (RC-3 Forms) for approval by the Public Records Commission (see attached):

- Clerk Of Council/City Council
- Human Resources
- Planning/Zoning
- Police
- Public Works

Fiscal Impact

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

Attachments

RC-2 Forms

RC-3 Forms

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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights		Administration	
(Local Government Entity)		(Unit)	
	Richard S. Dzik	City Manager	03/21/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information.*

City of Huber Heights Public Records Commission (937) 233-1423

(Telephone Number)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/ Miami
(Address)	(City)	(Zip Code)	(County)

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

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

03/21/2024

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 — 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		☐
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		☐
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		☐
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		☐
501-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		☐
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		☐
501-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
501-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
501-09	Voicemail	May be destroyed in the normal course	Electronic		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Administration (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
		of business as soon as considered of no value by the person holding the record.			
501-10	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office.)	Retain until no longer administratively necessary.	Paper/ Electronic		☐
501-11	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary.	Paper/ Electronic		☐
501-12	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
501-13	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
501-14	Library or Museum Materials (Reference information, items acquired for individual use or exhibition)	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
501-15	Advertisements and Classified Advertisements	Retain until no longer administratively necessary.	Paper/ Electronic		☐
501-16	Bid Files (Original records of formal bid items/services at $15,000 or more)	Retain 7 years, after expiration.	Paper/ Electronic		☐
501-17	Monthly Reports to Council (From City Manager)	Retain 2 years.	Paper/ Electronic		☐
501-18	Loan and Grant Applications	Retain 2 years, provided audited.	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Administration (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
501-19	Reports (Quarterly Performance, Monthly from Department/Division)	Retain 2 years.	Paper/ Electronic		☐
501-20	Cemetery Map - Johnson Cemetery	Permanent	Paper		☐
501-21	Register of Interments - Indigent Burials	Permanent	Paper		☐
501-22	Burial Permits - Indigent Burials	Permanent	Paper		☐
501-23	Death Certificates - Indigent Death Certificates	Permanent	Paper		☐
501-24	Reference Materials	Retain until superseded or replaced.	Paper/ Electronic		☐
501-25	Staff Meeting Minutes	Retain 2 years.	Paper/ Electronic		☐
501-26	Awards, Newspaper Articles and Clippings	Retain 10 years, and no longer of administrative, legal, fiscal or historical value	Paper/ Electronic		☐
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		☐

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		☐
501-29	Press and News Releases	Retain 3 years.	Paper/ Electronic		☐
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		☐
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		☐
501-32	Video Surveillance of City Hall Lobby	24 hour recording that is rewritten when tape fills. Retain until no longer of administrative value.	Digital Video		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Administration (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
501-33	Military and Veterans Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		☐
501-34	Culture and Diversity Citizen Action Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		☐
501-35	City Original Agreements/Contracts	Retain 15 years after expiration.	Paper/ Electronic		☐
501-36	City Website	Continually updated, revised, completed, superseded or erased.	Electronic		☐
501-37	City Social Media Accounts	Continually updated, revised, completed, superseded or erased.	Electronic		☐
501-38	Administrative Orders	Until superseded, obsolete or replaced; then apprise for historical value.	Paper/ Electronic		☐
501-39	Grant Files/Records	Retain 5 years; provided audited and disputes resolved	Paper/ Electronic		☐
501-40	Mailing Lists	Retain 3 years.	Paper/ Electronic		☐
501-41	Statistical Reports/Surveys	Retain 5 years.	Paper/ Electronic		☐
501-42	City Newsletter	Retain 10 years.	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Administration (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
					☐
					☐
					☐
					☐

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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights		Community Improvement Corporation	
(Local Government Entity)		(Unit)	
	Bryan Chodkowski	Assistant City Manager	03/21/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Huber Heights Public Records Commission (937) 233-1423

(Telephone Number)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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

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

03/21/2024

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 — Community Improvement Corporation

(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
CIC-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		☐
CIC-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		☐
CIC-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		☐
CIC-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		☐
CIC-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		☐
CIC-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		☐
CIC-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
CIC-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
CIC-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer	Paper/ Electronic		

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

See instructions before completing this form.

City of Huber Heights — Community Improvement Corporation

(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
	functions, policies, decisions, procedures, operations or other activities of public office.)	administratively necessary.			☐
CIC-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary	Paper/ Electronic		☐
CIC-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
CIC-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
CIC-13	Meeting Agendas	Retain 10 years.	Paper/ Electronic		☐
CIC-14	Meeting Notices	Retain 2 years.	Paper/ Electronic		☐
CIC-15	Meeting Minutes	Retain 10 years.	Paper/ Electronic		☐
					☐
					☐

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localrecs@ohiohistory.org
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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

City of Huber Heights	Clerk of Council and City Council
(Local Government Entity)	(Unit)

Anthony C. Rodgers	Clerk of Council	03/21/2024
(Name)	(Title)	(Date)

(Signature of Responsible Official)

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)

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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.

03/21/2024
Date

Records Commission Chair Signature

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 — Clerk of Council and City Council

(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
504-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
504-02	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		☐
504-03	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		☐
504-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar	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		☐
504-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
504-06	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		☐
504-07	Blank Forms	Retain until obsolete or superseded.	Multi		☐
504-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011G and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical content. Refer to corresponding RC-2. Erase email that has	Multi		☐

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

See instructions before completing this form.

City of Huber Heights — Clerk of Council and City Council

(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
		no significant value.			
504-09	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		☐
504-10	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office)	Retain 1 year and no longer of an administrative, legal or fiscal value. File according to content.	Multi		☐
504-11	Bulletins, Posters, General Notices and Displays	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the record.	Multi		☐
504-12	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		☐
504-13	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		☐
504-14	Public Records Request Forms	Retain 1 year; provided audited.	Multi		☐
504-15	City Council Meeting Agendas	Retain 10 years.	Paper		☐
504-16	City Council Meeting Packets/Folders	Retain 10 years.	Paper		☐
504-17	Annexations (Petitions and background information)	Permanent	Multi		☐

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

See instructions before completing this form.

City of Huber Heights — Clerk of Council and City Council

(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
504-18	Public Records Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Multi		☐
504-19	Legal Opinions (Law Director/County Prosecutor)	Permanent	Multi		☐
504-20	City Charter Background Information	Permanent	Multi		☐
504-21	Liquor Permit Applications	Retain 3 years.	Multi		☐
504-22	Destiny Software PRR Database/Records	Retain 1 year; provided audited.	Electronic		☐
504-23	Destiny Software Term Tracker Database/Records	Permanent	Electronic		☐
504-24	City Council Meeting Minutes	Permanent	Multi		☐
504-25	Legislative Ledger (Ordinance/Resolution/ Motion Logs)	Permanent	Multi		☐
504-26	Meeting Background Information	Retain until no longer of administrative value.	Multi		☐
504-27	Ordinances (Adopted)	Permanent	Multi		☐
504-28	Resolutions (Adopted)	Permanent	Multi		☐
504-29	Proclamations/Special Recognitions	Retain 5 years and no longer of historical value.	Multi		☐
504-30	In-House Legal Files (Miscellaneous complaints, civil and criminal cases, labor contracts, claims for damages/injury, etc.)	Retain 15 years.	Multi		☐
504-31	Ordinance Review Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 15 years.	Multi		☐
504-32	DCR2 Audio/Video Recordings	Retain until no longer of administrative value.	Multi		☐
504-33	Marriage Certificates (Copies)	Retain 10 years.	Paper		☐

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

See instructions before completing this form.

City of Huber Heights — Clerk of Council and City Council

(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
504-34	Media Releases	Retain 3 years.	Multi		☐
504-35	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.	Multi		☐
504-36	City Council Meeting Notices	Retain 10 years.	Paper		☐
504-37	Electronic Mail Systems - City Council Personal Accounts (Pertains only to messages that are records as defined in ORC Section 149.011G and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Multi		☐
504-38	Codified Ordinances – Replacement Pages/ Supplements	Retain 10 years.	Paper		☐
504-39	Legal Notices/Advertisements	Retain 10 years.	Multi		☐
504-40	Rules Of Council	Retain until updated or superseded.	Multi		☐
504-41	Board And Commission Handbook	Retain until updated or superseded.	Multi		☐
504-42	Ward Redistricting Files/Information	Permanent	Multi		☐
504-43	Ward Maps	Permanent	Multi		☐

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

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City of Huber Heights — Clerk of Council and City Council

(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
504-44	Agricultural District Applications	Retain 10 years.	Multi		☐
504-45	Board And Commission Applications (Applicants not selected)	Retain 2 years.	Paper		☐
504-46	Hourly/Daily/Weekly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually updated, revised, completed, superseded or erased.	Multi		☐
504-47	Certified/Tracked Mail Slips/Receipts	Retain 5 years.	Paper		☐
504-48	Complaints (Per Rules Of Council)	Retain 3 years from complaint resolution.	Multi		☐
504-49	News Articles	Retain until no longer of any historical or administrative value.	Paper		☐
504-50	Manuals/Warranties	Retain until equipment or item is destroyed, transferred, sold, or disposed of.	Multi		☐
504-51	City Council Committee/Council Work Session Minutes	Permanent	Multi		☐
504-52	City Charter/City Charter Amendments	Permanent	Multi		☐
504-53	City Councilmembers Files	Retain for term of office and until no longer of any administrative value.	Multi		☐
504-54	Petitions	Retain 5 years.	Multi		☐
504-55	Subject/Administrative Files	Retain 5 years.	Multi		☐
504-56	Charter Review Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 15 years.	Multi		☐

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

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City of Huber Heights — Clerk of Council and City Council

(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
504-57	Destiny Software AgendaQuick Database/Records (Includes All City Council/City Boards/City Commissions Meeting Notices/Meeting Agendas/Meeting Packets/Meeting Audio And Visual Recordings/Meeting Minutes)	Permanent	Electronic		☐
504-58	City Boards/City Commissions Meeting Notices/Meeting Agendas/Meeting Packets/Meeting Audio And Visual Recordings/Meeting Minutes (Excluding Charter Review Commission/Public Records Commission/Ordinance Review Commission)	Retain 5 years.	Paper		☐
504-59	Charter Review Commission/Public Records Commission/Ordinance Review Commission Meeting Notices/Meeting Agendas/Meeting Packets/Meeting Audio And Visual Recordings/Meeting Minutes	Retain 15 years.	Paper		☐
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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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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		Engineering Division	
(Local Government Entity)		(Unit)	
	Russell Bergman	City Engineer	03/21/2024
(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)

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	03/21/2024
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 (Local Government Entity)

Engineering Division (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
320-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
320-02	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		☐
320-03	Transient Correspondence or Communication	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		☐
320-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
320-05	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
320-06	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		☐
320-07	Blank Forms	May be destroyed in the normal course of business as	Multi		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Engineering Division (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 to be of no value by the person holding the record.			
320-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
320-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office)	Retain 1 year and no longer of an administrative, legal or fiscal value. File according to content.	Multi		☐
320-10	Digital Photos	Retain until no longer of an administrative, fiscal, legal or historical value.	Multi		☐
320-11	Bulletins, Posters, General Notices and Displays	May be destroyed in normal course of business as soon as considered to be of no value by the person	Multi		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Engineering Division (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		holding the record.			
320-12	Professional Organization and Association Files	Retain 1 year and no longer of administrative value.	Multi		☐
320-13	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper		☐
320-14	Annexation Maps	Permanent	Multi		☐
320-15	Plats of City-Owned Property and Easements Granted to the City	Permanent	Multi		☐
320-16	Topography Maps, Flood Plain Maps	Permanent or until revised maps are issued.	Multi		☐
320-17	Utility Locations Maps and Plats	Permanent or until revised maps are issued.	Multi		☐
320-18	As Built and Record Drawings of City Buildings, Streets and Supporting Infrastructure	Permanent	Multi		☐
320-19	Capital Improvement Project Plans	Permanent	Paper		☐
320-20	Capital Improvement Project Files and Specifications	Retain 5 years after project completed.	Paper		☐
320-21	Studies/Surveys/Reports	Retain 5 years.	Paper		☐
320-22	Daily Diaries or Logs (Appointment Calendar, Activity, Radio, and Telephone Logs)	Retain 1 year.	Paper		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Engineering Division (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
320-23	Correspondence with Regulatory Agencies Division (Regarding inspections, certifications, and correction of violations)	Retain 5 years.	Multi		☐
320-24	Master Plans	Permanent	Electronic		☐
320-25	Insurance Records and Policies (Including expired)	Permanent	Paper		☐
320-26	Claims for Loss/Damage, Accident Reports, and Appraisals	Retain 5 years.	Paper		☐
320-27	Preliminary Construction Drawings, Correspondence and Specifications	Retain 5 years or until project is final.	Multi		☐
320-28	Final Construction Drawings, Correspondence and Specifications	Permanent	Multi		☐
320-29	Electronic CAD Files	Permanent	Multi		☐
320-30	Scanned Maps	Permanent	Multi		☐
320-31	Geographic Information System (GIS Data)	Permanent	Electronic		☐
320-32	Aerial Photos (Orthophotos)	Permanent	Electronic		☐
320-33	Citizens Water and Sewer Advisory Board Case Files/Meeting Handouts/Miscellaneous Records	Retain 10 years.	Paper		☐
320-34	Certificate of Liability Insurance	Retain 1 year after expiration date.	Paper		☐
320-35	Inspection Tickets for Construction Projects	Retain 5 years after completion of project.	Paper		☐

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

See instructions before completing this form.

City of Huber Heights — Engineering 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
320-36	Subdivision Files	Retain 10 years.	Paper		☐
320-37	Project Files (Contracts, specifications, change orders, progress reports, etc.)	Retain 10 years after completion of project.	Paper		☐
320-38	Certified Payroll Files	Retain 5 years.	Paper		☐
320-39	Receipt Books	Retain 2 years.	Paper		☐
320-40	Site Inspection Surety Files	Retain 10 years after release of surety.	Paper		☐
320-41	Grant Applications	Retain 10 years.	Paper		☐
320-42	Bridge Inspection Reports	Retain 10 years.	Paper		☐
320-43	Original Deeds	Permanent	Paper		☐
320-44	Permits	Retain 5 years.	Paper		☐
320-45	Maps and related records	Permanent	Multi		☐
320-46	Assessment Projects (Plans, profiles and estimates)	Retain 20 years.	Multi		☐

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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights	Joint Economic Development District (JEDD)		
(Local Government Entity)		(Unit)	
	Bryan Chodkowski	Assistant City Manager	03/21/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Huber Heights Public Records Commission (937) 233-1423

(Telephone Number)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/ Miami
(Address)	(City)	(Zip Code)	(County)

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

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

03/21/2024

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 — Joint Economic Development District (JEDD)

(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
JEDD-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		☐
JEDD-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		☐
JEDD-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		☐
JEDD-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		☐
JEDD-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		☐
JEDD-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		☐
JEDD-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
JEDD-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
JEDD-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Joint Economic Development District (JEDD) (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
	functions, policies, decisions, procedures, operations or other activities of public office.)	administratively necessary.			
JEDD-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary	Paper/ Electronic		☐
JEDD-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
JEDD-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
JEDD-13	Meeting Agendas	Retain 10 years.	Paper/ Electronic		☐
JEDD-14	Meeting Notices	Retain 2 years.	Paper/ Electronic		☐
JEDD-15	Meeting Minutes	Retain 10 years.	Paper/ Electronic		☐
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Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights	Parks and Recreation Division		
(Local Government Entity)	(Unit)		
	Sarah McPherson	Parks Manager	03/21/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

City of Huber Heights Public Records Commission (937) 233-1423

(Telephone Number)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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

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

03/21/2024

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 — Parks and Recreation/YMCA

(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
219-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		☐
219-02	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		☐
219-03	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		☐
219-04	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		☐
219-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
219-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
219-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer of administrative,	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights — Parks and Recreation/YMCA

(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
	functions, policies, decisions, procedures, operations or other activities of public office)	legal or fiscal value. File according to content.			
219-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
219-13	Shelter Reservations	Retain 2 years.	Paper/ Electronic		☐
219-14	Special Event Applications & Reports	Retain 2 years.	Paper/ Electronic		☐
219-15	Americans With Disability Act Facility Surveys, Lists of Current Barriers and Barrier Removal Plan	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-16	Aquatic Pass Applications and Reports	Retain 2 years.	Paper/ Electronic		☐
219-17	Aquatic Dally Admission Reports, Counts	Retain 2 years.	Paper/ Electronic		☐
219-18	Community Center Reservations & Reports (retained/used as general office documentation)	Retain 2 years.	Paper/ Electronic		☐
219-19	Incident Reports Involving Adults 18 years and Older Only	Retain 2 years.	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights | Parks and Recreation/YMCA

(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
219-20	Pool Water Quality Reports (retained/used as documentation for Health Dept and for general office documentation)	Retain 2 years.	Paper/ Electronic		☐
219-21	Program Registration & Attendance Records	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		☐
219-22	Athletic Park Usage Permits	Retain 2 years and no longer administratively necessary.	Paper		☐
219-23	Special Events Park Usage Permits	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		☐
219-24	Parks and Recreation Receipt Books	Retain 2 years provided audited.	Paper		☐
219-25	Program and Volunteer Participant Liability Waivers	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		☐
219-26	Program and Offering(s) Planning and Development Files	Retain 5 years and no longer administratively necessary.	Electronic		☐
219-27	Certificates of Liability Insurance from External Organizations, Users or Partners	Retain 3 years after the expiration or end of coverage date.	Paper/ Electronic		☐
219-28	Incident Reports Involving a Minor	Retain until minor(s) involved reach the age of 21.	Paper/ Electronic		☐
219-29	Department Plans--Master Plans and Strategic Plans Adopted by the Department	Permanent.	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)

Parks and Recreation/YMCA (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
219-30	Alcohol Permits (Parks)	Retain 2 years.	Paper/ Electronic		☐
219-31	Parks and Recreation Board Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		☐
219-32	Arts and Beautification Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		☐
					☐
					☐

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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights		Planning and Zoning Division	
(Local Government Entity)		(Unit)	
	Aaron Sorrell	City Planner	03/21/2024
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission *See ORC 149.38 – ORC 149.412 for Records Commission information*

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

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

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

	03/21/2024
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 — Planning and Zoning 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
310-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded, or discontinued.	Paper/ Electronic		☐
310-02	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		☐
310-03	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		☐
310-04	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		☐
310-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		☐
310-06	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		☐
310-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
310-08	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.	Electronic		☐

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

See instructions before completing this form.

City of Huber Heights — Planning and Zoning 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
		Maintain according to content.			
310-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office.)	Retain until no longer administratively necessary.	Paper/ Electronic		☐
310-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary.	Paper/ Electronic		☐
310-11	Professional Organization and Association Files	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
310-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
310-13	Planning Commission Case Files/Meeting Handouts/Miscellaneous Records	Permanent	Paper/ Electronic		☐
310-14	BZA Case Files/Meeting Handouts/ Miscellaneous Records	Permanent	Paper/ Electronic		☐
310-15	PMRB Case Files/Meeting Handouts/ Miscellaneous Records	Retain 5 years.	Paper/ Electronic		☐
310-16	Subdivision and PUD Surety Files	Retain 5 years after release of surety.	Multi		☐

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

See instructions before completing this form.

City of Huber Heights — Planning and Zoning 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
310-17	Staff Memos	Retain until no longer of administrative value. Exception: Those dealing with ongoing personnel or department operations.	Multi		☐
310-18	Budget Worksheets	Retain 5 years.	Multi		☐
310-19	Receipt Books	Retain 2 years, provided audited.	Paper		☐
310-20	Inspection Reports	Retain until no longer admin value.	Electronic		☐
310-21	Zoning Permit Applications, Denied	Retain 1 year after zoning is denied.	Paper/ Electronic		☐
310-22	Zoning Permits and Applications	Permanent	Paper/ Electronic		☐
310-23	Presale Applications, Inspection Information, and Certificates	Retain 3 years.	Paper		☐
310-24	Certificate of Zoning Compliance (Occupancy Permits)	Retain 3 years and enter into electronic database	Paper		☐
310-25	Certificate of Zoning Compliance (Occupancy Permits)	Permanent	Electronic		☐
310-26	Garage Sale Permits	Retain 2 years.	Electronic Database		☐

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

See instructions before completing this form.

City of Huber Heights — Planning and Zoning 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
310-27	Grass Cutting Records	Permanent	Multi		☐
310-28	Violation Letters	Retain 3 years and enter into electronic database.	Paper		☐
310-29	Violation Letters	Permanent	Electronic Database		☐
310-30	Legal Opinions (Not related to a zoning case file or litigation)	Permanent	Multi		☐
310-31	Digital Photographs (Taken for administrative use and not associated with a zoning violation, pre-sale inspection, or planning case)	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		☐
310-32	Litigation Records	Permanent	Multi		☐
310-33	IWORQ Database	Permanent	Electronic		☐
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					☐
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	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	03/21/2024
(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

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 — Clerk of Council and City Council

(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		
Public Records Request Forms	**504-14**	**11/29/2018**	**Multi**	**N/A**	**01/01/2022 – 12/31/2022**		**04/30/2024**	

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

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	Human Resources	Kathryn Knisley	937-237-5847	City Hall
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	03/21/2024
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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

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

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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 — Human Resources

(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		
General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office.)	510-09	12/15/2022	Paper/Electronic	N/A	11/01/1992-04/30/2016		04/30/2024	
Hiring Files (Vacancy postings and applications, resumes, backgrounds, and interview questions from applicants not hired)	510-29	12/15/2022	Paper	N/A	12/01/2020-01/31/2022		04/30/2024	
EEO and I-9 Immigration Verification Forms	510-32	12/15/2022	Paper	N/A	1/01/1989-12/31/2022		04/30/2024	
Solicited Applications for Employment (Applications, resumes, and completed forms)	510-35	12/15/2022	Paper	N/A	2/01/2019-01/31/2022		04/30/2024	
Unsolicited Applications for Employment	510-36	12/15/2022	Multi	N/A	8/01/2020-12/31/2023		04/30/2024	
Accident Claims/Reports (City vehicle and property involved with accidents)	510-37	12/15/2022	Paper	N/A	4/01/2014-11/31/2016		04/30/2024	
Reports-In-House	510-43	12/15/2022	Paper	N/A	1/01/1992-12/31/2011		04/30/2024	

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

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

City of Huber Heights — Human Resources

(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		
Boards and Commissions Appointment Files	510-45	12/15/2022	Paper	N/A	1/01/2003-12/31/2013		04/30/2024	
Collective Bargaining Agreements	510-50	12/15/2022	Multi	N/A	1/01/1982-12/31/2008		04/30/2024	

Ohio History Connection
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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	Planning and Zoning Division	Aaron Sorrell	(937) 233-1423	City Hall/Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	03/21/2024
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	City Planner	(937) 233-1423
(Signature of Responsible Official)	(Title)	(Telephone number)

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

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

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

City of Huber Heights (Political Subdivision Name)

Planning and Zoning Department (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		
Sub PUD Surety (Planning)	310-22	03/12/20	Paper	N/A	01/01/06 - 01/01/14		04/30/2024	
Receipt Books (Planning and Zoning)	310-25	03/12/20	Paper	N/A	11/15/13 - 07/23/20		04/30/2024	

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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	Police Division	Deborah Wiley	(937) 237-3597	Police Division
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6121 Taylorsville Rd.	Huber Heights	45424	Montgomery/Miami	06/09/2022
(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.

Deborah S. Wiley	Communications/Records Manager	(937) 237-3597
(Signature of Responsible Official)	(Title)	(Telephone number)

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

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OHIO HISTORY CONNECTION

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Administrative Financial Records (Includes Federal Equity Logs for Task Forces)	**101-01**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/19**		**04/30/2024**	
Administrative Reports (Includes quarterly and annual agency performance reports, time-sensitive performance activity reports, and formal reports on agency activities)	**101-02**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/19**		**04/30/2024**	
Affidavits – Junk Motor Vehicle	**101-03**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Applications for Solicitation and Massage Parlors	**101-04**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Canine Activity Reports & Forms (Includes training and patrol activities)	**101-07**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Cash Book-Cash Journal	**101-08**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Correspondence (Executive formal correspondence	**101-10**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	

OHIO HISTORY CONNECTION

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
dealing with significant aspects of the administration of the agency including Special Orders, Personnel Orders, Training Bulletins and other formal written correspondence)								
Court Order Disposal of Property Affidavits	**101-11**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Court Order to Seal Records	**101-12**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	
Criminal Intelligence Form	**101-13**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	
Curfew Warnings	**101-14**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Field Interview Records	**101-18**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/18**		**04/30/2024**	
Field Training Manuals	**101-19**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Firearm Records and Inventories	**101-20**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
General Correspondence (all sent and received correspondence, in any medium, that serves to document	**101-21**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	

OHIO HISTORY CONNECTION

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
the organization, functions, policies, decisions, procedures, operations or other activities of public office)								
Golf Cart Inspection Forms	**101-22**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/19**		**04/30/2024**	
Inspection Forms (Forms for line inspections including personnel and equipment)	**101-23**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Investigative Reports/Forms (Includes confidential informant surveillance, raid and operational plans, undercover operation plans, and prosecutor agreements)	**101-25**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
LEADS Input Logs	**101-27**	**06/09/2022**	**Electronic**	**N/A**	**Prior to 3/31/18**		**04/30/2024**	
Lesson Plans/Roll Call Training (Records of in-service training	**101-28**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/19**		**04/30/2024**	

OHIO HISTORY CONNECTION

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
content and sign-off sheets for employees in attendance)								
Liability Waivers (Used when someone rides with an officer for observation)	**101-29**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
NIBRS Reports (Crime report to State and Federal government)	**101-32**	**06/09/2022**	**Electronic**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Offense Reports/ Case files- Felony (except Homicide files)	**101-33**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/18**		**04/30/2024**	
Offense Reports/Case Files – Misdemeanor/ Missing Persons	**101-35**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	**101-36**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/99**		**04/30/2024**	
Policies, Procedures, Rules and Regulations	**101-37**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/18**		**04/30/2024**	

OHIO HISTORY CONNECTION

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Private Property Crash Cards (Used when accident occurs on private property and there are no injuries)	**101-38**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Private Security Detail Contracts and Special Events Documents	**101-39**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Professional Organization and Association Files	**101-40**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	
Promotional Process Documents	**101-41**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/19**		**04/30/2024**	
Property Logs (Listing of property submitted by officers)	**101-42**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Public Records Requests	**101-43**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	
Pursuit Reviews (Filled out whenever an officer is involved in vehicle pursuit)	**101-44**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/19**		**04/30/2024**	
Ride-along/ Observation Forms	**101-48**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Specialized Assignments Documents	**101-50**	**06/09/2022**	**Paper**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Subject Controls (Filled out when officer uses force to make an arrest)	**101-51**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Tow Tickets (Inventory sheets of towed vehicles)	**101-55**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Traffic Citations (Copies of traffic tickets issued to traffic violators)	**101-56**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Traffic Crash Reports (Original reports of traffic crashes)	**101-57**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/21**		**04/30/2024**	
Training Certificates	**101-58**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/22**		**04/30/2024**	
Training Jackets (Internal file including training requests and critique documentation. Not a record of training attendance.)	**101-59**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	
Warning Tickets (Used to warn of illegally parked vehicles and minor	**101-63**	**06/09/2022**	**Multi**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	

OHIO HISTORY CONNECTION

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

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

City of Huber Heights — Police Division

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
traffic and criminal violations)								
Guardian Tracking Performance Categories (Performance Review/Coaching/Division Counseling)	**101-64**	**06/09/2022**	**Electronic**	**N/A**	**Prior to 3/31/23**		**04/30/2024**	

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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	03/21/2024
(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)

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

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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) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Daily Worksheets (Records of daily duties)	401-18	06/09/2022	Paper	Electronic	01/01/18-12/31/18		04/30/2024	
Traffic Signal Maintenance Sheets	401-25	06/09/2022	Paper	N/A	01/01/18-12/31/18		04/30/2024	