CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
December 12, 2024
9:00 A.M.

City Hall – 6131 Taylorsville Road –
City Council Conference Room

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

2. **Approval of Minutes**

   A. July 29, 2024

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-10560 **New Business** **A.**

Public Records Commission

Meeting Date: 12/12/2024

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 three (3) Records Retention Schedules (RC-2 Form) for approval by the Public Records Commission (see attached):

- Administration
- Clerk Of Council/City Council
- Planning/Zoning

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

- Administration
- Clerk Of Council/City Council
- Human Resources
- Planning/Zoning
- Tax

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)	
	John Russell	City Manager	12/12/24
(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.

	12/12/24
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		☐

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
501-09	Voicemail	Retain until no longer administratively necessary.	Electronic		☐
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	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
501-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Retain until no longer administratively necessary.	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		☐

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
501-18	Loan And Grant Applications	Retain 2 years, provided audited.	Paper/ Electronic		☐
501-19	Reports (Quarterly Performance, Monthly From Department/Division)	Retain 2 years	Paper/ Electronic		☐
501-20	Cemetery Map - Johnson Cemetery	Permanent	Paper		☐
501-21	Indigent Burials Files	Permanent	Paper/ Electronic		☐
501-24	Reference Materials	Retain until superseded or replaced.	Paper/ Electronic		☐
501-25	Staff Meeting Agendas	Retain 2 years.	Paper/ Electronic		☐
501-26	Awards	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		☐
501-28	Hourly/Daily/Weekly And Annual Appointment Books, Records, Calendars, Schedules, Organizer And Planner	Continually updated, revised, completed, superseded or erased.	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
501-29	Media 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		☐

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
501-32	Video Surveillance - City Hall Lobby	24 hour recording that is rewritten when tape fills. Retain until no longer of administrative value.	Digital Video		☐
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	Original Agreement/ Contracts	Retain 15 years after expiration.	Paper/ Computer		☐
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		☐

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
501-39	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 year.	Paper/ Electronic		☐
501-42	City Newsletter	Retain 10 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
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RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

City of Huber Heights		Clerk of Council/City Council	
(Local Government Entity)		(Unit)	
	Anthony C. Rodgers	Clerk of Council	12/12/24
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

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

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

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

	12/12/24
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 — Clerk of Council/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/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/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 5 years.	Electronic		☐
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 10 years and no longer of historical value.	Electronic		☐
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 20 years.	Electronic		☐

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

See instructions before completing this form.

City of Huber Heights — Clerk of Council/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

See instructions before completing this form.

City of Huber Heights — Clerk of Council/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

See instructions before completing this form.

City of Huber Heights — Clerk of Council/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		☐
504-60	Travel Requests	Retain 5 years.	Paper		☐
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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		Planning and Zoning Department	
(Local Government Entity)		(Unit)	
	Aaron Sorrell	Assistant City Manager	12/12/24
(Signature of Responsible Official)	(Name)	(Title)	(Date)

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

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

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

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

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

	12/12/24
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 Department

(Local Government Entity) — (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
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 Department

(Local Government Entity) — (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		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		☐
310-17	Staff Memorandums	Retain until no longer of administrative value. Exception: Those dealing with ongoing	Multi		☐

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

See instructions before completing this form.

City of Huber Heights — Planning and Zoning Department

(Local Government Entity) — (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		personnel or department operations.			
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		☐
310-27	Grass Cutting Records	Permanent	Multi		☐
310-28	Violation Letters	Permanent	Electronic Database		☐
310-29	Litigation Records	Permanent	Multi		☐

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

See instructions before completing this form.

City of Huber Heights | Planning and Zoning Department

(Local Government Entity) | (Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
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	iWorQ Database	Permanent	Electronic		☐
					☐

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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

Administration		John Russell	937-233-1423	City Hall Storage
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6131 Taylorsville Rd	Huber Heights	45424	Montgomery/Miami	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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

(Signature of Responsible Official) (Title) (Telephone number)

To have this form returned to the Records Commission electronically, include an email address: _____

Please Note: The State Archives retains RC-3 forms for seven years.
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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

(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 - Reading, Informational and Reference (Originals maintained)	**501-05**		**Paper**	**N/A**	**1/1/1990 12/31/2008**			
Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	**501-06**		**Paper**	**N/A**	**1/1/1990 12/31/2008**			
Reference Materials	**501-24**		**Paper**	**N/A**	**1/1/1990 12/31/2000**			
Administrative Orders City Original Agreement/ Contracts	**501-35**		**Paper**	**N/A**	**1/1/2000 12/31/2015**			

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

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(Political Subdivision Name) (Unit)

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	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		

OHIO HISTORY CONNECTION

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

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

(Political Subdivision Name) (Unit)

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OHIO HISTORY CONNECTION

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

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(Political Subdivision Name) (Unit)

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

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

(Political Subdivision Name) (Unit)

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	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		

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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	Clerk of Council/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	12/12/24
(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.
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City of Huber Heights — Clerk of Council/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**	**03/21/24**	**Multi**	**N/A**	**01/01/23 – 12/31/23**		**01/15/25**	
Liquor Permit Applications	**504-21**	**03/21/24**	**Paper**	**Electronic**	**01/01/00 – 12/31/24**		**01/15/25**	
Proclamations/ Special Recognitions	**504-29**	**03/21/24**	**Paper**	**Electronic**	**01/01/00 – 12/31/24**		**01/15/25**	
Marriage Certificates (Copies)	**504-33**	**03/21/24**	**Paper**	**Electronic**	**01/01/00 – 12/31/24**		**01/15/25**	

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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

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

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

City of Huber Heights	Human Resources Department	Katie Knisley	(937) 237-5847	City Hall/Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	12/12/24
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	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 Department

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Payroll (Original Time Sheets, Payroll Input Sheets, Vacation And Sick Leave Requests)	**510-33**	**12/15/22**	**Multi**	**N/A**	**12/20/20-12/18/21**		**01/15/25**	

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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

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

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

City of Huber Heights	Planning and Zoning Department	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	12/12/24
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	Assistant City Manager	(937) 233-1423
(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 — Planning and Zoning Department

(Political Subdivision Name) — (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Receipt Books	**310-19**	**03/21/24**	**Paper**	**N/A**	**2019**		**01/15/25**	
Zoning Permits And Applications	**310-22**	**03/21/24**	**Paper**	**Electronic**	**2012-2014 2016-2019 2022**		**01/15/25**	
Presale Applications, Inspection Information, And Certificates	**310-23**	**03/21/24**	**Paper**	**N/A**	**2013-2018**		**01/15/25**	
Certificate Of Zoning Compliance (Occupancy Permits)	**310-24**	**03/21/24**	**Paper**	**Electronic**	**2010-2018**		**01/15/25**	
Garage Sale Permits	**310-26**	**03/21/24**	**Paper**	**Electronic**	**2012-2018**		**01/15/25**	
Grass Cutting Records	**310-27**	**03/21/24**	**Paper**	**Electronic**	**2008-2011**		**01/15/25**	
Violation Letters	**310-28**	**03/21/24**	**Paper**	**Electronic**	**2015-2018**		**01/15/25**	

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

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

City of Huber Heights	Tax Division	Robin Smith	937-237-2976	Secured Storage Area
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)

6232 Chambersburg Road	Huber Heights	45425	Montgomery/Miami	12/12/2024
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	Tax Administrator	937-237-2976
(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 — Tax 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
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Declaration Of Estimated Income Tax Forms, Business And Individual	**507-13**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Quarterly Payment Statements	**507-14**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Individual Income Tax Returns And Attachments	**507-15**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Corporate Or Partnership Income Tax Returns And Attachments	**507-16**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Refund Requests And Attachments	**507-17**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Withholding Tax Returns-Monthly And Quarterly	**507-18**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Withholding Tax Reconciliations And W2's	**507-19**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Payment Receipts	**507-20**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Taxpayer Correspondence	**507-21**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Daily Cash Receipt Records (Distribution Reports)	**507-22**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	

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

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

City of Huber Heights — Tax Division

(Political Subdivision Name) — (Unit)

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Database Transaction Printouts	**507-23**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	
Tax Data Reports	**507-28**	**12/15/22**	**Paper**	**N/A**	**2009-2016**		**01/15/25**	