CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
September 4, 2025
9:00 A.M.

City Hall – 6131 Taylorsville Road – Huber Heights, Ohio 45424
City Council Conference Room

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

2. **Approval of Minutes**

   A. December 12, 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-11091 **New Business** **A.**

Public Records Commission

Meeting Date: 09/04/2025

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

- Clerk Of Council/City Council
- Human Resources
- Public Works

Fiscal Impact

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

Attachments

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

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	09/04/25
(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 (Political Subdivision Name)

Clerk of Council and City Council (Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the **RC-2** was approved by the Records Commission			From	To		
Public Records Request Forms	**504-14**	**12/12/24**	**Multi**	**N/A**	**01/01/2023 – 12/31/2023**		**10/06/25**	

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

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

6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	09/04/25
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	Human Resources Director	(937) 237-5874
(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 (Political Subdivision Name)

Human Resources 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		
General Correspondence (All sent and received correspondence, in any medium, that serves to document the organizations, functions, policies, decisions, procedures, operations or other activities of the public office)	**510-09**	**12/15/22**	**Multi**	**N/A**	**01/01/1988 - 12/31/2023**		**10/06/25**	
Public Employment Risk Reduction Program Documents	**510-26**	**12/15/22**	**Multi**	**N/A**	**01/01/1981 - 12/31/2019**		**10/06/25**	
Hiring Files (Vacancy postings and applications, resumes, background and interview questions from applicants not hired)	**510-29**	**12/15/22**	**Paper**	**N/A**	**12/01/2020 - 12/31/2022**		**10/06/25**	
Advertisements (Classified advertisements and internet postings)	**510-31**	**12/15/22**	**Multi**	**N/A**	**01/01/1981 - 12/31/2022**		**10/06/25**	
EEO and I-9 Immigration Verifications Forms	**510-32**	**12/15/22**	**Paper**	**N/A**	**01/01/1981 - 12/31/2023**		**10/06/25**	

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

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

City of Huber Heights (Political Subdivision Name)

Human Resources 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
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Solicited Applications for Employment (Application, resumes, and completed forms)	**510-35**	**12/15/22**	**Paper**	**N/A**	**01/01/1981 - 12/31/2022**		**10/06/25**	
Accident Claims/Reports (City vehicle and property involved with accidents)	**510-37**	**12/15/22**	**Paper**	**N/A**	**01/01/1981 - 12/31/2018**		**10/06/25**	
Insurance (Policies and explanation of benefits) Insurance (Policies and explanation of benefits)	**510-41**	**12/15/22**	**Paper**	**N/A**	**01/01/1981 - 12/31/2023**		**10/06/25**	
Unemployment Compensation Case Files	**510-55**	**12/15/22**	**Paper**	**N/A**	**01/01/1981 - 12/31/2020**		**10/06/25**	
Annual Driver's License Checks (for insurances purposes)	**510-56**	**12/15/22**	**Multi**	**N/A**	**01/01/1981 - 12/31/2021**		**10/06/25**	

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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	Public Works Division	Mike 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	09/04/25
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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	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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(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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Daily Worksheets	**401-18**	**06/09/22**	**Paper**	**Computer**	**01/01/19 - 12/31/19**		**10/06/25**	
Traffic Signal Maintenance Sheets	**401-25**	**06/09/22**	**Paper**	**N/A**	**01/01/19 - 12/31/19**		**10/06/25**	