

Notice of Meeting

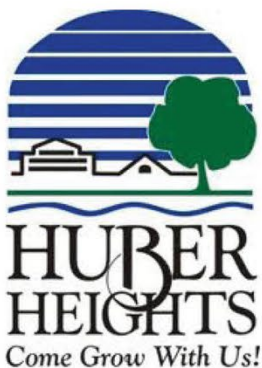
PUBLIC RECORDS COMMISSION

Thursday, September 4, 2025
at or about 9:00 a.m.
at City Hall – City Council Conference Room

Clerk of Council Anthony Rodgers has scheduled a Huber Heights Public Records Commission Meeting to discuss:

- Public Records Retention And Disposal Schedules
- City Public Records Policy
- City Records Storage Areas And Systems
- Public Records Processing And Related Issues

Distributed – August 19, 2025



For more information, visit www.hhoh.org



**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**

**CITY OF HUBER HEIGHTS
STATE OF OHIO**

Public Records Commission Meeting Minutes

Name of Body: Public Records Commission

Date: September 4, 2025

Time: 9:00 A.M.

Place: City Hall – 6131 Taylorsville Road
City Council Conference Room

Members Present: Anthony Rodgers, Clerk Of Council
Chris Conard, Law Director
Jim Bell, Finance Director
Rachael Dillahunt, Administrative Assistant
To The City Manager/Resident
Dave Warren, IT Director

Guests Present: Adam Clevenger, Deputy Clerk Of Council
Nicole Flood, Veolia Water

1. Call To Order

Anthony Rodgers convened the Public Records Commission Meeting at 9:02 A.M.

2. Approval Of Minutes

A motion to approve the minutes of the December 12, 2024 Public Records Commission Meeting was made by Jim Bell and seconded by Chris Conard, and the minutes of the December 12, 2024 Public Records Commission Meeting were unanimously approved by the Public Records Commission as submitted without any changes.

3. Topics of Discussion

New Business

3-A – Public Records Retention and Disposal Schedules

Anthony Rodgers distributed three (3) Certificates Of Records Disposal (RC-3) Forms for the Clerk Of Council/City Council, the Human Resources Department, and the Public Works Division (see attached).

Anthony Rodgers said the Clerk of Council/City Council RC-3 Form only had one item on it which was Public Records Request Forms from 2023. He said the disposal schedule of this item was one year following an audit. He said a list of all Public Records Requests are kept on a required Public Records Request Log, however the Clerk of Council's Office disposes of the original public records requests after the specified retention period. He said the Human Resources Department RC-3 Form has listed General Correspondence (1988-2023), Public Employment Risk Reduction Documents (1981-2019), Hiring Files (2020-2022), Advertisements (1981-2022), Equal Opportunity Employment (EEO) and I-9 Documentation Forms (1981-2023), Solicited Applications For Employment (1981-2022), Accident Claim Reports (1981-2018), Insurance Policies (1981-2023), Unemployment Compensation Case Files (1981-2020), and Annual Driver's License Checks (1981-2021).

Law Director Christopher Conard said that due to recent events in Washington Township, Ohio, wherein it is being sued for \$10,000,000 due to a wrongful imprisonment case he is suggesting the City does not destroy its Insurance Policies documents. He said the wrongful imprisonment case took place thirty years ago, and now Washington Township cannot find its insurance policies from those years and is having to declare bankruptcy. He recommended at the very least, keeping an electronic record of the policies if paper copies are to be destroyed. He recommended consultation with the City's current liability insurance provider for guidance on what to learn from the Washington Township situation and how that situation may effect the records retention of Huber Heights insurance policy documentation.

Anthony Rodgers said the electronic copies could be kept for the City's Insurance Policies records, but he said the RC-2 Form for the Human Resources Department would have to be amended to accommodate this change. He said he would remove Schedule Number 510-41 – Insurance Policies from the Human Resources Department's RC-3 Form.

Jim Bell suggested that the City should maintain the Equal Employment Opportunity (EEO) and I-9 Documentation Forms considering the current President's ideology and potential Immigration and Customs Enforcement (ICE) examination of records related to City Staff.

Anthony Rodgers said the Equal Employment Opportunity (EEO) and I-9 Documentation Form for all current City employees are held by the Human Resources Department and are kept for a year after employment ends providing audited.

Christopher Conard said he was comfortable with the current retention period for the Equal Employment Opportunity (EEO) and I-9 Documentation Forms held by the Human Resources Department.

Jim Bell asked if the City would be wise to maintain its Unemployment Compensation Case Files to protect itself from potential lawsuits.

Christopher Conard said the State Of Ohio has a responsibility to keep unemployment records and as the City already keeps these files for four years after termination and provided audited, he said the current retention period seems sufficient.

Anthony Rodgers said the Public Works Division RC-3 Form listed Daily Worksheets (January 1, 2019 to December 31, 2019) and Traffic Signal Maintenance Sheets (January 1, 2019 to December 31, 2019) to be destroyed. He requested a motion to approve the three (3) RC-3 Forms for the Clerk Of Council/City Council, the Human Resources Department, and the Public Works Division, with the exception of the removal of Schedule Number 510-41 – Insurance Policies from the Human Resources Department's RC-3 Form as discussed at this meeting.

Christopher Conard made a motion to approve the three (3) RC-3 Forms for the Clerk Of Council/City Council, the Human Resources Department as amended, and the Public Works Division. Dave Warren seconded the motion. The three (3) RC-3 Forms for the Clerk Of Council/City Council, the Human Resources Department as amended, and the Public Works Division were unanimously approved by the Public Records Commission.

Anthony Rodgers said City Staff want to scan all City contracts, store the City contract files electronically, and then destroy the original City Contracts. He said the City's current Public Records Policy requires City Staff to maintain City contracts for fifteen (15) years. He asked Christopher Conard if the City's current fifteen (15) year retention period for City contracts was sufficient, or if the City could potentially shorten the retention period for City contracts. He also asked if storing City contracts electronically only, instead of keeping a paper copy, was an acceptable practice.

Christopher Conard said that due to legislation changes, City contracts signed prior to 2021 should be kept for fifteen (15) years prior to destruction, but City contracts signed in January, 2021 and after could be retained for a six (6) year retention period before destruction. He said he was ninety-nine percent sure that keeping electronic copies was sufficient, but he said he would research it further and report back to the Public Records Commission. He said many contracts currently only exist and are even signed only in an electronic version. He said the State Of Ohio allows, by law, contracts to also be signed through DocuSign.

Anthony Rodgers suggested creating two (2) separate Schedule Numbers on the RC-2 Form for City contracts. He said one line would be for contracts signed prior to 2021, which would have a fifteen (15) year retention period, and the other would be for contracts signed in 2021 or after, which would have a six (6) year retention period. He said he would amend the City's current RC-2 Forms prior to the next Public Records Commission meeting to reflect these changes. He said if the City moves toward scanning and disposal of paper copies of City contracts, City Manager John Russell would need to establish policy as to who is responsible for scanning and maintaining those documents.

3-B – City Public Records Policy

Anthony Rodgers informed the Public Records Commission that the City updated its Public Record Policy earlier in 2025 to reflect the new State Of Ohio law which allows municipalities to charge fees for the redaction and production of requested law enforcement body camera and car camera footage through a public records request. He said, prior to the change, reality television type shows were routinely requesting police camera footage, which was extremely time consuming for the Police Division to produce. He said the new State Of Ohio law allows the City to charge \$75.00 per hour of work, with a maximum cost of \$750.00 per video record to cover the redaction and production costs for Police Division camera footage. He said this new change has greatly reduced the amount of Police Division public records requests for camera footage and video records. He said if there is a court order for the video records, there would be no fee. He asked Christopher Conard for his assistance in creating a fee waiver form for requested law enforcement video records which City Manager John Russell could approve should the need arise.

3-C – City Records Storage Areas and Systems

Anthony Rodgers said the City was installing and utilizing SCView software to digitally store a majority of the City's records moving forward. He said the SCView software is used by many school districts and municipalities in Ohio to reduce physical paper records as well as to create databases that staff can easily search and access. He said the documents from the Huber Heights Clerk Of Council's Office which were given to SCView were initially not scanned in the manner requested. He said he has had discussions with the SCView account managers, and he feels things are moving in the right direction, but he is hesitant to put his total trust in the program until all of the issues are sorted out.

Rachael Dillahunt said the Engineering Department, the Human Resources Department, and the Zoning Division appear to have accurate scanning completed by SCView. She said the Planning Department initially had issues with its files in SCView, but progress was being made to correct these issues.

Dave Warren stated that the SCView licenses will be installed onto a computer in the City Council's file room and on a computer somewhere yet to be determined on the City Staff side of the new City Governance Center.

3-D – Public Records Processing and Related Issues

Anthony Rodgers said that House Bill 96 required the City to have a cybersecurity policy in place by January, 2026.

Dave Warren said the deadline for the City to have a cybersecurity policy in place was extended until January 1, 2026. He said he was working with Secure Cyber to acquire a blanket policy that would cover all of the requirements regarding cybersecurity that are listed in House Bill 96. He said he planned to have this new cybersecurity policy in place well before January 1, 2026.

Anthony Rodgers said he was recently told by City Staff that City purchase orders were now exempt from public records requests. He said this point was not entirely accurate as only purchase orders relating to cybersecurity and IT were exempt from public disclosure.

Dave Warren said cybersecurity and IT purchase orders are exempted to keep hackers and cyber terrorists from being aware of which companies provide the City's cybersecurity services and equipment. He said awareness of the City's cybersecurity providers could assist hackers and cyber terrorists in efforts to break into the City's computer systems.

Anthony Rodgers said Sarah Williams had assisted him in adding a fillable public records request form onto the City's website to give the public an easier method to submit public records requests.

Anthony Rodgers stated that the City's 2024 public records requests were not audited in the most recent State Of Ohio audit.

Jim Bell said the auditors have only completed half of the audit and the public records requests should be audited when the auditors return to complete the work.

4. Adjournment

Anthony Rodgers adjourned the Public Records Commission Meeting at 10:02 A.M.

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.



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

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

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

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

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

	Human Resources Director	(937) 237-5874
(Signature of Responsible Official)	(Title)	(Telephone number)

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

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



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

City of Huber Heights

Human Resources Department

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
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

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		
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	



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		
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	