CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
November 10, 2025
8:30 A.M.

City Hall – 6131 Taylorsville Road –
Council Chambers

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

2. **Approval of Minutes**

   A. September 4, 2025

3. **Topics of Discussion**

   New Business

   A. Public Records Retention And Disposal Schedules

   B. City Public Records Policy

4. **Adjournment**

AI-11230 **New Business** **A.**

Public Records Commission

Meeting Date: 11/10/2025

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

- Administration
- Legal
- Public Works

Fiscal Impact

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

Attachments

RC-2 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	11/10/25
(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.

	11/10/25
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 — 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
501-09	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		☐
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	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		☐
501-29	Media Releases	Retain 3 years.	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
501-30	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 - 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	Agreement/Contracts	Retain 7 years after expiration.	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 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
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			Legal (Including City Attorney/Law Director and Other Attorneys Representing City)
(Local Government Entity)		(Unit)	
	Christopher R. Conard	Law Director	11/10/25
(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.

	11/10/25
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 **Legal 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
508-01	Transient Correspondence/Communication Records	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-02	Drafts Of Letters/Correspondence	Retain until final letter or document is complete or until no longer of administrative value.	Paper/ Electronic		☐
508-03	Notes	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-04	Blank Forms For Use By City	Retain until obsolete or superseded.	Paper/ Electronic		☐
508-05	Voicemail	Retain until heard and no longer of administrative value in the normal course of business.	Voicemail		☐
508-06	General Correspondence From Third Parties Regarding City That Is Not Transient	Retain until provided to City.	Paper/ Electronic		☐
508-07	General Correspondence To City	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-08	General Correspondence From City That Is Not Transient	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-09	Legal Opinions Provided To City	Retain 7 years.	Paper/ Electronic		☐
508-10	Draft/Proposed Contracts/Agreements	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-11	Photographs/Negatives/Electronic Images	Retain images that have significant legal, fiscal,	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights **Legal 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
		administrative, or historical value until sent to City. Retain all other images until no longer of administrative value.			
508-12	Court Case Documents Not Contained In Court Filed Criminal Cases	Retain until case is final after all appeals.	Paper/ Electronic		☐
508-13	Court Case Documents Not Contained In Court Filed Civil Cases	Retain until case is final after all appeals.	Paper/ Electronic		☐
508-14	Petit Jury Records - Criminal Cases	Retain 7 years after case closed.	Paper/ Electronic		☐
508-15	Victim Of Crime Notices	Retain 7 years after case closed.	Paper/ Electronic		☐
508-16	Professional/Trade Magazines, Catalogs, And Directories	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-17	Business Cards (Rotary/Rolodex/Applicable Software Files)	Retain until no longer of administrative value.	Paper/ Electronic		☐
508-18	Calendar/Schedule For City Matters	Retain until no longer of administrative value.	Paper/ Electronic		☐
					☐
					☐

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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	Public Works Division		
(Local Government Entity)	(Unit)		
	Michael Gray	Public Works Manager	11/10/25
(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

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	11/10/25
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date

Section D: Auditor of State

Signature	Title	Date

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

See instructions before completing this form.

City of Huber Heights — Public Works 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
401-01	Policies, Procedures, Notes and Regulations	Retain 6 years after revised, superseded or discontinued	Multi		☐
401-02	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		☐
401-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		☐
401-04	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		☐
401-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of value to the person holding the record.	Multi		☐
401-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of value to the person holding the record.	Multi		☐
401-07	Blank Forms	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		☐
401-08	Electronic Mail System (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has significant administrative,	Computer		☐

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

See instructions before completing this form.

City of Huber Heights — Public Works 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
		fiscal, legal, or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.			
401-09	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 the public office)	Retain 1 year and until no longer of an administrative legal or fiscal value. File according to content.	Multi		☐
401-10	Bulletins, Posters, General Notices and Displays	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		☐
401-11	Professional Organization and Association Files	Retain 1 year and until no longer of an administrative value.	Multi		☐
401-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of administrative fiscal, legal or historical value	Multi		☐
401-13	Blueprints, Maps and Plans (Drawings of structural buildings in division)	Retain for life of structure, plus 2 years.	Paper		☐
401-14	Equipment Files (Vehicle maintenance and purchase)	Retain until equipment is sold, scrapped, or no longer the	Multi		☐

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

See instructions before completing this form.

City of Huber Heights — Public Works 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
		property of the City.			
401-15	General Subject Files	Retain 3 years.	Multi		☐
401-16	Fuel Usage Records (Gasoline and diesel fuel usage)	Retain 5 years	Computer		☐
401-17	Street and Sewer Repair Records (Records for asphalt and storm sewers, project bids)	Permanent	Multi		☐
401-18	Daily Worksheets (Records of daily duties)	Retain 5 years.	Multi		☐
401-19	Equipment Operating and Maintenance Manuals	Retain until equipment is sold, scrapped, or no longer the property of the City.	Multi		☐
401-20	Lists/Rosters/Informational Directories (Containing employee contact information)	Continually updated, revised, completed, superseded, or erased.	Multi		☐
401-21	Voicemail	May be erased in the normal course of business as soon as considered of no value to the person holding the record.	Voicemail		☐
401-22	Ohio EPA Annual Report	Retain 5 years	Multi		☐
401-23	Ohio EPA Daily Log of Operations	Retain 1 year.	Computer		☐
401-24	Photos and Digital Photos	May be destroyed in the normal course of business as soon as considered of	Multi		☐

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

See instructions before completing this form.

City of Huber Heights — Public Works 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
		no value to the person holding the record.			
401-25	Traffic Signal Maintenance Sheets	Retain 5 years	Paper		☐
401-26	Bid Sheets	Retain 5 years.	Paper		☐
401-27	Complaint Log	Retain 5 years.	Computer		☐
401-28	Pesticide Application Sheets	Retain 3 years	Paper		☐
401-29	Dam Safety Inspection Report	Permanent	Paper		☐
					☐
					☐
					☐
					☐

AI-11231 **New Business** **B.**

Public Records Commission

Meeting Date: 11/10/2025

City Public Records Policy

Submitted By: Anthony Rodgers

Department: City Council

Subject

City Public Records Policy

Purpose and Background

An amended version of the City's Public Records Policy regarding fee exemptions for law enforcement video records has been drafted for review by the Public Records Commission to address ongoing issues with fee exemption requests (see attached).

Fiscal Impact

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

Attachments

Huber Heights Public Records Policy - Draft

CITY OF HUBER HEIGHTS
PUBLIC RECORDS POLICY

MISSION STATEMENT

Openness leads to a better-informed citizenry, which leads to better government and better public policy. Consistent with the premise that government at all levels exists first and foremost to serve the interests of the people, it is the mission and intent of the City of Huber Heights as custodian of Public Records for and on behalf of the people to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act

PURPOSE

The City of Huber Heights maintains, for public view, many documents and records. In accordance with Ohio law and the Public Records Commission for the City of Huber Heights, Record Retention Schedules have been established for the City. The Records Retention Schedules list all of the records maintained by the City and the period of time for which these records are maintained. These records are maintained for the operation of City departments/divisions and to provide a source of information for the public. It is the primary goal of the City that it serves the citizens of Huber Heights in a manner of trust. These records, and the ability to have access to them, are a means to provide trust between citizens and the City of Huber Heights. The underlying purpose of the Huber Heights Public Records Policy is to provide for full and prompt disclosure of public records and assure that City employees take all reasonable steps to properly comply with requests for public records.

DEFINING AND MAINTAINING PUBLIC RECORDS

Public records are documents, devices or items kept by the City that meet both of the following: (1) they are created, received by, or coming under the jurisdiction of the City of Huber Heights; and (2) they document the organization, functions, policies, decisions, procedures, operations, or other activities of the public office. Public records are available to the public unless the records are exempt from disclosure under Ohio law. All public records are organized and maintained in such a way that the records can be made available for inspection and copying. All public records shall be maintained in accordance with the Records Retention Schedules established by the City. Copies of the City's Records Retention Schedules are readily available to the public in the Clerk of Council's Office and on the City's website at www.hhoh.org as required by Section 149.43(8)(2) of the Ohio Revised Code.

Just because the City has a document does not mean it is a public record. In addition to obvious non-records such as junk mail and electronic “spam,” some items in the possession of the City do not meet the definition of a public record because the record does not document the activities of a public office. An item received by a public office is not a record simply because the public office could use the item to carry out its duties and responsibilities.

CUSTODIAN OF PUBLIC RECORDS

The Police Chief is the Public Records Administrator for those public records maintained by the Police Division. The Fire Chief is the Public Records Administrator for those public records maintained by the Fire Division. The Clerk of Council is the Public Records Administrator for all of the public records maintained by the rest of the City. Department/division heads are the official *public records custodians* of all public records maintained within the departments/ divisions.

In fulfilling the duties of the Public Records Administrator, the Public Records Administrator shall consult with the Law Director and City Manager as appropriate. All Public Records shall be maintained such that no release of Public Records from the custody of the City shall occur except as permitted by the Ohio Public Records Act and the Public Record Commission Retention and Destruction Schedules. *Failure to comply with the Public Record Policy of the City subjects the City to liability; thus, it is incumbent on the City, its employees and public officials and the Public Records Administrator to comply in all respects with the Public Records Law and the City Policy implementing the Public Records Act of the State of Ohio.*

RESPONSE TIMEFRAME

Public records are to be available for inspection to any person at reasonable times during regular business hours, excluding legal holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review and redaction of the records requested.

The regular business hours for City Hall are from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays. The regular business hours for the Police Division are from 8:00 a.m. to 5:00 p.m. Monday through Friday, excluding legal holidays. The regular business hours for the Fire Division are from 7:00 a.m. to 4:00 p.m. Monday through Friday, excluding legal holidays.

It is the goal of the City of Huber Heights that all requests for public records should be acknowledged in writing or, if possible, satisfied within ten (10) business days following the City's receipt of the request.

HANDLING REQUESTS

No specific language is required to make a request for public records. However, the requestor must at least identify the records requested with sufficient clarity to allow the City of Huber Heights to identify, retrieve, and review the records. If it is not clear what records are being sought, the City of Huber Heights must contact the requestor for clarification and should assist the requestor in revising the request by informing the requestor of the manner in which the City keeps its public records.

If after contacting the requestor for clarification, the request is still ambiguous or overly broad, the request may be denied.

An ambiguous request is one that lacks the clarity a public office needs to ascertain what the requester is seeking and where to look for records that might be responsive. This often occurs when the wording of the request is subject to interpretation.

A request can be overly broad when it is so inclusive that the public office is unable to identify the records sought based on the manner in which the office routinely organizes and accesses records. The courts have also found a request overly broad when it seeks what amounts to a complete duplication of a major category of a public office's records. Examples of overly broad requests include requests for:

All records containing particular names or words; (Example: "All records regarding Fishburg Road.")

All emails sent or received by a particular email address with no subject matter and time limitation; (Example: "All emails between the City Manager and Councilmember X.")

Records regarding a specific topic, but excluding a subcategory; (Example: "All police reports for the last two weeks, but excluding those involving misdemeanor offenses.")

If a request is deemed overly broad, the City will provide the requester with an opportunity to revise the request by informing the requester of the manner in which records are maintained by the City and accessed in the ordinary course.

The requestor does not have to put a records request in writing and does not have to provide his or her identity or the intended use of the requested public record. It is the City of Huber Heights' general policy that this information is not to be requested. However, the law does permit the office to ask for a written request, the requestor's identity, and/or the intended use of the information requested, but ONLY (1) if a written request or disclosure of identity or intended use would benefit the requestor by enhancing the office's ability to identify, locate, or deliver the public records that have been requested; AND (2) after telling the requestor that a written request is not required and that the requester may decline to reveal the requestor's identity or intended use.

Requests for public records may be written or oral. If a public records request is made orally, the City employee receiving the request will write down the request on Public Records Request Form and read it back to the requestor to make sure the request is accurate. If a public records request is made in writing, the City employee will indicate the date the request was received on the Public Records Request Form and the written request shall be attached to the Public Records Request Form. All public records requests received by a City employee shall be forwarded to the appropriate Public Records Administrator for the City for further processing and response.

In processing the request, the Public Records Administrator does not have an obligation to create new records or perform new analysis of existing information. An electronic record is deemed to

exist so long as a computer is already programmed to produce the record through simple sorting, filtering, or querying.

A copy of the most recent edition of the Ohio Sunshine Laws manual is available via the Attorney General's internet website at www.ohioattorneygeneral.gov for the purpose of keeping employees of the City of Huber Heights and the public educated as to the City's obligations under the Ohio Public Records Act and the Open Meetings Act.

The policy of the City of Huber Heights is to never duplicate requested copies of public records on the requestor's provided CDs, DVDs, flash devices, or other devices. The risks of unintended contamination of the internal computer systems of the City are too great. The City of Huber Heights will always duplicate requested copies of public records on CDs, DVDs, flash devices, or other devices provided by the City.

Requests for Inspection. All requests to inspect public records shall be forwarded to the Public Records Administrator for processing. Upon request for inspection of public records, the request shall be promptly complied with and the public records shall be made available for inspection by the City of Huber Heights at all reasonable times during regular business hours. The inspection may not be immediate if the requested record contains information that may need to be redacted. The City may require that a City employee be present during the inspection, but shall not deny an inspection if no employee is available. In processing a request for inspection of a public record, a City employee's presence with the request or during the inspection is to make certain original records are not taken or altered.

Requests for Copying. Upon request for copying of public records, the request shall be promptly complied with and the public records shall be copied by a City employee and made available within a reasonable amount of time.

Requests for Mailing. Upon request for mailing of public records, the request shall be promptly complied with and the public records mailed by a City employee within a reasonable amount of time, provided the requestor has provided the necessary mailing information.

Requests for Video and Audio. Upon request for video and audio public records, the request shall be promptly complied with and the video and audio public records shall be copied by a City employee and made available within a reasonable amount of time.

Requests for Photographs. Upon request for photographs that are public records, the request shall be promptly complied with and the photographs shall be copied by a City employee and made available within a reasonable amount of time.

Requests for Electronic Media. Upon request for electronic media of public records, the request shall be promptly complied with and the electronic media copied by a City employee and made available within a reasonable amount of time. The requestor may choose to have the public records duplicated (i) upon paper, (ii) upon the same medium upon which the City keeps the record, or (iii) on any other medium the City determines it can be reasonably duplicated as an integral part of the normal operations of the City.

ELECTRONIC RECORDS

Records in the form of email, text messaging, and instant messaging, including those sent and received via handheld communications devices are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of the City of Huber Heights are required to retain their email records and other electronic records in accordance with applicable Records Retention Schedules.

DENIAL OR REDACTION OF RECORDS

Determining that requested documents or that certain information contained in requested documents is not a public record and therefore not subject to disclosure or that a public record or information contained therein is exempt from disclosure is a serious action. Accordingly, all decisions to deny a public records request or to redact information from public records, (other than routine redactions that are made on all similar documents) which is also a denial shall be executed by and signed off on by the Public Records Administrator or the City Manager. Routine redactions include but are not limited to redacting social security numbers, protected personal information, witness information from police records.

If a public record contains information that is exempt from the duty to permit public inspection or to copy the public record, the City of Huber Heights shall make available all of the information within the public record that is not exempt. If portions of a public record are public and other portions of a public record are exempt, the exempt portions may be redacted, and the rest of the public record released.

If it is not clear whether the public record is one that can be released, the requestor should be told that it is not clear if a public record can be released and that the City will allow inspection or provide copies to the extent permissible as soon as the Public Records Administrator in conjunction with the Law Director has had the opportunity to review the request.

Redacting information from a public record is considered a denial of a public record. When making a public record available for public inspection or copying that has had information redacted, the City shall notify the requestor of the redaction or make the redaction plainly visible.

If a public records request is ultimately denied, in part or in whole (including any redactions), the Public Records Administrator shall complete a Denial/Redaction of Public Records Request Form and which provides the requestor with a written explanation, including legal authority, the reason why the request was denied, or the information was redacted. Any denial of public records requested must include an explanation, including the legal authority for the denial of the public records. If the initial request was made in writing, the explanation must also be in writing. If the request was made orally, the requestor may be told orally why the request was denied.

If the requester makes an ambiguous or overly broad request or has difficulty in making a request for public records such that the Public Records Administrator processing the request cannot reasonably identify what public records are being requested, the request may be denied, but the denial must provide the requestor an opportunity to revise the request by informing the requestor of the manner in which records are maintained and accessed by the City of Huber Heights.

COPYING AND MAILING COSTS

Those seeking public records may be charged only the actual cost of making or duplicating copies, not for labor costs. The costs for public records are outlined in the Public Records Fee Schedule.

A requestor may be required to pay in advance for costs involved in providing the copies of public records. The requestor may choose whether to have the record duplicated upon paper, on the same medium upon which the City keeps the record, or on any other medium the City determines it can reasonably be duplicated as an integral part of the normal operations of the City.

If a requestor asks that copies of public records be mailed, he or she may be charged the actual cost of the postage and mailing supplies. There is no charge for copies of public records that are emailed.

PUBLIC RECORD POLICY – LEGAL HOLD

The concept of a "Legal Hold" has been around from the advent of modern-day jurisprudence. The concept of a "Legal Hold" as applied to a municipality is triggered when a municipality has *the first reasonable suspicion* that a claim may be asserted against it or that it has a claim to assert against a third-party.

The theory is that anything and everything that could reasonably be related to the litigation must be "held" by both parties to the litigation to ensure that all evidence reasonably related to the litigation is preserved.

The theory continues that the finders of fact (the Jury) and the applier of the law to the facts (the Court) will then have all available tools at their disposal to make their decision.

A "Legal Hold" is typically called for by Legal Counsel since typically Legal Counsel will be involved in any negotiations leading up to any litigation. (However, if the litigation comes out of nowhere and is totally unexpected the "Legal Hold" would automatically apply.)

However, the triggering event, being when the City has the *first reasonable suspicion* may very easily be known by the City well in advance of the Law Director. It is imperative that the City consult with Legal Counsel when it does have the *first reasonable suspicion* that a claim may be asserted against it or that it has a claim to assert.

Once the "Legal Hold" is applied ALL records in the possession of the City reasonably related to the litigation, including electronic records (or if litigation is imminent as determined by legal counsel) shall be retained or "held" by the City until the litigation is finally resolved.

Thus, regardless of what the City's Public Records Policy is with regard to retention and destruction of records, the "Legal Hold" requires that those applicable records *must be held for the life of the litigation*.

As an example, if a record under the Public Records Retention Schedule calls for that record to be retained for five years and the litigation lasts for seven years the pertinent record MUST BE HELD for the full seven years.

Certain electronic records have a very limited retention period and may be destroyed immediately when the retention period has expired. Nevertheless the "Legal Hold" in the above example will require that the short-term electronic records must be held for the full seven-year life of the litigation.

Any questions with regard to the "Legal Hold" Policy should be directed to the Clerk of Council or the Law Director. *See the Legal Hold Policy of the City in the possession of the City Manager and the Clerk of Council*.

VIDEO RECORDS POLICY – HUBER HEIGHTS POLICE DIVISION
(Pursuant To Ohio House Bill 315)

1. **Scope**:
    a) This policy applies to all public records requests involving video records (e.g., body camera, cruiser camera, or other video footage) maintained by the Huber Heights Police Division pursuant to Ohio Revised Code Section 149.43(B)(1), as amended by House Bill 315.

2. **Fees For Video Records:**

    a) The Police Division will charge all requesters the "actual cost" of preparing video records for production to offset the considerable time and expenses incurred in retrieving, downloading, reviewing, redacting, uploading, and producing such video records.

    b) The statutory term, "a video record," for the purposes of this policy, means a video from one source for one start and stop recording (essentially the beginning and end of a distinct incident). For example, three (3) officers responding to an incident will each have "a video record" of that incident from each of their respective body cameras. This example will result in an actual cost charge for each video record, or three (3) video records.

c) The amount charged for each video record will be based on the actual cost of the hourly rate(s) of the employee(s) or contractor(s) involved in retrieving, downloading, reviewing, redacting, uploading, and producing the video record requested, but will not exceed $75.00 per hour of footage from a particular video record. Further, the total amount charged for retrieving, downloading, reviewing, redacting, uploading, and producing a video record will not exceed a maximum of $750.00 for a particular video record.

d) "Actual cost" includes all employee or contractor time and materials expended in retrieving, downloading, reviewing, redacting, uploading, and producing the video record, including staff time, storage media, and a portion of necessary overhead expenses required to comply with the public records request.

e) As part of the necessary overhead charges authorized by statute, each public records request for video records will include an overhead fee of $10.00 per video record to partially cover costs such as redaction software, video storage, upload and transmission, and other necessary expenses. This fee is included within the total actual cost and subject to the $750.00 maximum cost per video record.

3. **Critical Incident Exemption**:

a) For video records of critical incidents—defined as any instance where an officer from the Police Division fires a deadly weapon at a person—the Police Division will redact and produce the video at no cost to the requester within a reasonable period of time as defined in Ohio Revised Code Section 149.43(B)(1).

b) This exemption is intended to ensure transparency and public accountability in such incidents.

4. **Fee Exemptions:**

a) Upon request ~~submission of a fully completed Exemption Request (in such form as prescribed by the City Manager and the Law Director) and approved thereof by the City Manager~~, the following persons/entities may be determined to be exempt from the fee requirements of this policy: (a) an official representative of a public office as defined in Ohio Revised Code Section 149.011(A); (b) in order to respond to a duly issued subpoena in a criminal or other legal proceeding and/or an order of a court of competent jurisdiction; or (c) for any other ~~public purpose as determined by the City Manager in his/her sole and absolute discretion.~~ reason as permitted or required by applicable Ohio Law.

5. **Estimate Process And Advance Payment Requirement**:

    a) Within five (5) business days of receiving a public records request for video records, the Police Division will provide the requester with an estimate of the cost of fulfilling the public records request.

    b) The estimated cost will include all applicable fees as outlined in Section 2, including the $10.00 overhead fee per video record and an estimate of the cost required for video redaction and production, not to exceed the $750.00 per video record limit.

    c) Except as provided in Section 3, the Police Division will not begin preparing a video record for production until the requester pays in full the estimated cost for the video record.

6. **Cost Adjustments**:

    a) If the actual cost exceeds the estimated cost by less than 20%, the requester will be required to pay the difference before the video record is provided.

    b) Under no circumstances will the requester be required to pay more than 20% above the original estimated cost, regardless of how much the actual cost exceeds the estimate. Any additional cost beyond this 20% threshold will be borne by the Police Division.

    c) If the estimated amount exceeds the actual cost by more than 20%, the difference will be refunded to the requester in a reasonable amount of time.

7. **Compliance Timeline**:

    a) Except as provided in Section 3, the Police Division's obligation to make a video record available for production begins only after the requester pays in full the estimated cost.

    b) The time required for retrieving, downloading, reviewing, redacting, uploading, and producing (as well as seeking legal advice), will be considered in determining a "reasonable period of time" under Ohio Revised Code Section 149.43.

8. **Contact Information**:

    a) For questions about this policy or to submit a public records request, contact the Communications/Records Manager at the Huber Heights Police Division.

Please contact the City of Huber Heights Public Records Administrator, Anthony Rodgers, Clerk of Council, at:

Address: **Huber Heights City Hall**

6131 Taylorsville Road, Huber Heights, Ohio 45424

Phone: **(937) 233-1423**

Email: **arodgers@hhoh.org**

Please contact the City of Huber Heights Police Division Public Records Administrator, Mark Lightner, Police Chief, at:

Address: **Huber Heights Police Division**

6121 Taylorsville Road, Huber Heights, Ohio 45424

Phone: **(937) 233-1565**

Email: **mlightner@hhoh.org**

Please contact the City of Huber Heights Public Records Administrator, Keith Knisley, Fire Chief, at:

Address: **Huber Heights Fire Division**

7008 Brandt Pike, Huber Heights, Ohio 45424

Phone: **(937) 233-1564**

Email: **kknisley@hhoh.org**

*** As Approved By Ordinance No. 2025-O-XXXX on XXXX, 2025 And Effective XXXX, 2025.**