

Notice of Meeting

PUBLIC RECORDS COMMISSION

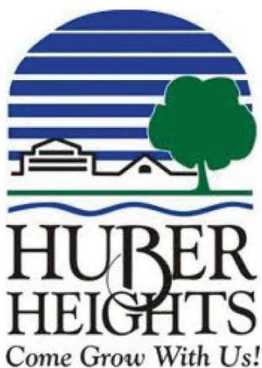
Thursday, May 7, 2026

at or about 9:00 a.m. at City Governance Center –
City Council Conference Room –
6151 Brandt Pike

**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 – March 26, 2026



For more information, visit www.hhoh.org



**CITY OF HUBER HEIGHTS
STATE OF OHIO
Public Records Commission Meeting
May 7, 2026
9:00 A.M.**

City Governance Center – 6151 Brandt Pike –
City Council Conference Room

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

2. **Approval of Minutes**

A. November 10, 2025

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: May 7, 2026

Time: 9:00 A.M.

Place: City Governance Center – 6151 Brandt Pike –
Council Conference Room

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

Guests Present: Adam Clevenger, Deputy Clerk Of Council
Katie Knisley, Human Resources Manager

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 November 10, 2025 Public Records Commission Meeting was made by Jim Bell and seconded by Christopher Conard, and the minutes of the November 10, 2025 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 said all eighteen (18) of the City's Records Retention Schedule (RC-2) Forms needed to be updated due to the change of address from the former City Hall to the new City Governance Center at 6151 Brandt Pike. He said updates to some of the Records Retention Schedule (RC-2) Forms needed to be changed due to changes in the person responsible on the forms. He said these changes have been completed.

Adam Clevenger said some other changes have been made to the Records Retention Schedule (RC-2) Forms for the Public Works Division and the Legal Department. He said the Public Works Division removed the Complaint Log from its Records Retention Schedule (RC-2) Form due to obsolescence. He said the Legal Department removed final contracts from its Records Retention Schedule (RC-2) Form as these records are kept by the City Administration.

Anthony Rodgers suggested that Records Retention Schedule (RC-2) Forms be updated in various departments/divisions to include new security camera records from City parks, records from the new Right Stuff payroll system, and EffiGov system records. He said not having these public records and any other missing public records and the proper retention schedules for said public records on the City's Records Retention Schedule (RC-2) Forms is a potential liability for the City.

Jim Bell asked if the JEDD records and the Records Retention Schedule (RC-2) Form for the JEDD needs to be kept as there was no recent activity for the JEDD.

Anthony Rodgers said the JEDD Records Retention Schedule (RC-2) Form was created due to an audit concern.

Christopher Conard said the fact that there was no recent activity for the JEDD is a non-issue as the JEDD existed and the records need to be kept for the JEDD.

Katie Knisley asked how long employee disciplinary files should be kept prior to being destroyed. She said the Police Division is questioning the retention period for pre-disciplinary counseling records. She said the Police Division believes pre-disciplinary counseling records should be retained for one (1) year, whereas she believes the pre-disciplinary counseling records belong in the employee personnel files permanently. She said standard disciplinary records are retained for seven (7) years.

Anthony Rodgers asked if it was sensible to keep pre-disciplinary records permanently whereas more serious disciplinary records are destroyed after seven (7) years.

Katie Knisley said she believes all disciplinary records should be permanent records.

Christopher Conard said the definition of discipline and pre-disciplinary counseling need to be specifically referenced in the Employee Handbook.

Katie Knisley said, in her opinion, pre-disciplinary counseling records are a form of discipline and need to be kept at least as long as formal disciplinary records, that being a retention period of seven (7) years and not the retention period of one (1) year that members of the Police Division are suggesting. She requested Schedule Number 101-64 regarding pre-disciplinary counseling records be removed from the Police Division Records Retention Schedule (RC-2) Form and Schedule Number 510-57 be added to the Human Resources Department Records Retention Schedule (RC-2) Form for pre-disciplinary counseling records with a retention period of seven (7) years.

Anthony Rodgers asked for a motion to approve all eighteen (18) revised Records Retention Schedule (RC-2) Forms including all address changes, personnel changes, the removal of Schedule Number 101-64 from the Police Division Records Retention Schedule (RC-2)

Form, and the addition of Schedule Number 510-57 on the Human Resources Records Retention Schedule (RC-2) Form.

John Russell made a motion to approve all eighteen (18) revised Records Retention Schedule (RC-2) Forms, and Christopher Conard seconded the motion. All eighteen (18) revised Records Retention Schedule (RC-2) Forms were unanimously approved by the Public Records Commission.

Anthony Rodgers distributed five (5) Certificates Of Records Disposal (RC-3) Forms for the Clerk Of Council/City Council, Veolia Water – Plant Operations, Veolia Water – Office, the Police Division, and the Public Works Division (see attached). He said these Certificates Of Records Disposal (RC-3) Forms had been reviewed to ensure that records were not being destroyed prematurely and that the proposed destruction of records was consistent with the City's Records Retention Schedule (RC-2) Forms. He said two (2) of the Certificates Of Records Disposal (RC-3) Forms had to be revised due to records being proposed for destruction prior to the approved destruction date for those records. He asked for a motion to approve the submitted and revised five (5) Certificates Of Records Disposal (RC-3) Forms for the Clerk Of Council/City Council, Veolia Water – Plant Operations, Veolia Water – Office, the Police Division, and the Public Works Division.

Jim Bell made a motion to approve the submitted and revised five (5) Certificates Of Records Disposal (RC-3) Forms for the Clerk Of Council/City Council, Veolia Water – Plant Operations, Veolia Water – Office, the Police Division, and the Public Works Division, and Christopher Conard seconded the motion. The revised five (5) Certificates Of Records Disposal (RC-3) Forms for the Clerk Of Council/City Council, Veolia Water – Plant Operations, Veolia Water – Office, the Police Division, and the Public Works Division were unanimously approved by the Public Records Commission.

Anthony Rodgers said some records that were scheduled to be destroyed in 2025 are still at the City storage area at Veolia Water. He said he would schedule a shredding date for these records in July, 2026. He said there is a One-Time Disposal Of Obsolete Records (RC-1) Form that is used to inform the State Of Ohio of the loss of

records due to emergencies or natural disasters. He said this One-Time Disposal Of Obsolete Records (RC-1) Form should have been used by any department/division that had records lost during the City's cyberattack in 2024. He said at the time all of the City departments/divisions had stated that all records had been recovered following the cyberattack. He said recently, however, in processing public records requests, he has been told by the Police Division and the Fire Division that some records are unavailable to be released due to those records being lost during the cyberattack. He said without those lost records being recorded on a One-Time Disposal Of Obsolete Records (RC-1) Form, the City could be found in violation for not releasing those records upon request.

John Russell said he knows for a fact that some records were lost in the Fire Division from the cyberattack.

Christopher Conard suggested that the necessary One-Time Disposal Of Obsolete Records (RC-1) Forms be sent in as soon as possible to limit the City's liability.

Anthony Rodgers asked John Russell to have the leadership teams within the Fire Division and the Police Division inform him of what records are missing and he will complete the One-Time Disposal Of Obsolete Records (RC-1) Forms to be submitted to the State Of Ohio.

3-B – City Public Records Policy

Anthony Rodgers said a change was made to the City's Public Records Policy in 2025 to add fees for requested video records from body cameras and in car cameras in the Police Division. He said one individual gave the City major pushback on this issue. He thanked Christopher Conard for writing up the legal reasoning for the City to do so, which was helpful in this situation. He said the addition of the fees for requested body camera and in car camera video records has significantly decreased the number of public records requests from individuals and other entities.

Christopher Conard said a personal laptop had been confiscated by the Police Division and information from the laptop was copied for evidence. He said the computer was a MacIntosh and his computers

have been unable to read the information or to produce records that have been subpoenaed. He said he would need Dave Warren's assistance in getting those files put onto a MacIntosh computer so that the information could be reviewed and presented to the court.

3-C – City Records Storage Areas and Systems

Anthony Rodgers said the files in the City storage area at Veolia Water were all labeled to be scanned to SCView or destroyed. He said he would set up a shredding date in July, 2026 for these records in the next couple of weeks.

Rachael Dillahunt said most of the City's files have been scanned by SCView, however, some boxes were missed in the City storage area at Veolia Water. She said SCView was going to give the City a quote of how much it would cost to scan these missed documents. She said if the City does not have the funds to get those missed files scanned in 2026, the files would need moved to another location until those files are able to be scanned.

Anthony Rodgers said he has been auditing the City Council records scanned by SCView, and it is for the most part accurate. He said many of the issues with the scanned information were actually caused by City Staff errors from many years ago.

3-D – Public Records Processing and Related Issues

Anthony Rodgers asked Christopher Conard to give the Public Records Commission an update on Ohio Revised Code Section 9.66(D) related to economic development records. He said recently information had to be pulled from the City's bond legislation due to potential conflicts with this change.

Christopher Conard said the new statute is difficult to understand. He said historically, legislation had to be transparent and inform the public of the amount of money involved in economic development projects. He said there is an interpretation of Ohio Revised Code Section 9.66(D) which suggests that all economic development information needs to be kept confidential.

Anthony Rodgers said Ohio Revised Code Section 9.66(D) puts City Staff in a position wherein they appear to be withholding information from residents.

Christopher Conard said the practical matter for the City would be to have any developers sign a waiver of that confidentiality so that the public may be informed and the laws are not broken.

Jim Bell asked if Creekside Woods and Canal Heights financing items should be listed on the Economic Development Records Retention Schedule (RC-2) Form. He asked how long that information should be retained prior to destruction.

Christopher Conard said he felt it would be cleaner to keep bond and financing records on the Finance Department Records Retention Schedule (RC-2) Form as that is where that information is tracked.

Jim Bell said he would work with Christopher Conard to work out the wording and retention period for each of the new entries needed on the Finance Department Records Retention Schedule (RC-2) Form.

4. Adjournment

Anthony Rodgers adjourned the Public Records Commission Meeting at 9:58 A.M.

AI-11557

New Business A.

Public Records Commission

Meeting Date: 05/07/2026

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 eighteen (18) Records Retention Schedules (RC-2 Form) for approval by the Public Records Commission (see attached):

- Administration
- Clerk Of Council/City Council
- CIC
- Economic Development
- Engineering
- Finance
- Fire
- Human Resources
- Information Technology
- JEDD
- Legal
- Parks/Recreation
- Planning/Zoning
- Police
- Public Works
- Tax
- Veolia Water - Office
- Veolia Water - Plant

There are some minor changes to the retention schedules on several RC-2 Forms, but largely the changes are due to the change of address for the City Governance Center, changes in City Staff, etc.

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

- Clerk Of Council/City Council
 - Police
 - Public Works
 - Veolia Water - Office
 - Veolia Water - Plant
-

Fiscal Impact

Source of Funds

N/A

Cost

N/A

Recurring Cost (Yes/No)

N/A

Attachments

RC-2 Forms

RC-3 Forms



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	05/07/2026	
(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		
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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		☐

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
501-18	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	Agreement/Contracts (Prior To 2021)	Retain 15 years after expiration.	Electronic		☐
501-36	Agreements/Contracts (2021 To Present)	Retain 7 years after expiration.	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

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
501-39	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		☐
501-43	City Website	Continually updated, revised, completed superseded or erased.	Electronic		☐



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

City of Huber Heights		Clerk of Council/City Council	
(Local Government Entity)	(Unit)		
	Anthony C. Rodgers	Clerk of Council	05/07/2026
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

City of Huber Heights Public Records Commission			(937) 233-1423
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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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

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 2 years; 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

Community Improvement Corporation

(Local Government Entity)

(Unit)

John Russell

City Manager

05/07/2026

(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

6151 Brandt Pike

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.

05/07/2026

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Community Improvement Corporation

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
CIC-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		☐
CIC-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	Retain 25 years after revised, superseded or discontinued.	Paper		☐
CIC-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		☐
CIC-04	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		☐
CIC-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		☐
CIC-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of administrative value.	Paper/ Electronic		☐
CIC-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
CIC-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
CIC-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer	Paper/ Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Community Improvement Corporation

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	functions, policies, decisions, procedures, operations or other activities of public office.)	administratively necessary.			☐
CIC-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary	Paper/ Electronic		☐
CIC-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
CIC-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
CIC-13	Meeting Agendas	Retain 10 years.	Paper/ Electronic		☐
CIC-14	Meeting Notices	Retain 2 years.	Paper/ Electronic		☐
CIC-15	Meeting Minutes	Retain 10 years.	Paper/ Electronic		☐
					☐
					☐



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	Economic Development
(Local Government Entity)	(Unit)
Jason Antonick	Economic Development Director
05/07/2026	
(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
Records Commission	(Telephone Number)
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Economic Development

(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
305-01	Policies, Procedures, Rules And Regulations	Retain until no longer of administrative value.	Multi		☐
305-02	OH Public Records Compliance Folder (May Contain Appropriate RC-1, RC-2 Or RC-3 Forms)	Retain 25 years after revised, superseded or discontinued.	Paper		☐
305-03	Transient Correspondence Or Communication Records	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		☐
305-04	Unsolicited Correspondence/ Unsolicited Mail/ Unsolicited Email And Similar Unsolicited Communication	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		☐
305-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Multi		☐
305-06	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		☐
305-07	Blank Forms	Retain until obsolete or superseded.	Multi		☐
305-08	Electronic Mail Systems	Retain email that has significant administrative, fiscal, legal, or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
305-09	Voicemail	May be destroyed in the normal course of business as	Voicemail		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Economic Development

(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
		soon as considered of no value by the person holding the record.			
305-10	General Correspondence (All Sent And Received)	Retain 1 year and no longer of administrative, legal, or fiscal value. File according to content.	Multi		☐
305-11	Bulletins, Posters, General Notices And Displays	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		☐
305-12	Professional Organization And Association Files	Retain 1 year and no longer of administrative value.	Multi		☐
305-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Retain until no longer of administrative, fiscal, legal, or historical value.	Multi		☐
305-14	ED/GE Grant Applications	Retain 1 year after date of submission and no longer of administrative value.	Paper/ Multi		☐
305-15	CRA Applications	Retain 2 years after expiration of agreement. Retain until no longer of administrative value if no agreement.	Multi		☐
305-16	Housing Council- Minutes	Permanent.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Economic Development

(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
305-17	Enterprise Zone Application	Retain 2 years after expiration of agreement.	Multi		☐
305-18	Enterprise Zone Yearly Reports	Retain 2 years.	Paper/ Multi		☐
305-19	ODOG Grant Files	Retain 5 years.	Multi		☐
305-20	Other Economic Development Files	Retain 1 year after past date of application or 5 years succession of abatement.	Paper/ Multi		☐
305-21	Tif Files	Permanent	Paper/ Multi		☐
305-22	Economic Development Pre-Application Case Files	Retain 2 years	Paper/ Multi		☐
305-23	Digital Photographs Or Images (Taken For Administrative Use)	Maintain until no longer of administrative, fiscal, legal, or historical value.	Multi		☐
305-24	Staff Memorandums	Retain 1 year. Exception: Those dealing with ongoing personnel department operations.	Multi		☐
305-25	Budget Worksheets	Retain 2 years.	Multi		☐
305-26	Litigation	Permanent.	Multi		☐



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	Engineering Division
(Local Government Entity)	(Unit)
Russell Bergman	City Engineer
(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		
6151 Brandt Pike	Huber Heights	45424	(Telephone Number)
(Address)	(City)	(Zip Code)	Montgomery/Miami
			(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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Engineering Division

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
320-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
320-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	Retain 25 years after revised, superseded or discontinued.	Paper		☐
320-03	Transient Correspondence or Communication	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
320-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
320-05	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
320-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of administrative value.	Multi		☐
320-07	Blank Forms	May be destroyed in the normal course of business as	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Engineering Division

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
		soon as considered to be of no value by the person holding the record.			
320-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
320-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of public office)	Retain 1 year and no longer of an administrative, legal or fiscal value. File according to content.	Multi		☐
320-10	Digital Photos	Retain until no longer of an administrative, fiscal, legal or historical value.	Multi		☐
320-11	Bulletins, Posters, General Notices and Displays	May be destroyed in normal course of business as soon as considered to be of no value by the person	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Engineering Division

(Local Government Entity)

(Unit)

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Engineering Division

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
320-23	Correspondence with Regulatory Agencies Division (Regarding inspections, certifications, and correction of violations)	Retain 5 years.	Multi		☐
320-24	Master Plans	Permanent	Electronic		☐
320-25	Insurance Records and Policies (Including expired)	Permanent	Paper		☐
320-26	Claims for Loss/Damage, Accident Reports, and Appraisals	Retain 5 years.	Paper		☐
320-27	Preliminary Construction Drawings, Correspondence and Specifications	Retain 5 years or until project is final.	Multi		☐
320-28	Final Construction Drawings, Correspondence and Specifications	Permanent	Multi		☐
320-29	Electronic CAD Files	Permanent	Multi		☐
320-30	Scanned Maps	Permanent	Multi		☐
320-31	Geographic Information System (GIS Data)	Permanent	Electronic		☐
320-32	Aerial Photos (Orthophotos)	Permanent	Electronic		☐
320-33	Citizens Water and Sewer Advisory Board Case Files/Meeting Handouts/Miscellaneous Records	Retain 10 years.	Paper		☐
320-34	Certificate of Liability Insurance	Retain 1 year after expiration date.	Paper		☐
320-35	Inspection Tickets for Construction Projects	Retain 5 years after completion of project.	Paper		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Engineering Division

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
320-36	Subdivision Files	Retain 10 years.	Paper		☐
320-37	Project Files (Contracts, specifications, change orders, progress reports, etc.)	Retain 10 years after completion of project.	Paper		☐
320-38	Certified Payroll Files	Retain 5 years.	Paper		☐
320-39	Receipt Books	Retain 2 years.	Paper		☐
320-40	Site Inspection Surety Files	Retain 10 years after release of surety.	Paper		☐
320-41	Grant Applications	Retain 10 years.	Paper		☐
320-42	Bridge Inspection Reports	Retain 10 years.	Paper		☐
320-43	Original Deeds	Permanent	Paper		☐
320-44	Permits	Retain 5 years.	Paper		☐
320-45	Maps and related records	Permanent	Multi		☐
320-46	Assessment Projects (Plans, profiles and estimates)	Retain 20 years.	Multi		☐



RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

City of Huber Heights (Local Government Entity)	Finance Department (Unit)		
(Signature of Responsible Official)	James A. Bell (Name)	Finance Director (Title)	05/07/2026 (Date)

Section B: Records Commission

City of Huber Heights Public Records Commission	(937) 233-1423 (Telephone Number)		
6151 Brandt Pike (Address)	Huber Heights (City)	45424 (Zip Code)	Montgomery/Miami (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.

Records Commission Chair Signature	05/07/2026 Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Please Note: The State Archives retains RC- 2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
506-02	Ohio Public Records Compliance Folder	Retain 25 years after revised, superseded or discontinued.	Multi		☐
506-03	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		☐
506-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-Mail And Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
506-05	Copies – Reading, Informational And Reference (Originals Maintained.)	Retain until no longer of administrative value.	Paper/Multi		☐
506-06	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/Multi		☐
506-07	Blank Forms	Until obsolete or superseded.	Paper/Multi		☐
506-08	Electronic Mail Systems (Pertains Only To Messages That Are Records As Defined In The ORC Section 149.011(G) And 149.43.)	Retain email that has a significant administrative, fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase e-mail that has no significant value.	Electronic		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-09	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		☐
506-10	General Correspondence (All Sent & 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 no longer of an administrative, legal or fiscal value.	Paper/Multi		☐
506-11	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary	Paper/Multi		☐
506-12	Professional Organization/Association Records	Retain 1 year and no longer of administrative value.	Paper/Multi		☐
506-13	Annual Certificate Of Estimated Resources	Retain 7 years; provided audited.	Multi		☐
506-14	Comprehensive Annual Financial Report (CAFR)	Permanent	Multi		☐
506-15	Annual Tax Budget	Permanent	Multi		☐
506-16	Annual W-2 Reconciliation	Retain 6 years; provided audited.	Paper/Multi		☐
506-17	Appropriations Budget	Permanent	Paper/Multi		☐
506-18	Appropriations Budget Worksheets (With Supporting Documents)	Retain 5 years.	Paper/Multi		☐
506-19	Appropriation Ledger (Year End)	Retain 5 years; provided audited.	Paper/Multi		☐
506-20	Bank Reconciliations (With Statements And Supporting Documents.)	Retain 3 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-21	Bond Register	Permanent	Paper/Multi		☐
506-22	Cancelled Purchase Orders (General Ledger Update) And Requests	Retain 3 years; provided audited.	Paper/Multi		☐
506-23	Bank Analysis Statements	Retain 3 years; provided audited.	Paper/Multi		☐
506-24	Monthly Financial/Operations And Maintenance Reports From United Water	Retain 3 years after end of contract period.	Paper/Multi		☐
506-25	Cash Receipts Ledgers (Manual Ledgers)	Retain 10 years; provided audited.	Paper/Multi		☐
506-26	Pay-In Forms (Completed With Supporting Documents.)	Retain 3 years; provided audited.	Paper/Multi		☐
506-27	Bank Contract Proposals And Responses	Retain 2 years after contract awarded.	Paper/Multi		☐
506-28	Tri-City Records (Fund Reports, Bank Reconciliations, Etc.)	Retain 5 years; provided audited.	Paper Multi		☐
506-29	School Tax Deduction Register – Current (Monthly Report)	Retain 6 years; provided audited.	Paper/Multi		☐
506-30	Depository Agreements (Five Year Terms.)	Retain 1 year after expired.	Paper/Multi		☐
506-31	Detail Journal Trial Balance (Old System, Last Used 1996.)	Retain 3 years.	Paper		☐
506-32	Quarterly Federal Tax Returns (Employer) 941	Retain 6 years; provided audited.	Paper/Multi		☐
506-33	Month End Balancing Documents – FINX	Retain 3 years; provided audited	Paper/Multi		☐
506-34	Final Annual Fixed Asset Physical Inventory (With Work Papers.)	Retain 3 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-35	YTD Bank Report	Retain 3 years; provided audited.	Paper		☐
506-36	Numbered Cash Receipt Books	Retain 3 years; provided audited.	Paper		☐
506-37	OBES Quarterly Reports	Retain 6 years; provided audited.	Paper/Multi		☐
506-38	PC Back Up Diskettes	Retain until superseded, updated or replaced.	Multi		☐
506-39	Bonds	Retain 10 years after paid.	Paper/Multi		☐
506-40	Police And Firemen's Disability/Pension Fund (Monthly Report)	Permanent	Paper/Multi		☐
506-41	Investment Portfolio And Lists	Retain 3 years; provided audited.	Paper/Multi		☐
506-42	Public Employee's Retirement Systems (Monthly Report)	Permanent	Paper/Multi		☐
506-43	Vacation/Sick/Personal Hours Listing (Usage And Balances) Manual	Retain until superseded, updated or replaced. Year end is permanent.	Paper/Multi		☐
506-44	Cancelled Checks (Vendor And Payroll)	Retain 3 years; provided audited.	Paper		☐
506-45	Voided Checks	Retain 3 years; provided audited.	Paper		☐
506-46	W-2s – Employer's Copy	Permanent	Paper/Multi		☐
506-47	County Semi-Annual Tax Apportionment (All Counties)	Retain 10 years; provided audited	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-48	Tax Budget Worksheets	Retain 5 years; provided audited	Paper/Multi		☐
506-49	Lighting Districts Information (Maps, Petitions, Etc.)	Permanent	Paper/Multi		☐
506-50	Payroll Accrual Balances Report – Bi-Weekly	Permanent	Paper/Multi		☐
506-51	Payroll Accrue Journal Proof – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		☐
506-52	Payroll Accrue/Pick Up Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		☐
506-53	Payroll Accrue/Pick Up Vouchers Work Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-54	Payroll Carry Over Deduction Balances – Bi- Weekly	Retain 3 years; provided audited.	Paper/Multi		☐
506-55	Payroll City Income Tax Returns And Annual Reconciliations	Retain 6 years; provided audited.	Paper/Multi		☐
506-56	Payroll City Tax Detail Report – Bi-Weekly	Retain 6 years; provided audited.	Paper/Multi		☐
506-57	Payroll City Tax Detail Report – Quarterly	Retain 6 years; provided audited.	Paper/Multi		☐
506-58	Payroll Detail Check Register – Bi-Weekly	Permanent	Paper/Multi		☐
506-59	Payroll Fund Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		☐
506-60	Payroll Miscellaneous Deduction Report – Bi- Weekly	Retain 3 years; provided audited.	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Finance Department (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
506-61	Payroll – Ohio State Tax Quarterly Returns And Annual Reconciliations (941)	Retain 6 years; provided audited.	Paper/Multi		☐
506-62	Payroll – Summary Check Register – Bi-Weekly	Retain 3 years; provided audited.	Paper/Multi		☐
506-63	Payroll – Summary History Report (Quarterly)	Retain 3 years; provided audited.	Paper/Multi		☐
506-64	Appropriation Transfer Journal With Requests	Retain 3 years; provided audited.	Paper/Multi		☐
506-65	Bank Transfer Journal (Details Funds Transferred Between Bank Accounts)	Retain 3 years; provided audited.	Paper/Multi		☐
506-66	Check/Voucher Register – Manual Checks	Retain 3 years; provided audited.	Paper/Multi		☐
506-67	Current/Prior MTD/YTD Expense Report	Retain 5 years; provided audited. Year End is Permanent.	Paper/Multi		☐
506-68	Encumbrance Balances By Account	Retain 3 years; provided audited.	Paper/Multi		☐
506-69	Expense Budget Journal (Appropriation Increases)	Retain 5 years; provided audited.	Paper/Multi		☐
506-70	Memo Expense Register	Retain 3 years; provided audited.	Paper/Multi		☐
506-71	Monthly Revenues And Receipts Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-72	Proof Of Publication (Newspaper Ads And Public Notices)	Retain 3 years; provided audited.	Paper/Multi		☐
506-73	Receipt Journal	Retain 3 years; provided audited.	Paper/Multi		☐
506-74	Void Check Register	Retain 3 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-75	Voucher Proof Encumbrance Audit	Retain 3 years; provided audited.	Paper/Multi		☐
506-76	Voucher Register	Retain 3 years; provided audited.	Paper/Multi		☐
506-77	Water And Sewer Check Register	Retain 3 years; provided audited.	Paper/Multi		☐
506-78	Water And Sewer Receipts Journal	Retain 3 years; provided audited.	Paper/Multi		☐
506-79	Water And Sewer Voucher Register	Retain 3 years; provided audited.	Paper/Multi		☐
506-80	YTD Fund Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-81	Revenue Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-82	Expense Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-83	MTD/YTD Revenue Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-84	Combined MTD/YTD Fund Report	Retain 3 years; provided audited. Year End is Permanent.	Paper/Multi		☐
506-85	Combined MTD/YTD Expense Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-86	MTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-87	Month Consolidated Check Register	Retain 3 years; provided audited.	Paper/Multi		☐
506-88	Payroll Notes – Green Pad	Retain 3 years.	Paper		☐
506-89	Bank “Transfer From” Listing	Retain 3 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (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
506-90	Bank "Transfer To" Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-91	Expense Activity By Account	Retain 3 years; provided audited.	Paper/Multi		☐
506-92	Revenue Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-93	Expense Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-94	Assessment Certification Listings – All Types	Until paid; provided audited.	Paper/Multi		☐
506-95	Assessments – General Information – All Types	Until paid; provided audited.	Paper/Multi		☐
506-96	Sidewalk/Missing Gap Program Estimate Letters	Until paid; provided audited.	Paper/Multi		☐
506-97	Sidewalk/Missing Gap Program Invoices	Until paid; provided audited.	Paper/Multi		☐
506-98	Sidewalk Program – Yellow Drawing/Diagram Cards	Permanent	Paper		☐
506-99	Sidewalk Program – Copies Of ROW Permits	Until paid; provided audited.	Paper/Multi		☐
506-100	Sidewalk Program Inquiries	Retain 1 year and no longer of administrative value.	Paper/Multi		☐
506-101	Roadway Improvements – Notice Of Information Meeting	Until paid; provided audited.	Paper/Multi		☐
506-102	Roadway Improvements – Notice Of Equalization Board Meeting	Until paid; provided audited.	Paper/Multi		☐
506-103	Roadway Improvements – Objection Letters	Until paid; provided audited.	Paper/Multi		☐
506-104	Roadway Improvements – Ordinance Of Assessment Notices	Until paid; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (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
506-105	Roadway Improvements – Waiver And Deferral Notices	Until paid; provided audited.	Paper/Multi		☐
506-106	Roadway Improvements – Project Invoices	Until paid; provided audited.	Paper/Multi		☐
506-107	Weed/Grass Cutting, Trash And Litter, Property Maintenance And Other Assessment Invoices	Until paid; provided audited.	Paper/Multi		☐
506-108	Lighting Assessments (Notice Of Recalculation Over \$250.)	Until paid; provided audited.	Paper/Multi		☐
506-109	Street Light Outage Forms (Sent To DP&L).	Retain 1 year.	Paper		☐
506-110	Miscellaneous Billings (Special Events, Accident Damage, Etc.)	Retain 3 years; provided audited.	Paper/Multi		☐
506-111	Water/Sewer/Storm Water Delinquency Assessment Information	Until Paid; provided audited.	Paper/Multi		☐
506-112	Detail Expense Transaction (Account/Date)	Retain 3 years; provided audited.	Paper/Multi		☐
506-113	Vendor Purchases Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-114	Detail Revenue Transactions	Retain 3 years; provided audited.	Paper/Multi		☐
506-115	Receipts Transactions Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-116	Receipt Pay-In Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-117	Annual Check Register – All Banks	Retain 3 years; provided audited.	Paper/Multi		☐
506-118	Detail Bank Transactions	Retain 3 years; provided audited.	Paper/Multi		☐
506-119	Encumbrance Balance By Purchase Order	Retain 3 years; provided audited.	Paper/Multi		☐
506-120	Open Purchase Order Status Report	Retain 3 years; provided audited.	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (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
506-121	Expense Budget Transactions Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-122	Combined Appropriation Transfers	Retain 3 years; provided audited.	Paper/Multi		☐
506-123	Detail Expense Budget Transactions	Retain 3 years; provided audited.	Paper/Multi		☐
506-124	Daily Utility Batches	Retain 3 years; provided audited.	Paper/Multi		☐
506-125	Travel Requests And Expense Reports	Retain 3 years; provided audited.	Paper/Multi		☐
506-126	Receipt Book Audits	Retain 3 years; provided audited.	Paper/Multi		☐
506-127	Voucher Register – Tax Refunds	Retain 6 years; provided audited.	Paper/Multi		☐
506-128	Check Register – Tax Refunds	Permanent	Paper/Multi		☐
506-129	Ems Deposits With Back Up Documents	Retain 3 years; provided audited.	Paper/Multi		☐
506-130	BMV Reports And Audits	Retain 3 years; provided audited.	Paper/Multi		☐
506-131	Form HLS 0038 Declaration	Retain 3 years; provided audited.	Paper/Multi		☐
506-132	Popular Annual Financial Report (PAFR)	Retain 3 years; provided audited.	Paper/Multi		☐
506-133	CAFR Workpapers (Including Supplies Inventory.)	Retain 3 years; provided audited.	Paper/Multi		☐
506-134	PAFR Workpapers	Retain 3 years; provided audited.	Paper/Multi		☐
506-135	Manual Cash Ledgers – Capital Funds	Permanent	Paper		☐
506-136	Budget Workpapers	Retain 5 years; provided audited.	Paper/Multi		

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (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
506-137	Monthly Financial Report (Excel Report W/Charts Done By Account Clerk.)	Retain 3 years; provided audited.	Paper/Multi		☐
506-138	Finance Director's Calendar/Appointments	Retain 1 year.	Paper/Multi		☐
506-139	House Bill 694 Certifications	Retain 3 years; provided audited.	Paper/Multi		☐
506-140	Bond Transcripts	Permanent	Paper/Multi		☐
506-141	Lease/Loan Transcripts	Retain 3 years; provided audited.	Paper/Multi		☐
506-142	Note Transcripts	Retain 3 years; provided audited.	Paper/Multi		☐
506-143	Wire Transfer Logs With Attachments	Retain 3 years; provided audited.	Paper/Multi		☐
506-144	Investment Transactions	Retain 3 years; provided audited.	Paper/Multi		☐
506-145	Utility PILOT (Payment In Lieu Of Taxes)	Retain 10 years after paid.	Paper/Multi		☐
506-146	Ohio Water Development Authority Financial Reports	Retain 3 years; provided audited.	Paper/Multi		☐
506-147	Uniform Purchases	Retain 6 years; provided audited.	Paper/Multi		☐
506-148	Annual 1099's	Retain 6 years; provided audited.	Paper/Multi		☐
506-149	Fixed Asset Disposal Forms, Transfers And Changes	Retain 10 years; provided audited.	Paper/Multi		☐
506-150	Fixed Asset Year End Workpapers	Retain 3 years; provided audited.	Paper/Multi		☐
506-151	Fixed Asset Appraisals/Valuations	Retain 10 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)			Finance Department (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
506-152	County Tax Distribution Reports – Liquor Permits, Estate Tax Notices, TPP Loss Reimbursement, Local Government, Motor Vehicle, Permissive Tax, Permissive Stats, Estate Tax Advance (Excluding Semi-Annual Tax Apportionments)	Retain 3 years; provided audited.	Paper/Multi		☐
506-153	CAFR Letters	Retain 3 years; provided audited.	Paper/Multi		☐
506-154	Completed Surveys – Copies	Retain 3 years; provided audited.	Paper/Multi		☐
506-155	Unbound CAFR/PAFR	Retain 5 years; provided audited.	Paper		☐
506-156	Payroll Cost Analysis	Retain 2 years.	Paper/Multi		☐
506-157	Monthly Income Tax Revenue Reconciliation	Retain 2 years; provided audited.	Paper/Multi		☐
506-158	Cash Surety Spreadsheet (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		☐
506-159	Capital Accounts Monthly Balance Sheets – General And Utility	Retain 5 years after project closed; provided audited.	Paper/Multi		☐
506-160	Cell Phone Audits	Retain 6 years; provided audited.	Paper/Multi		☐
506-161	Grant Files	Retain 5 years; provided audited.	Paper/Multi		☐
506-162	Property Tax Spreadsheet (With Certified Mail Receipts And Signature Cards)	Retain 3 years; provided audited.	Paper/Multi		☐
506-163	Accounts Payable Vouchers With Invoices	Retain 3 years; provided audited, except in the case of invoices related to court expenses.	Paper/Multi		☐
506-164	Accumulative Appropriations Ledger	Retain 5 years; provided audited.	Paper/Multi		☐
506-165	Annual Audit (Report From Independent Auditor)	Permanent	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-166	Check Register – Accounts Payable	Retain 3 years; provided audited.	Paper/Multi		☐
506-167	Copies Of Ohio Tax Exempt Forms Sent To Vendors	Retain 3 years; provided audited.	Paper/Multi		☐
506-168	Detail Revenue Budget	Retain 3 years; provided audited.	Paper/Multi		☐
506-169	Vendor And Payroll Check Copies (Received Electronically From Banks.)	Retain 3 years; provided audited.	Paper/Multi		☐
506-170	Roadway Improvements – Resolution Of Necessity Notices	Until paid; provided audited.	Paper/Multi		☐
506-171	YTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-172	City Issued Appointment Calendars	Continually updated, revised, completed, superseded or erased.	Paper/Multi		☐
506-173	Request For Taxpayer Identification Number And Certification (W-9 Form)	Retain until updated and replaced.	Paper		☐
506-174	Petty Cash Drawers – Annual Audit Reports	Retain 3 years; provided audited.	Paper/Multi		☐
506-175	Ohio BWC Annual Premium Audit	Retain 3 years; provided audited.	Paper/Multi		☐
506-176	Cash Position Report – User Defined Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-177	Capital Improvement 5 Year Plan	Retain 5 years; provided audited.	Paper/Multi		☐
506-178	Operating Transfers In (Revenue)	Retain 3 years; provided audited.	Paper/Multi		☐
506-179	Operating Transfers Out (Expense)	Retain 3 years; provided audited.	Paper/Multi		☐
506-180	Advances In	Retain 3 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-181	Advances Out	Retain 3 years; provided audited.	Paper/Multi		☐
506-182	CRA PILOT (Community Reinvestment Area, Payment In Lieu Of Taxes)	Retain 10 years; after paid.	Paper/Multi		☐
506-183	Fire Insurance Surety Spreadsheet (With Supporting Documents)	Retain 3 years after paid out; provided audited.	Paper/Multi		☐
506-184	Fixed Asset Additions And Improvements (22 Year Life Or Less)	Retain 10 years; provided audited.	Paper/Multi		☐
506-185	Fixed Asset Additions And Improvements (Greater Than 22 Year Life)	Retain 25 years; provided audited.	Paper/Multi		☐
506-186	Facsimile Logs/Cover Sheets/Confirmation Notices And Butter Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Paper/Multi		☐
506-187	Gas Card Statements (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		☐
506-188	Credit Card Statements (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		☐
506-189	Revenue Budget Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-190	Expense Adjustment Journal And Back Up	Retain 3 years; provided audited.	Paper/Multi		☐
506-191	Revenue Reduction/Revenue Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-192	Revenue Reduction/Expense Transaction Listing	Retain 3 years; provided audited.	Paper/Multi		☐
506-193	Revenue Budget Journal (Appropriation Changes)	Retain 5 years; provided audited.	Paper/Multi		☐
506-194	Debt Service Payment Worksheets	Retain 5 years; provided audited.	Paper/Multi		☐

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

See instructions before completing this form.

City of Huber Heights
(Local Government Entity)

Finance Department
(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
506-195	Fund Transfer And Advances Worksheets	Retain 5 years; provided audited.	Paper/Multi		☐
506-196	HSA/HRA Contributions/Files/Information	Retain 5 years; provided audited.	Paper/Multi		☐
506-197	Revenue Reduction Journal Entry	Retain 3 years; provided audited.	Paper/Multi		☐
506-198	Revenue Comparison (Last Year To This Year)	Retain 3 years; provided audited	Paper/Multi		☐
506-199	Supplemental Appropriations (With Supporting Documents)	Retain 7 years; Provided audited.	Paper/Multi		☐
506-200	Disposal Forms/Non-Assets	Retain 3 years; provided audited.	Paper/Multi		☐
506-201	Land Reutilization Spreadsheet (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		☐
506-202	Purchase Orders/Purchase Requisitions	Retain 4 years; provided audited.	Paper/Multi		☐
506-203	Income Tax Refund Check Copies And Import Reconciliation Report	Retain 3 years; provided audited.	Paper/Multi		☐
506-204	Accounts Payable Vouchers With Invoices For Courts	Retain 1 year past contract expiration; provided audited.	Electronic		☐
506-205	Coronavirus Relief Fund Payment Records	Retain 5 years; provided audited.	Paper/Multi		☐
506-206	Unclaimed Money Records (With Supporting Documents) After Move To General Fund.	Permanent.	Paper/Multi		☐



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	Fire Division		
(Local Government Entity)	(Unit)		
	Keith Knisley	Fire Chief	05/07/2026
(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)
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Fire 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
102-01	Policies, Procedures, Rules, And Regulations	Retain 6 years after revised, superseded, or discontinued.	Multi		☐
102-02	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		☐
102-03	Solicited And/Or Unsolicited Correspondence, Unsolicited Mail, Unsolicited Email, And Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
102-04	Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Multi		☐
102-05	Departmental Blank Forms	May be destroyed in the normal course of business as soon as considered to be of no value by the person.	Multi		☐
102-06	Electronic Mail Systems (Pertains Only To Messages That Are Records As Defined In ORC Section 149.011(G) And 149.43)	Retain email that has a significant administrative, fiscal, legal, or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
102-07	Public Records Request	Retain 1 year, provided audited.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Fire 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
102-08	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 no longer of administrative, legal, or fiscal value. File according to content.	Multi		☐
102-09	Bulletins, Posters, General Notices, And Displays	Retain until no longer of administrative value.	Multi		☐
102-10	Professional Organization And Association Files	Retain 1 year and no longer of administrative value.	Multi		☐
102-11	Facsimile Logs, Cover Sheets, Confirmation Notices, And Buffer Printouts	Retain until no longer of administrative, fiscal, legal, or historical value.	Multi		☐
102-12	Work Order Requests For Maintenance/Repair To Equipment Or Facilities	Retain 2 years or for the life of equipment.	Multi		☐
102-13	Daily Logs (Operations)	Retain 10 years.	Electronic		☐
102-14	EMS Reports (Responses, Patient Treatment, Form HHFD-07 "Huber Heights Division Of Fire/EMS Refusal And Billing Form", Signature Form Required By Medicare)	Permanent (As required by HIPAA).	Multi		☐
102-15	Fire Reports (Incidents And When Applicable Supplemental Investigation Along With Any Photos.)	Retain 10 years unless there is a fatality, arson, or high dollar loss then document shall be retained permanently.	Multi		☐
102-16	Requests For EMS/Fire Reports	Retain 6 years (As required by HIPAA).	Multi		☐
102-17	Department Controlled Drug Sign-Out (Form Hhfd-28)	Retain until no longer of administrative value.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Fire 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
102-18	Complaint/Investigation Documentation	Retain 2 years if no action is pending.	Multi		☐
102-19	Drug And/Or CLIA Licenses	Retain until superseded or renewed.	Paper		☐
102-20	Fire Codes – Current Edition	Retain until superseded or replaced.	Multi		☐
102-21	Fire Prevention And Inspection Records (Including Building Information And Data)	Retain for the life of structure plus 5 years.	Multi		☐
102-22	Prevention Log Of Activities (Inspections, Tours, Educational Events, Etc.)	Retain for current year plus 1 year.	Electronic		☐
102-23	Training Materials – Division/Internally Created	Retain until superseded or replaced.	Multi		☐
102-24	Training Records (Individual Employee EMS/Fire Training Records/Certificates)	Retain for length of employment plus 1 year.	Multi		☐
102-25	Ohio Driver's License Binder	Retain until superseded or renewed.	Multi		☐
102-26	ASHI Class Information (Student Evaluations, Attendance, Instructor's Evaluations)	Retain 3 years from the date of the class.	Multi		☐
102-27	Media Postings (Including Social Media And City Website)	Continually updated, revised, completed, superseded, or erased.	Electronic		☐
102-28	Department Photographs, Digital Images And/Or Videos, Logos	Retain until no longer of administrative value, then appraised for historical value.	Multi		☐
102-29	EMS Ride Along Waiver Of Liability Release Forms (Form HHFD-06)	Retain until no longer of administrative value.	Paper		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Fire 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
102-30	Mutual Aid Agreements (AMAR)	Retain 10 years after the AMAR has been suspended.	Multi		☐
102-31	City Emergency Operations Plans	Retain until superseded or replaced.	Multi		☐
102-32	Fire Hydrant Locations	Permanent.	Multi		☐
102-33	Contracts (With Teaching Institutions For The Purpose Of Internships)	Retain 15 years after expiration.	Multi		☐



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

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

Section A: Local Government Unit

City of Huber Heights (Local Government Entity)	Human Resources Department (Unit)
(Signature of Responsible Official)	Katie Knisley (Name)
	Human Resources Director (Title)
	05/07/2026 (Date)

Section B: Records Commission

City of Huber Heights Public Records Commission	(937) 233-1423
	(Telephone Number)
6151 Brandt Pike (Address)	Huber Heights (City)
	45424 (Zip Code)
	Montgomery/Miami (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.

Records Commission Chair Signature	05/07/2026 Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

Human Resources 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
510-01	Policies, Procedures, Rules and Regulations	Retain 3 years after revised, superseded or discontinued.	Multi		☐
510-02	W-4 Forms	Retain until superseded or employee terminates. No RC-3 form necessary.	Paper		☐
510-03	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		☐
510-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communication.	May be destroyed in the normal course of business as soon as considered of no value to the person receiving the record.	Multi		☐
510-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
510-06	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		☐
510-07	Blank Forms	Retain until obsolete or superseded.	Multi		☐
510-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2 form. Erase email that has no significant value.	Computer		☐

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

See instructions before completing this form.

City of Huber Heights		Human Resources 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
510-09	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 no longer of an administrative, legal or fiscal value. File according to content.	Multi		☐
510-10	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		☐
510-11	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		☐
510-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Multi		☐
510-13	Receipts/Receipt Books	Retain 2 years; provided audited	Paper		☐
510-14	ID Cards	Destroy upon termination or replacement.	Multi		☐
510-15	Job/Position Descriptions	Retain 1 year after superseded.	Multi		☐
510-16	Professional and Trade Magazines, Catalogs, Reference Publications 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.	Multi		☐
510-17	Computer Generated Administrative and Fiscal Reports (Non-specific and periodic that may be recreated)	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		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Human Resources Department (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
510-18	Court Orders for Payroll Deduction	Retain until employee terminates or order rescinded. No RC-3 form necessary.	Paper		☐
510-19	Planning/Scheduling/Calendar/Training Information and Data (On display boards, erasable and dry-erase boards, chalkboards, easel pads and electronic media)	Continually updated, revised, completed, superseded or erased.	Multi		☐
510-20	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually updated, revised, completed, superseded or erased.	Multi		☐
510-21	Employee Withholding Requests	Retain until replaced or revoked by employee.	Paper		☐
510-22	Garnishment Orders	Retain until employee terminates or order rescinded. No RC-3 form necessary.	Paper		☐
510-23	Lists/Rosters/Informational Directories (Containing employee contact information)	Continually updated, revised, completed, superseded	Multi		☐
510-24	EEO, Sexual Harassment, Violence in the Workplace Complaints	Retain 7 years and no longer of any administrative or legal value.	Multi		☐
510-25	Photo File - Photographs, Negatives and Electronic Images	Retain images that have significant legal, fiscal, administrative or historical value. Maintain significant images according to content. Refer to corresponding RC-2 form. Erase images that have no significant value.	Multi		☐

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

See instructions before completing this form.

City of Huber Heights	Human Resources 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
510-26	Public Employment Risk Reduction Program Documents	Retain 5 years and no longer of an administrative or legal value.	Multi		☐
510-27	Completed Surveys	Retain 2 years and no longer of an administrative or legal value.	Multi		☐
510-28	Training Manuals - Training Records	Retain 2 years and no longer of an administrative or legal value.	Multi		☐
510-29	Hiring Files (Vacancy postings and applications, resumes, background and interview questions from applicants not hired)	Retain 2 years after position filled or decision not to fill the position is made.	Paper		☐
510-30	Personnel Files	Purge 2 years after employee leaves municipal service. Retain permanent employee records including payroll status, ID card, probationary statement, performance evaluation, OPERS/ OP&FPF, letters of appointment, resignation, and retirement, application/ resume, personnel actions, training, application for OPERS refund or waiver etc.).	Paper		☐
510-31	Advertisements (Classified advertisements and internet postings)	Retain 2 years.	Multi		☐
510-32	EEO and I-9 Immigration Verification Forms	Retain 1 year after date employment ends; provided audited.	Paper		☐

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

See instructions before completing this form.

City of Huber Heights (Local Government Entity)		Human Resources Department (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
510-33	Payroll (Original time sheets, payroll input sheets, vacation and sick leave requests)	Retain 3 years.	Multi		☐
510-34	Workers Compensation (Case files, premiums and correspondence concerning rates, payments, FMLA, ADA, EAP, etc.)	Retain until BWC's Statute of Limitations/ Retain 7 years after employee separation.	Paper		☐
510-35	Solicited Applications for Employment (Application, resumes, and completed forms)	Retain 2 years.	Paper		☐
510-36	Unsolicited Applications for Employment	Retain until no longer of administrative value.	Multi		☐
510-37	Accident Claims/Reports (City vehicle and property involved with accidents)	Retain 6 years after claim is closed.	Paper		☐
510-38	Table of Organization/Organizational Charts	Retain until superseded. No RC-3 form necessary.	Multi		☐
510-39	Budget Work Sheets	Retain 5 years.	Paper		☐
510-40	Case Files (City and/or employee named defendant in lawsuit)	Retain 5 years after case closed.	Paper		☐
510-41	Insurance (Policies and explanation of benefits)	Retain 1 year after policy ends, and if no claims pending.	Paper		☐
510-42	CDL (Commercial Driver's License alcohol misuse and controlled substances use prevention program records for Public Works Division employees; including DOT physical exam reports, memos relating to test results, and random pool listings)	Retain 5 years as established by CFR.	Paper		☐
510-43	Reports - In House	Retain 5 years.	Paper		☐
510-44	Reports – External	Retain until no longer of administrative value.	Paper		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights		Human Resources 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
510-45	Boards and Commissions Appointment Files	Retain 10 years after term expires or after resignation.	Paper		☐
510-46	Grievance Hearing Files	Retain 2 years after resolution.	Paper		☐
510-47	Reference Materials	Retain until superseded or replaced.	Paper		☐
510-48	Loans and Grant Applications	Retain 3 years; provided audited.	Multi		☐
510-49	Personnel Appeal Board (Agendas, minutes, and files)	Permanent	Multi		☐
510-50	Collective Bargaining Agreements	Retain 15 years after termination of agreement.	Multi		☐
510-51	Guardian Tracking Database	Permanent Record of Disciplinary Action to retain 7 years after date of discipline or the expiration date according to respective CBA and/or Personnel Manual.	Electronic		☐
510-52	Guardian Tracking Original Documents	Retain until no longer of administrative value. No RC-3 form necessary.	Paper		☐
510-53	Personnel Record of Disciplinary Action	Retain 7 years after date of discipline or the expiration date according to respective CBA and/or Personnel Manual.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights		Human Resources 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
510-54	Personnel File-Background Investigation	Retain 1 year after date of hire.	Multi		☐
510-55	Unemployment Compensation Case Files	Retain 4 years after date of final payment.	Paper		☐
510-56	Annual Driver's License Checks (For Insurance purposes)	Retain 3 years.	Multi		☐



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	Information Technology Department		
(Local Government Entity)	(Unit)		
	Dave Warren	Director	05/07/2026
(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)	
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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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.

(Local Government Entity)

(Unit)

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

(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
509-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
509-02	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/ Electronic		☐
509-03	Transient Correspondence	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		☐
509-04	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 to the person holding the record.	Multi		☐
509-05	Copies - Reading, Informational and Reference Materials (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
509-06	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		☐
509-07	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC 149.011(G) and 149.43)	Retain email that has significant administrative, fiscal, legal or historic value. Maintain according to content. Refer to the corresponding RC-2. Erase	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
		email that has no significant value.			
509-08	Correspondence - Routine Form Letters General Legislative Executive	Retain 1 year. Retain 2 years. Retain 3 years. Retain 5 years.	Multi		☐
509-09	Bulletins, Posters, General Notices and Displays	Retain until no longer of administrative value.	Multi		☐
509-10	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		☐
509-11	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal, or historical value.	Multi		☐
509-12	Forms and Media (Copies of tapes, disks, etc. used as temporary media, the results of which are produced or are otherwise available in record form in paper reports or online)	Retain until no longer of administrative value.	Multi		☐
509-13	Publication Stock (Stocks of various publications created or received)	Retain 30 days after obsolescence.	Multi		☐
509-14	Bid Files (Original records of formal bidder items/service costing \$15,000 or more and contractors' wage statements)	Retain 15 years after expiration.	Paper		☐
509-15	In House and External Reports	Retain 5 years.	Multi		☐
509-16	Successful Bids	Retain 15 years after completion of project.	Multi		☐
509-17	Unsuccessful Bids	Retain 2 years after completion of project.	Multi		☐
509-18	Computer Committee Minutes	Permanent	Multi		☐
509-19	Reference Materials	Until superseded or replaced.	Multi		☐
509-20	Audit Materials (Worksheets and reports submitted for audit)	Retain 5 years.	Multi		☐
509-21	Help Desk ticket system (Requests for IT service including hardware and software changes)	Permanent	Electronic		☐

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

See instructions before completing this form.

(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
509-22	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		☐
509-23	Disaster Plans	Until updates or superseded.	Multi		☐
509-24	Barracuda Email Archiving System/Microsoft Exchange Server – Email Backup Storage Files (No RC-3 required.)	Retain 2 years.	Electronic		☐



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights	Joint Economic Development District (JEDD)		
(Local Government Entity)	(Unit)		
	John Russell	City Manager	05/07/2026
(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)
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
------------------------------------	------

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

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

See instructions before completing this form.

City of Huber Heights

Joint Economic Development District (JEDD)

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
JEDD-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		☐
JEDD-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	Retain 25 years after revised, superseded or discontinued.	Paper		☐
JEDD-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		☐
JEDD-04	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		☐
JEDD-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		☐
JEDD-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of administrative value.	Paper/ Electronic		☐
JEDD-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
JEDD-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
JEDD-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer	Paper/ Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Joint Economic Development District (JEDD)

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	functions, policies, decisions, procedures, operations or other activities of public office.)	administratively necessary.			
JEDD-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary	Paper/ Electronic		☐
JEDD-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
JEDD-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
JEDD-13	Meeting Agendas	Retain 10 years.	Paper/ Electronic		☐
JEDD-14	Meeting Notices	Retain 2 years.	Paper/ Electronic		☐
JEDD-15	Meeting Minutes	Retain 10 years.	Paper/ Electronic		☐
					☐
					☐



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)

Chris Conard

Law Director

05/07/2026

(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

6151 Brandt Pike

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.

05/07/2026

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,	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
		fiscal, 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		☐
					☐
					☐



RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

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

Section A: Local Government Unit

City of Huber Heights		Parks and Recreation Department	
(Local Government Entity)		(Unit)	
	Sarah Forsythe	Parks Manager	05/07/2026
(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)
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Parks and Recreation/YMCA

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
219-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		☐
219-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms)	Retain 25 years after revised, superseded or discontinued.	Paper		☐
219-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		☐
219-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		☐
219-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		☐
219-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		☐
219-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer of administrative,	Paper/ Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Parks and Recreation/YMCA

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	functions, policies, decisions, procedures, operations or other activities of public office)	legal or fiscal value. File according to content.			
219-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-12	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		☐
219-13	Shelter Reservations	Retain 2 years.	Paper/ Electronic		☐
219-14	Special Event Applications & Reports	Retain 2 years.	Paper/ Electronic		☐
219-15	Americans With Disability Act Facility Surveys, Lists of Current Barriers and Barrier Removal Plan	Retain until no longer administratively necessary.	Paper/ Electronic		☐
219-16	Aquatic Pass Applications and Reports	Retain 2 years.	Paper/ Electronic		☐
219-17	Aquatic Daily Admission Reports, Counts	Retain 2 years.	Paper/ Electronic		☐
219-18	Community Center Reservations & Reports (retained/used as general office documentation)	Retain 2 years.	Paper/ Electronic		☐
219-19	Incident Reports Involving Adults 18 years and Older Only	Retain 2 years.	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights

Parks and Recreation/YMCA

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
219-20	Pool Water Quality Reports (retained/used as documentation for Health Dept and for general office documentation)	Retain 2 years.	Paper/ Electronic		☐
219-21	Program Registration & Attendance Records	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		☐
219-22	Athletic Park Usage Permits	Retain 2 years and no longer administratively necessary.	Paper		☐
219-23	Special Events Park Usage Permits	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		☐
219-24	Parks and Recreation Receipt Books	Retain 2 years provided audited.	Paper		☐
219-25	Program and Volunteer Participant Liability Waivers	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		☐
219-26	Program and Offering(s) Planning and Development Files	Retain 5 years and no longer administratively necessary.	Electronic		☐
219-27	Certificates of Liability Insurance from External Organizations, Users or Partners	Retain 3 years after the expiration or end of coverage date.	Paper/ Electronic		☐
219-28	Incident Reports Involving a Minor	Retain until minor(s) involved reach the age of 21.	Paper/ Electronic		☐
219-29	Department Plans--Master Plans and Strategic Plans Adopted by the Department	Permanent.	Paper/ Electronic		☐

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

See instructions before completing this form.

City of Huber Heights

Parks and Recreation/YMCA

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
219-30	Alcohol Permits (Parks)	Retain 2 years.	Paper/ Electronic		☐
219-31	Parks and Recreation Board Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		☐
219-32	Arts and Beautification Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		☐
					☐
					☐



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

05/07/2026

(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

6151 Brandt Pike

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

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05/07/2026

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		☐
					☐



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	Police Division
(Local Government Entity)	(Unit)
Deborah Wiley	Communications/Records Manager
(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)		
6151 Brandt Pike	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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05/07/2026

Records Commission Chair Signature	Date
------------------------------------	------

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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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

Police 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
101-01	Administrative Financial Records (Includes Federal Equity Logs for Task Forces)	Retain 5 years.	Multi		☐
101-02	Administrative Reports (Includes quarterly and annual agency performance reports, time-sensitive performance activity reports, and formal reports on agency activities)	Retain 5 years after report is submitted.	Multi		☐
101-03	Affidavits – Junk Motor Vehicle	Retain 2 years.	Multi		☐
101-04	Applications for Solicitation and Massage Parlors	Retain 2 years.	Multi		☐
101-05	Blank Forms	Retain until obsolete or superseded.	Multi		☐
101-06	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		☐
101-07	Canine Activity Reports and Forms (Includes training and patrol activities)	Retain 2 years after service life of canine.	Multi		☐
101-08	Cash Book - Cash Journal	Retain 3 years; provided audited.	Multi		☐
101-09	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
101-10	Correspondence (Executive formal correspondence dealing with significant aspects of the administration of the agency including Special Orders, Personnel Orders, Training Bulletins and other formal written correspondence)	Retain 2 years after revised, superseded or discontinued.	Multi		☐
101-11	Court Order Disposal of Property Affidavits	Retain 2 years.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Police 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
101-12	Court Order to Seal Records	Retain 1 year.	Multi		☐
101-13	Criminal Intelligence Form	Retain 1 year.	Multi		☐
101-14	Curfew Warnings	Retain 2 years after issuance.	Multi		☐
101-15	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		☐
101-16	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 correspond- ing RC-2. Erase email that has no significant value.	Electronic		☐
101-17	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		☐
101-18	Field Interview Records	Retain 6 years. Cards may be destroyed after information has been changed to electronic form.	Multi		☐
101-19	Field Training Manuals	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Multi		☐
101-20	Firearm Records and Inventories	Retain 3 years; provided audited.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Police 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
101-21	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		☐
101-22	Golf Cart Inspection Forms	Retain 5 years	Multi		☐
101-23	Inspection Forms (Forms for line inspections including personnel and equipment)	Retain 3 years after inspection completed.	Multi		☐
101-24	Internal Affairs (Investigations of division employees)	Permanent	Multi		☐
101-25	Investigative Reports/Forms (Includes confidential informant surveillance, raid and operational plans, undercover operation plans, and prosecutor agreements)	Retain 3 years after event or filed and retained with respective report.	Multi		☐
101-26	Juvenile Arrest Records	Retain until offender is 18 years of age and in accordance to the respective offense report classification.	Multi		☐
101-27	LEADS Input Logs	Retain 6 years.	Electronic		☐
101-28	Lesson Plans/Roll Call Training (Records of in-service training content and sign-off sheets for employees in attendance)	Retain 5 years after training completed.	Multi		☐
101-29	Liability Waivers (Used when someone rides with an officer for observation)	Retain 2 years.	Multi		☐
101-30	Master Name Index	Permanent	Electronic		☐
101-31	MDT (Mobile Data Terminal) Messages (No RC-3 Required)	Retain 30 days	Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Police 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
101-32	NIBRS Reports (Crime report to State and Federal government)	Retain 3 years after filed with higher government.	Electronic		☐
101-33	Offense Reports/Case Files – Felony (Except homicide files)	Retain 6 years; provided no action pending.	Multi		☐
101-34	Offense Reports/Case Files – Homicide	Permanent	Multi		☐
101-35	Offense Reports/Case Files – Misdemeanor/Missing Persons	Retain 2 years; provided no action pending.	Multi		☐
101-36	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		☐
101-37	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		☐
101-38	Private Property Crash Cards (Used when accident occurs on private property and there are no injuries)	Retain 2 years.	Multi		☐
101-39	Private Security Detail Contracts and Special Events Documents	Retain 2 years from contract date.	Multi		☐
101-40	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		☐
101-41	Promotional Process Documents	Retain 5 years.	Multi		☐
101-42	Property Logs (Listing of property submitted by officers)	Retain 3 years after disposal of property.	Multi		☐
101-43	Public Records Requests	Retain 1 year; provided audited.	Multi		☐
101-44	Pursuit Reviews (Filled out whenever an officer is involved in vehicle pursuit)	Retain 5 years; provided no pending litigation.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Police 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
101-45	Recordings (Communications recordings of radio and telephone 911 conversations) (No RC-3 Required)	Retain 6 months; provided no action pending.	Electronic		☐
101-46	Recordings (Mobile in-car video and body worn camera recordings) (No RC-3 Required)	Retain 90 days; provided an event has been created.	Electronic		☐
101-47	Recordings – Suspect/Witness Interviews (Recordings of case-specific interviews)	Retained with original offense report.	Electronic		☐
101-48	Ride-along/Observation Forms	Retain 2 years	Multi		☐
101-49	Selective Enforcement Records (Includes vacation house checks)	Retain 30 days after completion of detail or activity.	Multi		☐
101-50	Specialized Assignments Documents	Retain 2 years.	Multi		☐
101-51	Subject Controls (Filled out when officer uses force to make an arrest)	Retain 2 years; provided no criminal or civil litigation.	Multi		☐
101-52	Summons and Warrants (Court notices)	Retain until discharged.	Multi		☐
101-53	Surveillance Video – Cameras on Police Campus	Ongoing recording that is rewritten when tape fills. Retain until no longer of administrative value.	Electronic		☐
101-54	Text to 9-1-1 (Communications recordings of Text to 9-1-1 Conversations)	Retain 6 months; provided no action pending.	Electronic		☐
101-55	Tow Tickets (Inventory sheets of towed vehicles)	Retain 3 years.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Police 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
101-56	Traffic Citations (Copies of traffic tickets issued to traffic violators)	Retain 3 years; provided audited.	Multi		☐
101-57	Traffic Crash Reports (Original reports of traffic crashes)	Retain 3 years. Retain 10 years if accident resulted in death.	Multi		☐
101-58	Training Certificates	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Multi		☐
101-59	Training Jackets (Internal file including training requests and critique documentation. Not a record of training attendance.)	Retain 1 year after training has been attended.	Multi		☐
101-60	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		☐
101-61	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
101-62	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Voicemail		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Police 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
101-63	Warning Tickets (Used to warn of illegally parked vehicles and minor traffic and criminal violations)	Retain 1 year; provided no further warnings or citations are issued.	Multi		☐
101-64	Guardian Tracking Performance Categories (Performance Review/Coaching/Division Counseling)	Retain 1 year	Electronic		☐



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	Public Works Division		
(Local Government Entity)	(Unit)		
Michael Gray	Public Works Manager	05/07/2026	
(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)		
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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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)

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*

(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		☐

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
401-08	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, fiscal, legal, or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
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		☐

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
401-14	Equipment Files (Vehicle maintenance and purchase)	Retain until equipment is sold, scrapped, or no longer the property of the City.	Multi		☐
401-15	General Subject Files	Retain 3 years.	Multi		☐
401-16	Fuel Usage Records (Gasoline and diesel fuel usage)	Retain 5 years	Electronic		☐
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.	Electronic		☐

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
401-24	Photos and Digital Photos	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		☐
401-25	Traffic Signal Maintenance Sheets	Retain 5 years	Paper		☐
401-26	Bid Sheets	Retain 5 years.	Paper		☐
401-27	Pesticide Application Sheets	Retain 3 years	Paper		☐
401-28	Dam Safety Inspection Report	Permanent	Paper		☐
					☐
					☐
					☐
					☐



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

Division of Taxation

(Local Government Entity)

(Unit)

Robin Smith

Tax Administrator

05/07/2026

(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

6151 Brandt Pike

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.

05/07/2026

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

(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
507-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded, or discontinued.	Multi		☐
507-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1 RC-@ or RC-3 forms)	Retain 25 years after revised, superseded, or discontinued.	Paper		☐
507-03	Transient Correspondence of 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		☐
507-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		☐
507-05	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		☐
507-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record)	Retain until no longer of administrative value.	Multi		☐
507-07	Blank Forms	Retin until obsolete or superseded.	Multi		☐
507-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical value. Maintain according to content. Refer corresponding RC-2. Erase email that has no significant value.	Electronic		☐
507-09	General Correspondence (All sent and received correspondence in any medium, that serves to document the organization, functions, policies, decisions)	Retain 1 year and no longer of administrative, legal, or fiscal value. File according to content.	Multi		☐
507-10	Bulletins, Posters, General Notices and Displays	Retain until no longer administratively necessary.	Multi		☐
507-11	Professional Organization and Association Files	Retain 1 year and no longer of administrative value.	Multi		☐

(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
507-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of administrative, fiscal, legal or historical value.	Paper		☐
507-13	Declaration of Estimated Income Tax Forms-Business and Individual	Retain 6 years.	Multi		☐
507-14	Quarterly Payments Statements	Retain 6 years.	Multi		☐
507-15	Individual Income Tax Returns and Attachments	Retain 6 years.	Multi		☐
507-16	Corporate or Partnership Income Tax Returns and Attachments	Retain 6 years.	Paper		☐
507-17	Refund Requests and Attachments	Retain 6 years.	Multi		☐
507-18	Withholding Tax Returns-Monthly and Quarterly	Retain 6 years.	Multi		☐
507-19	Withholding Tax Reconciliations and W-2s	Retain 6 years.	Paper		☐
507-20	Payment Receipts	Retain 6 years.	Paper		☐
507-21	Taxpayer Correspondence	Retain 6 years.	Multi		☐
507-22	Daily Cash Receipt Records (Distribution Reports)	Retain 6 years.	Paper		☐
507-23	Database Transaction Printouts	Retain 2 years: provided audited.	Paper		☐
507-24	Delinquent Account Records	Retain until paid or deemed uncollectible.	Paper		☐
507-25	Uncollectible Account Records	Retain 6 years.	Paper		☐
507-26	Postal Address Changes	Retain 3 years.	Paper		☐
507-27	Copies of Refund Checks	Retain 3 years: provided audited.	Paper		☐

(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
507-28	Tax Data Reports	Retain 3 years: provided audited.	Paper		☐
507-29	Legal Collection Letters	Retain 6 years after paid or discharged.	Paper		☐
507-30	Tax Office Employee's Timesheets	Retain 6 years.	Paper		☐
507-31	Voicemail	May be destroyed in the normal course of business as soon as considered of no values by the person holding the records.	Voicemail		☐
507-32	Surveillance Video-Cameras in Tax Division	Ongoing recording that is rewritten when tape fills. Retain until no longer of administrative use.	Electronic		☐
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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	Veolia Water - Office		
(Local Government Entity)	(Unit)		
	Nicole Flood	Administrative Assistant	05/07/2026
(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)	
6151 Brandt Pike	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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05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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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.

(Local Government Entity)

(Unit)

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

(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
WAT-01	Copies of Drivers Licenses	Destroy immediately after verification	Paper		☐
WAT-02	Copies of Rental Leases	Destroy immediately after verification	Paper		☐
WAT-03	Copies of Closing Papers	Destroy immediately after verification	Paper		☐
WAT-04	Transient Correspondence of 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 records.	Multi		☐
WAT-05	Blank Forms or Blank Utility Bills (That are no longer used)	Retain until obsolete or superseded	Multi		☐
WAT-06	Public Records Requests	Retain 1 year; provided audited	Multi		☐
WAT-07	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative fiscal, legal or	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
		historical value			
WAT-08	Copies of Bank Deposit Receipts	Retain 3 years; provided audited and audit report is released and all discrepancies are resolved	Multi		☐
WAT-09	Balance Sheets	Retain 2 years	Multi		☐
WAT-10	Meter Test Records	Retain 3 years	Paper		☐
WAT-11	Visitors Log	Retain 1 year	Paper		☐
WAT-12	General Correspondence	Retain 1 year and no longer of an administrative legal or fiscal value	Multi		☐
WAT-13	Annual Reports	Permanent	Multi		☒
WAT-14	NSF Check of Bad Debit Files	Retain 2 years; provided audited	Paper		☐
WAT-15	Billing adjustment Forms (Debit and credit memos)	Retain 3 years; provided audited	Paper		☐
WAT-16	Billing Journals	Retain 3 years; provided audited	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
WAT-17	Cash Journals	Retain 1 year; provided audited	Multi		☐
WAT-18	Daily Work Orders (Service orders)	Retain 3 years; provided audited	Multi		☐
WAT-19	Monthly Reports (Financial and operations and maintenance reports)	Retain until incorporated into yearly compilation and 5 years; provided and audited	Multi		☐
WAT-20	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by	Voicemail		☐
WAT-21	Shut Off Lists	Retain 3 years provided audited	Multi		☐
WAT-22	Cash Stubs (Payment Receipts)	Retain 3 years; provided audited	Multi		☐
WAT-23	Write off Records (Bills not paid that are to be put on taxes of bankruptcy accounts)	Retain 3 years; provided audited	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
WAT-24	Weekly Reports (Status of ongoing projects and issues that advises supervisors of various events)	Retain 1 year or until no longer of administrative value	Multi		☐
WAT-25	Copies of Refund Requests (Used to record overpayment of water/sewer bills)	Retain until audited; then destroy records	Paper		☐
WAT-26	Ohio Pubic Records Compliance Folder (May contain appropriate RC-1, RC-2, RC-3 forms)	Retain 25 years after revised superseded or discontinued	Paper		☐
WAT-27	Invoices for Construction Water	Retain 3 years	Multi		☐
WAT-28	Policies, procedures Rules and Regulations	Retain 6 years after revised, superseded or discontinues	Multi		☐
WAT-29	Unsolicited Correspondence/Unsolicited/Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record	Multi		☐
WAT-30	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

(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
WAT-31	Drafts and informal Notes (Consisting of transitory information used to prepared the official record in any form)	Retain until no longer of administrative value	Multi		☐
WAT-32	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has a significant administrative fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		☐
WAT-33	Bulletins, Posters, Notices and Displays	Retain until no longer of administrative value.	Multi		☐
WAT-34	Checks (Scanned and sent to bank electronically for payment)	Retain 60 days for verification and then destroyed immediately.	Paper		☐
WAT-35	Backflow Preventer Test Reports	Retain 5 years; provided audited	Paper		☐
WAT-36	Invoices Billed To Huber/Vinebrook	Retain 3 years	Multi		☐



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	Veolia Water - Plant		
(Local Government Entity)	(Unit)		
	Gary Bunnell	Operations Manager	05/07/2026
(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)	
6151 Brandt Pike	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.

05/07/2026

Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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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

Veolia Water - Plant

(Local Government Entity)

(Unit)

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

(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
WATP-01	Analytical Data Sheet for Water Pollution Control Facility (Daily wastewater discharge conduct flow logs, Tri-Cities North Regional Wastewater Authority Solids Reports and Invoices)	Retain 10 Years	Multi		☐
WATP-02	Bacterial Analysis Records (Wells)	Retain 10 Years	Multi		☒
WATP-03	Daily Chlorination Reports (Consolidated into monthly state reports)	Retain 10 Years	Multi		☐
WATP-04	Distribution System Bacteriological Sampling Records (includes address and location of sample collection point and total and free chlorine residuals)	Retain 10 Years	Multi		☐
WATP-05	Total Coli Form Reports	Retain 10 Years	Multi		☐
WATP-06	Flow Charts (Elevated storage tower levels –WTP influent, effluent flows, and distribution system pressure)	Retain 10 Years	Multi		☐
WATP-07	Monthly Laboratory Testing Summary Reports (including fluoride, Iron manganese and turbidity, etc. Consolidated onto monthly state report.)	Retain 10 Years	Multi		☐
WATP-08	Records of Chemical Analyses (SOC, VOC'S, THM'S, lead and copper, etc.)	Retain 10 Years	Multi		☒
WATP-09	Violations (Notice of violations, public notification, actions take to correct violation, and all communications	Retain 3 Years after last action taken with respect to the particular violation involved.	Multi		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Veolia Water - Plant

(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
	involved with a violation of state primary drinking water rules)				
WATP-10	Water Quality Annual Reports	Permanent	Multi		☒
WATP-11	Well Record Book	Permanent	Multi		☒
WATP-12	Well Test Logs	Permanent	Multi		☒
WATP -13	Laboratory Bench Sheets	Retain 10 Years	Multi		☐
WATP -14	Operational Worksheets	Retain 10 Years	Multi		☐
WATP -15	Well Field Data Logs & Well Water Quality Monitoring	Retain 10 Years	Multi		☐
WATP -16	WTP Generator Logs	Retain 10 Years	Multi		☐
WATP -17	Back Flow Prevention Documents	Retain 5 Years	Multi		☐
WATP -18	Engineering Plant Drawings	Permanent	Multi		☒
WATP -19	SDS'S & MSDS'S	Retain 30 Years	Multi		☐
					☐
					☐



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

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 Governance Center
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6151 Brandt Pike	Huber Heights	45424	Montgomery/Miami	05/07/2026
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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

Clerk of Council	(937) 237-5832
(Signature of Responsible Official)	(Title) (Telephone number)

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

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



City of Huber Heights

Clerk of Council and City Council

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Public Records Request Forms	504-14	12/12/2024	Multi	N/A	Prior to 2024		06/15/2026	



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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

City of Huber Heights	Police Division	Deborah Wiley	(937) 237-3597	Police Division
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6121 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	05/07/2026
(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.

Communications/Records Manager (937) 237-3597

(Signature of Responsible Official)

(Title)

(Telephone number)

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

arodgers@hhoh.org

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

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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Administrative Financial Records (Includes Federal Equity Logs For Task Forces)	101-01	07/29/2024	Multi	N/A	Prior to 2021		06/15/2026	
Administrative Reports (Includes Quarterly And Annual Agency Performance Reports, Time-Sensitive Performance Activity Reports, And Formal Reports On Agency Activities)	101-02	07/29/2024	Multi	N/A	Prior to 2021		06/15/2026	
Affidavits – Junk Motor Vehicle	101-03	07/29/2024	Paper	N/A	Prior to 2024		06/15/2026	
Applications For Solicitation And Massage Parlors	101-04	07/29/2024	Paper	N/A	Prior to 2024		06/15/2026	
Canine Activity Reports And Forms (Includes Training And Patrol Activities)	101-07	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
Cash Book-Cash Journal	101-08	07/29/2024	Paper	N/A	Prior to 2022		06/15/2026	

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

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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Correspondence (Executive Formal Correspondence Dealing With Significant Aspects Of The Administration Of The Agency Including Special Orders, Personnel Orders, Training Bulletins And Other Formal Written Correspondence)	101-10	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
Court Order Disposal Of Property Affidavits	101-11	07/29/2024	Paper	N/A	Prior to 2024		06/15/2026	
Court Order To Seal Records	101-12	07/29/2024	Paper	N/A	Prior to 2025		06/15/2026	
Criminal Intelligence Form	101-13	07/29/2024	Multi	N/A	Prior to 2025		06/15/2026	
Curfew Warnings	101-14	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
Field Interview Records	101-18	07/29/2024	Multi	N/A	Prior to 2020		06/15/2026	
Field Training Manuals	101-19	07/29/2024	Paper	N/A	Prior to 2024 (if retained 2 years) or Prior to 2019 (if retained for 7 years)		06/15/2026	
Firearm Records And Inventories	101-20	07/29/2024	Multi	N/A	Prior to 2022		06/15/2026	



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

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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
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)	101-21	07/29/2024	Multi	N/A	Prior to 2025		06/15/2026	
Golf Cart Inspection Forms	101-22	07/29/2024	Paper	N/A	Prior to 2021		06/15/2026	
Inspection Forms (Forms For Line Inspections Including Personnel And Equipment)	101-23	07/29/2024	Multi	N/A	Prior to 2023		06/15/2026	
Investigative Reports/Forms (Includes Confidential Informant Surveillance, Raid And Operational Plans, Undercover Operation Plans,	101-25	07/29/2024	Multi	N/A	Prior to 2023		06/15/2026	



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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
And Prosecutor Agreements)								
Leads Input Logs	101-27	07/29/2024	Electronic	N/A	Prior to 2020		06/15/2026	
Lesson Plans/Roll Call Training (Records Of In- Service Training Content And Sign- Off Sheets For Employees In Attendance)	101-28	07/29/2024	Multi	N/A	Prior to 2021		06/15/2026	
Liability Waivers (Used When Someone Rides With An Officer For Observation)	101-29	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
NIBRS Reports (Crime Report To State And Federal Government)	101-32	07/29/2024	Electronic	N/A	Prior to 2023		06/15/2026	
Offense Reports/ Case Files- Felony (Except Homicide Files)	101-33	07/29/2024	Paper	N/A	Prior to 2020		06/15/2026	
Offense Reports/Case Files – Misdemeanor/ Missing Persons	101-35	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
Ohio Public Records Compliance Folder	101-36	07/29/2024	Paper	N/A	Prior to 2001		06/15/2026	

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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
(May Contain Appropriate RC-1, RC-2 Or RC-3 Forms)								
Policies, Procedures, Rules And Regulations	101-37	07/29/2024	Multi	N/A	Prior to 2020		06/15/2026	
Private Property Crash Cards (Used When Accident Occurs On Private Property And There Are No Injuries)	101-38	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
Private Security Detail Contracts And Special Events Documents	101-39	07/29/2024	Paper	N/A	Prior to 2024		06/15/2026	
Professional Organization And Association Files	101-40	07/29/2024	Multi	N/A	Prior to 2025		06/15/2026	
Promotional Process Documents	101-41	07/29/2024	Paper	N/A	Prior to 2021		06/15/2026	
Property Logs (Listing Of Property Submitted By Officers)	101-42	07/29/2024	Multi	N/A	Prior to 2023		06/15/2026	
Public Records Requests	101-43	07/29/2024	Multi	N/A	Prior to 2025		06/15/2026	



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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Pursuit Reviews (Filled Out Whenever An Officer Is Involved In Vehicle Pursuit)	101-44	07/29/2024	Multi	N/A	Prior to 2021		06/15/2026	
Ride-Along/ Observation Forms	101-48	07/29/2024	Paper	N/A	Prior to 2024		06/15/2026	
Specialized Assignments Documents	101-50	07/29/2024	Paper	N/A	Prior to 2024		06/15/2026	
Subject Controls (Filled Out When Officer Uses Force To Make An Arrest)	101-51	07/29/2024	Multi	N/A	Prior to 2024		06/15/2026	
Tow Tickets (Inventory Sheets Of Towed Vehicles)	101-55	07/29/2024	Multi	N/A	Prior to 2023		06/15/2026	
Traffic Citations (Copies Of Traffic Tickets Issued To Traffic Violators)	101-56	07/29/2024	Multi	N/A	Prior to 2023		06/15/2026	
Traffic Crash Reports (Original Reports Of Traffic Crashes)	101-57	07/29/2024	Multi	N/A	Prior to 2023 (if retained 3 years) or Prior to 2016 (if retained for 10 years)		06/15/2026	
Training Certificates	101-58	07/29/2024	Multi	N/A	Prior to 2024 (if retained 2 years) or prior to 2019 (if retained for 7 years)		06/15/2026	



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

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

City of Huber Heights

Police Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Training Jackets (Internal File Including Training Requests And Critique Documentation. Not A Record Of Training Attendance.)	101-59	07/29/2024	Multi	N/A	Prior to 2025		06/15/2026	
Warning Tickets (Used To Warn Of Illegally Parked Vehicles And Minor Traffic And Criminal Violations)	101-63	07/29/2024	Multi	N/A	Prior to 2025		06/15/2026	
Guardian Tracking Performance Categories (Performance Review/Coaching/ Division Counseling)	101-64	07/29/2024	Electronic	N/A	Prior to 2025		06/15/2026	



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Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

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

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

City of Huber Heights	Public Works Division	Mike Gray	937-233-1562	Public Works Building
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
5001 Taylorsville Road	Huber Heights	45424	Montgomery/Miami	05/07/2026
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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

Public Works Manager	937-233-1562
(Signature of Responsible Official)	(Title) (Telephone number)

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

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

City of Huber Heights

Public Works Division

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Records Of Daily Duties	401-18	11/10/2025	Paper	N/A	Prior to 2021		06/15/2026	
Traffic Signal Maintenance Sheets	401-25	11/10/2025	Paper	N/A	Prior to 2021		06/15/2026	



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localrecs@ohiohistory.org
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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

Nicole Flood	Veolia Water – Office	Nicole Flood	(937) 233 -3292	Veolia Water - Office
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6244 Chambersburg Road	Huber Heights	45424	Montgomery/Miami	05/07/2026
(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.

Senior Billing Coordinator	(937) 233 - 3292
(Signature of Responsible Official)	(Title) (Telephone number)

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

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

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

City of Huber Heights

Veolia Water – Office

(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		
Copy Of Bank Deposit Receipts	WAT-08	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2021		06/15/2026	
NSF Check Or Bad Debit Files	WAT-14	06/09/2022	Paper	N/A	01/01/2021 – 12/31/2022		06/15/2026	
Billing Adjustment Forms (Debit And Credit Memos)	WAT-15	06/09/2022	Paper	N/A	01/01/2020 – 12/31/2021		06/15/2026	
Billing Journals	WAT-16	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2021		06/15/2026	
Cash Journals	WAT-17	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2023		06/15/2026	
Daily Work Orders	WAT-18	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2021		06/15/2026	
Monthly Reports (Financial And Operations And Maintenance Reports)	WAT-19	06/09/2022	Multi	N/A	01/01/1996 – 12/31/2019		06/15/2026	
Shut Off Lists	WAT-21	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2021		06/15/2026	
Cash Stubs	WAT-22	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2021		06/15/2026	
Write Off Records	WAT-23	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2021		06/15/2026	
Copies Of Refund Requests	WAT-25	06/09/2022	Paper	N/A	01/01/2020 – 12/31/2024		06/15/2026	



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

City of Huber Heights

Veolia Water – Office

(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		
Invoices For Construction Water	WAT-27	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2022		06/15/2026	
Unsolicited Correspondence/ Unsolicited Mail/ Unsolicited Email/Similar Unsolicited Communications	WAT-29	06/09/2022	Multi	N/A	01/01/2023 – 12/31/2024		06/15/2026	
Copies - Reading Informational And Reference (Originals Maintained)	WAT-30	06/09/2022	Multi	N/A	01/01/2021 – 12/31/2023		06/15/2026	
Backflows Preventer Test Reports	WAT-35	06/09/2022	Paper	N/A	01/01/2018 – 12/31/2019		06/15/2026	
Invoices Billed To Huber Vinebrook	WAT-36	06/09/2022	Multi	N/A	01/01/2020 – 12/31/2022		06/15/2026	



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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	Veolia Water – Plant	Gary Bunnell	(937) 233-3292	Veolia Water - Office
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
6244 Chambersburg Road	Huber Heights	45424	Montgomery/Miami	05/07/2026
(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.

	Project Leader	(937) 233-3292
(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

Veolia Water – Plant

(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		
Bacterial Analysis Records (Wells)	WTP-02	06/09/2022	Multi	N/A	1996 – 2015		06/15/2026	
Daily Chlorination Reports (Consolidated Into Monthly State Reports)	WTP-03	06/09/2022	Multi	N/A	1996 – 2015		06/15/2026	
Distribution System Bacteriological Sampling Records (Includes Address And Location Of Sample Collection Point And Total And Free Chlorine Residuals)	WTP-04	06/09/2022	Multi	N/A	1996 – 2015		06/15/2026	
Total Coil Form Reports	WTP-05	06/09/2022	Multi	N/A	1996 – 2015		06/15/2026	
Flow Charts (Elevated Storage Tower Levels - WTP Influent, Effluent Flows, And Distribution System Pressure)	WTP-06	06/09/2022	Multi	N/A	1996 - 2015		06/15/2026	



CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
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City of Huber Heights

Veolia Water – Plant

(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		
Monthly Laboratory Testing Summary Reports (Including Fluoride, Iron, Manganese And Turbidity, Etc. Consolidated Onto Monthly State Report	WTP-07	06/09/2022	Multi	N/A	1996 - 2015		06/15/2026	
Records Of Chemical (SOC's VOC's, THM's Lead, Copper, Etc.)	WTP-08	06/09/2022	Multi	N/A	1996 - 2015		06/15/2026	
Violations (Notices Of Violations, Public Notification, Actions Taken To Correct Violations/All Communications Involved With A Violation Of State Primary Drinking Water Rules)	WTP-09	06/09/2022	Multi	N/A	1996 - 2016		06/15/2026	