



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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OHIO HISTORY CONNECTION


JUL 03 2023

STATE AND LOCAL
 GOVERNMENT RECORDS

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)
	06/22/23 (Date)

Section B: Records Commission

City of Huber Heights Public Records Commission	(937) 233-1423 (Telephone Number)
6131 Taylorsville Road (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.

	06/22/23
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	7/6/2023
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
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
(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506-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded or discontinued.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		<input type="checkbox"/>
506-02	Ohio Public Records Compliance Folder	Retain 25 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
506-05	Copies – Reading, Informational And Reference (Originals Maintained.)	Retain until no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
506-07	Blank Forms	Until obsolete or superseded.	Paper/Multi		<input type="checkbox"/>
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		<input type="checkbox"/>

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		<input type="checkbox"/>
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		<input type="checkbox"/>
506-11	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary	Paper/Multi		<input type="checkbox"/>
506-12	Professional Organization/Association Records	Retain 1 year and no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-13	Annual Certificate Of Estimated Resources	Retain 7 years; provided audited.	Multi		<input type="checkbox"/>
506-14	Comprehensive Annual Financial Report (CAFR)	Permanent	Multi		<input checked="" type="checkbox"/>
506-15	Annual Tax Budget	Permanent	Multi		<input checked="" type="checkbox"/>
506-16	Annual W-2 Reconciliation	Retain 6 years; provided audited.	Paper/Multi	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<input checked="" type="checkbox"/>
506-17	Appropriations Budget	Permanent	Paper/Multi		<input checked="" type="checkbox"/>
506-18	Appropriations Budget Worksheets (With Supporting Documents)	Retain 5 years.	Paper/Multi		<input type="checkbox"/>
506-19	Appropriation Ledger (Year End)	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-20	Bank Reconciliations (With Statements And Supporting Documents.)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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

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

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

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

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(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		<input type="checkbox"/>
506-76	Voucher Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-77	Water And Sewer Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-78	Water And Sewer Receipts Journal	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-79	Water And Sewer Voucher Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-80	YTD Fund Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-81	Revenue Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-82	Expense Balancing Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-83	MTD/YTD Revenue Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-84	Combined MTD/YTD Fund Report	Retain 3 years; provided audited. Year End is Permanent.	Paper/Multi		<input type="checkbox"/>
506-85	Combined MTD/YTD Expense Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-86	MTD Bank Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-87	Month Consolidated Check Register	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-88	Payroll Notes – Green Pad	Retain 3 years.	Paper		<input type="checkbox"/>
506-89	Bank "Transfer From" Listing	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>

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(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		<input type="checkbox"/>
506-91	Expense Activity By Account	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-92	Revenue Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-93	Expense Budget Summary Report	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-94	Assessment Certification Listings – All Types	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-95	Assessments – General Information – All Types	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-96	Sidewalk/Missing Gap Program Estimate Letters	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-97	Sidewalk/Missing Gap Program Invoices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-98	Sidewalk Program – Yellow Drawing/Diagram Cards	Permanent	Paper		<input checked="" type="checkbox"/>
506-99	Sidewalk Program – Copies Of ROW Permits	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-100	Sidewalk Program Inquiries	Retain 1 year and no longer of administrative value.	Paper/Multi		<input type="checkbox"/>
506-101	Roadway Improvements – Notice Of Information Meeting	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-102	Roadway Improvements – Notice Of Equalization Board Meeting	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-103	Roadway Improvements – Objection Letters	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>
506-104	Roadway Improvements – Ordinance Of Assessment Notices	Until paid; provided audited.	Paper/Multi		<input type="checkbox"/>

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

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

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

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(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		<input type="checkbox"/>
506-153	CAFR Letters	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-154	Completed Surveys – Copies	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-155	Unbound CAFR/PAFR	Retain 5 years; provided audited.	Paper		<input type="checkbox"/>
506-156	Payroll Cost Analysis	Retain 2 years.	Paper/Multi		<input type="checkbox"/>
506-157	Monthly Income Tax Revenue Reconciliation	Retain 2 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-158	Cash Surety Spreadsheet (With Supporting Documents)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-159	Capital Accounts Monthly Balance Sheets – General And Utility	Retain 5 years after project closed; provided audited.	Paper/Multi		<input type="checkbox"/>
506-160	Cell Phone Audits	Retain 6 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-161	Grant Files	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-162	Property Tax Spreadsheet (With Certified Mail Receipts And Signature Cards)	Retain 3 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-163	Accounts Payable Vouchers With Invoices	Retain 3 years; provided audited, except in the case of invoices related to court expenses.	Paper/Multi		<input type="checkbox"/>
506-164	Accumulative Appropriations Ledger	Retain 5 years; provided audited.	Paper/Multi		<input type="checkbox"/>
506-165	Annual Audit (Report From Independent Auditor)	Permanent	Paper/Multi		<input checked="" type="checkbox"/>

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

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

City of Huber Heights

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

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

See instructions before completing this form.

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

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C