



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

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 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)	
	Bryan Chodkowski	Interim City Manager	06/22/23
(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	
(Address)		(Telephone Number)	
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(Address)	(City)	(Zip Code)	(County)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

	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

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501-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded or discontinued.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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
501-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>
501-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
501-08	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	Electronic		<input type="checkbox"/>

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
		RC-2. Erase email that has no significant value.			
501-09	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"/>
509-10	General Correspondence	Retain 2 years and no longer of an administrative, legal or fiscal value. File according to content.	Paper/ Electronic		<input type="checkbox"/>
501-11	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
501-12	Professional Organization And Association Records	Retain 1 year and no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
503-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value	Paper/ Electronic		<input type="checkbox"/>
501-14	Library Or Museum Materials (Reference Information, Items Acquired For Individual Use Or Exhibition)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-15	Advertisements And Classified Advertisements	Retain 1 year and no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		<input type="checkbox"/>
501-16	Bid Files (Original Records Of Formal Bidded Items/Services At \$15,000 Or More)	Retain 7 years after expiration.	Paper/ Electronic		<input type="checkbox"/>

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
501-17	Weekly Reports To Council (From City Manager)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
501-18	Loan And Grant Applications	Retain 2 years; provided audited.	Paper/ Electronic	Audited means: the years encompassed by the records have been audited by the	<input type="checkbox"/>
501-19	Reports (Quarterly Performance, Monthly From Department/Division)	Retain 2 years.	Paper/ Electronic	Auditor of State and the audit report has been released pursuant to	<input type="checkbox"/>
501-20	Cemetery Map - Johnson Cemetery	Permanent	Paper	Sec. 117.26 O.R.C	<input checked="" type="checkbox"/>
501-21	Register Of Interments - Indigent Burials	Permanent	Paper		<input checked="" type="checkbox"/>
501-22	Burial Permits - Indigent Burials	Permanent	Paper		<input checked="" type="checkbox"/>
501-23	Death Certificates - Indigent Death Certificates	Permanent	Paper		<input checked="" type="checkbox"/>
501-24	Reference Materials	Retain until superseded or replaced.	Paper/ Electronic		<input type="checkbox"/>
501-25	Staff Meeting Minutes	Retain 1 year	Electronic		<input type="checkbox"/>
501-26	Awards, Newspaper Articles And Clippings	Retain 10 years and no longer of administrative, legal, fiscal or historical value.	Paper/ Electronic		<input checked="" type="checkbox"/> (Historical)
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		<input type="checkbox"/>

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
501-28	Hourly/Daily/Weekly And Annual Appointment Books, Records, Calendars, Schedules, Organizer And Planner	Continually updated, revised, completed, superseded or erased.	Paper/ Electronic		<input type="checkbox"/>
501-29	Press And News Releases	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input checked="" type="checkbox"/> (Historical)
501-32	Video Surveillance Of City Hall Lobby	24 hour recording that is rewritten when tape fills. Retain until no longer of administrative value.	Electronic		<input type="checkbox"/>
501-33	Agendas - Parks And Recreation Board	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-34	Minutes - Parks And Recreation Board	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>

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
501-35	Meeting Recordings - Parks And Recreation Board	Retain 10 years.	Electronic		<input type="checkbox"/>
501-36	Meeting Packets - Parks And Recreation Board	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-37	Agendas - Arts And Beautification Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-38	Minutes – Arts And Beautification Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-39	Meeting Recordings - Arts And Beautification Commission	Retain 10 years.	Electronic		<input type="checkbox"/>
501-40	Meeting Packets - Arts And Beautification Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-41	Agendas – Military And Veterans Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-42	Minutes – Military And Veterans Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-43	Meeting Recordings – Military And Veterans Commission	Retain 10 years.	Electronic		<input type="checkbox"/>
501-44	Meeting Packets – Military And Veterans Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-45	Agendas – Culture And Diversity Citizen Action Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-46	Minutes – Culture And Diversity Citizen Action Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-47	Meeting Recordings - Culture And Diversity Citizen Action Commission	Retain 10 years.	Electronic		<input type="checkbox"/>

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
501-48	Meeting Packets - Culture And Diversity Citizen Action Commission	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
501-49	Entire City Original Agreements/Contracts	Retain 15 years after expiration.	Electronic		<input type="checkbox"/>
501-50	City Website	Continually updated, revised, completed, superseded or erased.	Electronic		<input type="checkbox"/>
501-51	City Social Media Accounts	Continually updated, revised, completed, superseded or erased.	Electronic		<input type="checkbox"/>
501-52	Athletic Park Usage Permits	Retain 1 year and no longer of administrative value.	Paper		<input type="checkbox"/>
501-53	Special Events Park Usage Permits	Retain 1 year and no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-54	Executive Orders	Until superseded, obsolete or replaced; then apprise for historical value.	Paper/ Electronic		<input type="checkbox"/>
501-55	Correspondence - Routine Form Letters	Retain 1 year.	Paper/ Electronic		<input type="checkbox"/>
501-56	Correspondence (With Legislative Branch)	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
501-57	Correspondence (With Executive)	Retain 5 years.	Paper/ Electronic		<input type="checkbox"/>
501-58	Grant Files/Records	Retain 5 years; provided	Paper/ Electronic		<input type="checkbox"/>

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
		audited and disputes resolved.			
501-59	Mailing Lists	Mailing Lists	Paper/ Electronic		<input type="checkbox"/>
501-60	Meeting Notices	Retain 1 year.	Paper/ Electronic		<input type="checkbox"/>
501-61	Parks And Recreation Receipt Books	Retain 2 years; provided audited.	Paper		<input type="checkbox"/>
501-62	Statistical Reports/Surveys	Retain 5 years.	Paper/ Electronic		<input 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