



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
 MAR 16 2020
 STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

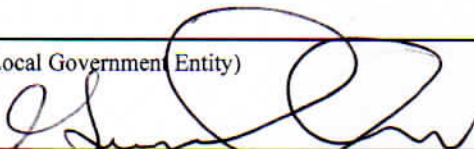
See instructions before completing this form. Must be submitted with PART 2

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

Legal (Including City Attorney/Law Director and
 Other Attorneys
 Representing City)

(Local Government Entity)	(Unit)		
	Gerald McDonald	Law Director	03/12/20
(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

6131 Taylorsville Road

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.

	03/12/20
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

		3-31-2020
Signature	Title	Date

Section D: Auditor of State

Records Manager

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

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	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"/>
508-02	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"/>
508-03	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"/>
508-04	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-05	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form and to the extent they constitute public records subject to disclosure)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-06	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
508-07	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		<input type="checkbox"/>

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
508-08	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"/>
508-09	General Correspondence	Retain until correspondence sent to other departments/divisions in City.	Paper/ Electronic		<input type="checkbox"/>
508-10	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"/>
508-11	Prosecution and Litigation files	Retain until correspondence sent to other departments/divisions in City. Other documents within file 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"/>
508-12	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"/>

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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
508-13	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 type="checkbox"/>
508-14	Legal opinions issued by the prosecuting attorney's office to City.	7 years after provided to City.	Paper/ Electronic		<input type="checkbox"/>
508-15	Case documents not contained in court file-criminal cases	7 years after case closed.	Paper/ Electronic		<input type="checkbox"/>
508-16	Petit Jury Records-criminal cases	10 years after case closed.	Paper/ Electronic		<input type="checkbox"/>
508-17	Victim of Crime Notices	7 years after case closed.	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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