



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

MAY 24 2019

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)	Human Resources Department (Unit)		
<i>Katie Knisely</i> (Signature of Responsible Official)	Katie Knisely (Name)	Human Resources Director (Title)	05/16/19 (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](mailto: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.

<i>Anthony C. Ruck</i> Records Commission Chair Signature	05/16/19 Date
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Section C: Ohio History Connection - State Archives

<i>Amy Blisson</i> Signature	<i>Govt. Rec. Archivist</i> Title	<i>6/11/19</i> Date
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Section D: Auditor of State

<i>Martin E. Mue</i> Signature	<i>Records Mgr</i> Title	<i>6-17-19</i> 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.

(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		<input type="checkbox"/>
510-02	W-4 Forms	Retain until superseded or employee terminates. No RC-3 form necessary.	Paper		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>
510-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
510-07	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>

## 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		<input type="checkbox"/>
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		<input type="checkbox"/>
510-11	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		<input type="checkbox"/>
510-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
510-13	Receipts/Receipt Books	Retain 2 years; provided audited	Paper		<input type="checkbox"/>
510-14	ID Cards	Destroy upon termination or replacement.	Multi		<input type="checkbox"/>
510-15	Job/Position Descriptions	Retain 1 year after superseded.	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
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		<input type="checkbox"/>

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

See instructions before completing 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
510-18	Court Orders for Payroll Deduction	Retain until employee terminates or order rescinded. No RC-3 form necessary.	Paper		<input type="checkbox"/>
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		<input type="checkbox"/>
510-20	Hourly/Daily/Weekly/Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually updated, revised, completed, superseded or erased.	Multi		<input type="checkbox"/>
510-21	Employee Withholding Requests	Retain until replaced or revoked by employee.	Paper		<input type="checkbox"/>
510-22	Garnishment Orders	Retain until employee terminates or order rescinded. No RC-3 form necessary.	Paper		<input type="checkbox"/>
510-23	Lists/Rosters/Informational Directories (Containing employee contact information)	Continually updated, revised, completed, superseded	Multi		<input type="checkbox"/>
510-24	EEO, Sexual Harassment, Violence in the Workplace Complaints	Retain 7 years and no longer of any administrative or legal value.	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>

## 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		<input type="checkbox"/>
510-27	Completed Surveys	Retain 2 years and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
510-28	Training Manuals - Training Records	Retain 2 years and no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
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		<input type="checkbox"/>
510-30	Personnel Files	Purge 2 years after employee leaves municipal service. Retain permanent employee records including payroll status, 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		<input type="checkbox"/>
510-31	Advertisements (Classified advertisements and internet postings)	Retain 3 years.	Multi		<input type="checkbox"/>
510-32	EEO and I-9 Immigration Verification Forms	Retain 1 year after date employment ends; provided audited.	Paper	<b>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.</b>	<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)		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		<input type="checkbox"/>
510-34	Workers Compensation (Case files, premiums and correspondence concerning rates, payments, FMLA, ADA, EAP, etc.)	Retain until BWC's Statue of Limitations/ Retain 7 years after employee separation.	Paper		<input type="checkbox"/>
510-35	Solicited Applications for Employment (Application, resumes, and completed forms)	Retain 2 years.	Paper		<input type="checkbox"/>
510-36	Unsolicited Applications for Employment	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
510-37	Accident Claims/Reports (City vehicle and property involved with accidents)	Retain 6 years after claim is closed.	Paper		<input type="checkbox"/>
510-38	Table of Organization/Organizational Charts	Retain until superseded. No RC-3 form necessary.	Multi		<input type="checkbox"/>
510-39	Budget Work Sheets	Retain 5 years.	Paper		<input type="checkbox"/>
510-40	Case Files (City and/or employee named defendant in lawsuit)	Retain 5 years after case closed.	Paper		<input type="checkbox"/>
510-41	Insurance (Policies and explanation of benefits)	Retain 1 year after policy ends, and if no claims pending.	Paper		<input type="checkbox"/>
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		<input type="checkbox"/>
510-43	Reports - In House	Retain 5 years.	Paper		<input type="checkbox"/>
510-44	Reports – External	Retain until no longer of administrative value.	Paper		<input type="checkbox"/>

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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
510-45	Boards and Commissions Appointment Files	Retain 10 years after term expires or after resignation.	Paper		<input checked="" type="checkbox"/>
510-46	Grievance Files	Retain 2 years after resolution.	Paper		<input type="checkbox"/>
510-47	Reference Materials	Retain until superseded or replaced.	Paper		<input type="checkbox"/>
510-48	Affirmative Action Plan	Retain 7 years.	Multi		<input type="checkbox"/>
510-49	Loans and Grant Applications	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
510-50	Personnel Appeal Board (Agendas, minutes, and files)	Permanent	Multi		<input checked="" type="checkbox"/>
510-51	Collective Bargaining Agreements	Retain 15 years after termination of agreement.	Multi		<input type="checkbox"/>
510-52	Guardian Tracking Database	Retain 7 years after date of discipline.	Electronic		<input type="checkbox"/>
510-53	Guardian Tracking Original Documents	Retain until no longer of administrative value. No RC-3 form necessary.	Paper		<input type="checkbox"/>
510-54	Personnel Record of Disciplinary Action	Retain 7 years after date of discipline.	Multi		<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.**

**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
510-56	Unemployment Compensation Case Files	Retain 4 years after date of final payment.	Paper		<input type="checkbox"/>