



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## OHIO HISTORY CONNECTION

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JUL 03 2023

### STATE AND LOCAL GOVERNMENT RECORDS

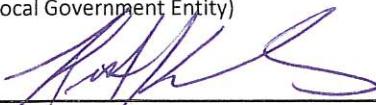
#### RECORDS RETENTION SCHEDULE (RC-2)– Part 1

*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**

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##### Section A: Local Government Unit

|   |               |
|---|---------------|
| City of Huber Heights   | Fire Division |
| (Local Government Entity)   | (Unit)        |
|  | Keith Knisley |
| (Signature of Responsible Official)   | (Name)        |
|   | (Title)       |
|   | (Date)        |

Keith Knisley  
Fire Chief  
06/22/23

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##### 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) |
| (Address)                                       | (City)         | (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.

|   |          |
|---|----------|
|  | 06/22/23 |
| Records Commission Chair Signature  | Date     |

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##### Section C: Ohio History Connection - State Archives

|                              |          |      |
|------------------------------|----------|------|
| Government Records Archivist | 7/6/2023 |      |
| Signature                    | Title    | Date |

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##### 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

Fire Division

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description   | (3)<br>Retention Period   | (4)<br>Media Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP  | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|---|---|-------------------|--|---------------------------------------|
| 102-01                    | Policies, Procedures, Rules, And Regulations  | Retain 6 years<br>after revised,<br>superseded, or<br>discontinued.   | Multi             |  | <input type="checkbox"/>              |
| 102-02                    | Ohio Public Records Compliance Folder (May<br>Contain Appropriate RC-1, RC-2, Or RC-3<br>Forms)                                   | Retain 25 years<br>after revised,<br>superseded, or<br>discontinued.  | Multi             |  | <input type="checkbox"/>              |
| 102-03                    | Solicited And/Or Unsolicited<br>Correspondence, Unsolicited Mail,<br>Unsolicited Email, And Similar Unsolicited<br>Communications | May be destroyed<br>in the normal<br>course of<br>business as soon<br>as considered to<br>be of no value by<br>the person<br>holding the<br>record.   | Multi             |  | <input type="checkbox"/>              |
| 102-04                    | Reading, Informational And Reference<br>(Originals Maintained)  | Retain until no<br>longer of<br>administrative<br>value.  | Multi             |  | <input type="checkbox"/>              |
| 102-05                    | Departmental Blank Forms  | May be destroyed<br>in the normal<br>course of<br>business as soon<br>as considered to<br>be of no value by<br>the person.  | Multi             |  | <input type="checkbox"/>              |
| 102-06                    | Electronic Mail Systems (Pertains Only To<br>Messages That Are Records As Defined In<br>ORC Section 149.011(G) And 149.43)        | Retain email that<br>has a significant<br>administrative,<br>fiscal, legal, or<br>historical value.<br>Maintain<br>according to<br>content. Refer to<br>corresponding<br>RC-2. Erase email<br>that has no<br>significant value. | Electronic        |  | <input type="checkbox"/>              |
| 102-07                    | Public Records Request  | Retain 1 year,<br>provided audited.   | Multi             | Audited means: the years<br>encompassed by the records<br>have been audited by the<br>Auditor of State and the<br>audit report has been<br>released pursuant to<br>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

Fire Division

(Local Government Entity)

(Unit)

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|---------------------------|--|---|-------------------|---|---------------------------------------|
| 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             |   | <input type="checkbox"/>              |
| 102-09                    | Bulletins, Posters, General Notices, And Displays  | Retain until no longer of administrative value.   | Multi             |   | <input type="checkbox"/>              |
| 102-10                    | Professional Organization And Association Files  | Retain 1 year and no longer of administrative value.  | Multi             |   | <input type="checkbox"/>              |
| 102-11                    | Facsimile Logs, Cover Sheets, Confirmation Notices, And Buffer Printouts   | Retain until no longer of administrative, fiscal, legal, or historical value.                                       | Multi             |   | <input type="checkbox"/>              |
| 102-12                    | Work Order Requests For Maintenance/Repair To Equipment Or Facilities  | Retain 2 years or for the life of equipment.  | Multi             |   | <input type="checkbox"/>              |
| 102-13                    | Daily Logs (Operations)  | Retain 10 years.  | Electronic        |   | <input type="checkbox"/>              |
| 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             |   | <input type="checkbox"/>              |
| 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             |   | <input type="checkbox"/>              |
| 102-16                    | Requests For EMS/Fire Reports  | Retain 6 years (As required by HIPAA).  | Multi             |   | <input type="checkbox"/>              |
| 102-17                    | Department Controlled Drug Sign-Out (Form Hhfd-28)   | Retain until no longer of administrative value.   | Multi             |   | <input type="checkbox"/>              |

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*See Instructions before completing this form.*

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(Unit)

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

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|---------------------------|--|---|-------------------|---|---------------------------------------|
| 102-30                    | Mutual Aid Agreements (AMAR)   | Retain 10 years<br>after the AMAR<br>has been<br>suspended. | Multi             |   | <input type="checkbox"/>              |
| 102-31                    | City Emergency Operations Plans  | Retain until<br>superseded or<br>replaced.                  | Multi             |   | <input type="checkbox"/>              |
| 102-32                    | Fire Hydrant Locations   | Permanent.  | Multi             |   | <input checked="" type="checkbox"/>   |
| 102-33                    | Contracts (With Teaching Institutions For The<br>Purpose Of Internships) | Retain 15 years<br>after expiration.                        | Multi             |   | <input type="checkbox"/>              |