



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

Page 1 of 6

MAR 27 2024

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	Engineering Division
(Local Government Entity)	(Unit)
	Russell Bergman
(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.



03/21/2024

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist 3/28/2024

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

Engineering Division

(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
320-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
320-02	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"/>
320-03	Transient Correspondence or Communication	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"/>
320-04	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.	Multi		<input type="checkbox"/>
320-05	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
320-06	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"/>
320-07	Blank Forms	May be destroyed in the normal course of business as	Multi		<input type="checkbox"/>

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

City of Huber Heights

Engineering Division

(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
		soon as considered to be of no value by the person holding the record.			
320-08	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. Erase email that has no significant value.	Electronic		<input type="checkbox"/>
320-09	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 public office)	Retain 1 year and no longer of an administrative, legal or fiscal value. File according to content.	Multi		<input type="checkbox"/>
320-10	Digital Photos	Retain until no longer of an administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
320-11	Bulletins, Posters, General Notices and Displays	May be destroyed in normal course of business as soon as considered to be of no value by the person	Multi		<input type="checkbox"/>

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

City of Huber Heights

Engineering Division

(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
		holding the record.			
320-12	Professional Organization and Association Files	Retain 1 year and no longer of administrative value.	Multi		<input type="checkbox"/>
320-13	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper		<input type="checkbox"/>
320-14	Annexation Maps	Permanent	Multi		<input checked="" type="checkbox"/>
320-15	Plats of City-Owned Property and Easements Granted to the City	Permanent	Multi		<input checked="" type="checkbox"/>
320-16	Topography Maps, Flood Plain Maps	Permanent or until revised maps are issued.	Multi		<input checked="" type="checkbox"/>
320-17	Utility Locations Maps and Plats	Permanent or until revised maps are issued.	Multi		<input checked="" type="checkbox"/>
320-18	As Built and Record Drawings of City Buildings, Streets and Supporting Infrastructure	Permanent	Multi		<input checked="" type="checkbox"/>
320-19	Capital Improvement Project Plans	Permanent	Paper		<input checked="" type="checkbox"/>
320-20	Capital Improvement Project Files and Specifications	Retain 5 years after project completed.	Paper		<input type="checkbox"/>
320-21	Studies/Surveys/Reports	Retain 5 years.	Paper		<input type="checkbox"/>
320-22	Daily Diaries or Logs (Appointment Calendar, Activity, Radio, and Telephone Logs)	Retain 1 year.	Paper		<input type="checkbox"/>

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

City of Huber Heights

Engineering Division

(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
320-23	Correspondence with Regulatory Agencies Division (Regarding inspections, certifications, and correction of violations)	Retain 5 years.	Multi		<input type="checkbox"/>
320-24	Master Plans	Permanent	Electronic		<input checked="" type="checkbox"/>
320-25	Insurance Records and Policies (Including expired)	Permanent	Paper		<input type="checkbox"/>
320-26	Claims for Loss/Damage, Accident Reports, and Appraisals	Retain 5 years.	Paper		<input type="checkbox"/>
320-27	Preliminary Construction Drawings, Correspondence and Specifications	Retain 5 years or until project is final.	Multi		<input type="checkbox"/>
320-28	Final Construction Drawings, Correspondence and Specifications	Permanent	Multi		<input checked="" type="checkbox"/>
320-29	Electronic CAD Files	Permanent	Multi		<input checked="" type="checkbox"/>
320-30	Scanned Maps	Permanent	Multi		<input checked="" type="checkbox"/>
320-31	Geographic Information System (GIS Data)	Permanent	Electronic		<input checked="" type="checkbox"/>
320-32	Aerial Photos (Orthophotos)	Permanent	Electronic		<input checked="" type="checkbox"/>
320-33	Citizens Water and Sewer Advisory Board Case Files/Meeting Handouts/Miscellaneous Records	Retain 10 years.	Paper		<input type="checkbox"/>
320-34	Certificate of Liability Insurance	Retain 1 year after expiration date.	Paper		<input type="checkbox"/>
320-35	Inspection Tickets for Construction Projects	Retain 5 years after completion of project.	Paper		<input type="checkbox"/>

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

City of Huber Heights

Engineering Division

(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
320-36	Subdivision Files	Retain 10 years.	Paper		<input type="checkbox"/>
320-37	Project Files (Contracts, specifications, change orders, progress reports, etc.)	Retain 10 years after completion of project.	Paper		<input type="checkbox"/>
320-38	Certified Payroll Files	Retain 5 years.	Paper		<input type="checkbox"/>
320-39	Receipt Books	Retain 2 years.	Paper		<input type="checkbox"/>
320-40	Site Inspection Surety Files	Retain 10 years after release of surety.	Paper		<input type="checkbox"/>
320-41	Grant Applications	Retain 10 years.	Paper		<input type="checkbox"/>
320-42	Bridge Inspection Reports	Retain 10 years.	Paper		<input type="checkbox"/>
320-43	Original Deeds	Permanent	Paper		<input checked="" type="checkbox"/>
320-44	Permits	Retain 5 years.	Paper		<input type="checkbox"/>
320-45	Maps and related records	Permanent	Multi		<input checked="" type="checkbox"/>
320-46	Assessment Projects (Plans, profiles and estimates)	Retain 20 years.	Multi		<input type="checkbox"/>