



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474
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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

Section A: Local Government Unit

City of Huber Heights	Economic Development		
(Local Government Entity)	(Unit)		
	Kyren Gantt	Economic Development Coordinator	06/22/23
(Signature of Responsible Official)	(Name)	(Title)	(Date)

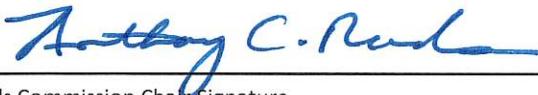
Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Huber Heights Public Records Commission	(937) 233-1423		
Records Commission	(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

Economic Development

(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
305-01	Policies, Procedures, Rules And Regulations	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
305-02	OH 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"/>
305-03	Transient Correspondence Or Communication Records	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		<input type="checkbox"/>
305-04	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 by the person holding the record.	Multi		<input type="checkbox"/>
305-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
305-06	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"/>
305-07	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
305-08	Electronic Mail Systems	Retain email that has significant administrative, fiscal, legal, or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		<input type="checkbox"/>
305-09	Voicemail	May be destroyed in the normal course of business as	Voicemail		<input type="checkbox"/>

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

City of Huber Heights

Economic Development

(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 of no value by the person holding the record.			
305-10	General Correspondence (All Sent And Received)	Retain 1 year and no longer of administrative, legal, or fiscal value. File according to content.	Multi		<input type="checkbox"/>
305-11	Bulletins, Posters, General Notices And Displays	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		<input type="checkbox"/>
305-12	Professional Organization And Association Files	Retain 1 year and no longer of administrative value.	Multi		<input type="checkbox"/>
305-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Retain until no longer of administrative, fiscal, legal, or historical value.	Multi		<input type="checkbox"/>
305-14	ED/GE Grant Applications	Retain 1 year after date of submission and no longer of administrative value.	Paper/ Multi		<input type="checkbox"/>
305-15	CRA Applications	Retain 2 years after expiration of agreement. Retain until no longer of administrative value if no agreement.	Multi		<input type="checkbox"/>
305-16	Housing Council- Minutes	Permanent.	Multi		<input checked="" type="checkbox"/>

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

City of Huber Heights

Economic Development

(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
305-17	Enterprise Zone Application	Retain 2 years after expiration of agreement.	Multi		<input type="checkbox"/>
305-18	Enterprise Zone Yearly Reports	Retain 2 years.	Paper/ Multi		<input type="checkbox"/>
305-19	ODOD Grant Files	Retain 5 years.	Multi		<input type="checkbox"/>
305-20	Other Economic Development Files	Retain 1 year after past date of application or 5 years succession of abatement.	Paper/ Multi		<input type="checkbox"/>
305-21	Tif Files	Permanent	Paper/ Multi		<input checked="" type="checkbox"/>
305-22	Economic Development Pre-Application Case Files	Retain 2 years	Paper/ Multi		<input type="checkbox"/>
305-23	Digital Photographs Or Images (Taken For Administrative Use)	Maintain until no longer of administrative, fiscal, legal, or historical value.	Multi		<input type="checkbox"/>
305-24	Staff Memorandums	Retain 1 year. Exception: Those dealing with ongoing personnel department operations.	Multi		<input type="checkbox"/>
305-25	Budget Worksheets	Retain 2 years.	Multi		<input type="checkbox"/>
305-26	Litigation	Permanent.	Multi		<input checked="" type="checkbox"/>