



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

DEC 10 2018

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

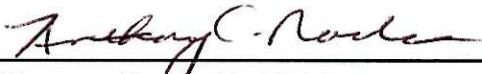
Section A: Local Government Unit

City of Huber Heights

Clerk of Council and City Council

(Local Government Entity)

(Unit)

	Anthony C. Rodgers	Clerk of Council	11/29/18
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

City of Huber Heights Public Records Commission

(937) 233-1423

6131 Taylorsville Road

Huber Heights

45424

(Telephone Number)

Montgomery/Miami

(Address)

(City)

(Zip Code)

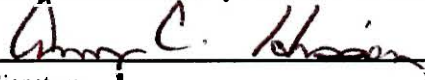
(County)

To have this form returned to the Records Commission electronically, include an email address: arodgers@hhoh.org

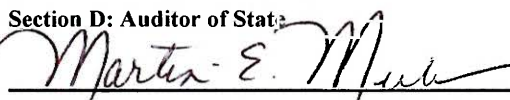
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	11/29/18
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Govt. Rec. Archivist	12/14/18
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	12-27-18
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

Clerk of Council and City Council

(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
504-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
504-02	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms)	Retain 25 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
504-03	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.	Multi		<input type="checkbox"/>
504-04	Unsolicited Correspondence/Unsolicited Mail/Unsolicited Email and Similar	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"/>
504-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
504-06	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"/>
504-07	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
504-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011G and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Multi		<input type="checkbox"/>

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504-09	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"/>
504-10	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"/>
504-11	Bulletins, Posters, General Notices and Displays	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding the record.	Multi		<input type="checkbox"/>
504-12	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		<input type="checkbox"/>
504-13	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
504-14	Public Records Request Forms	Retain 1 year; provided audited.	Multi		<input type="checkbox"/>
504-15	City Council Meeting Agendas	Retain 10 years.	Multi		<input type="checkbox"/>
504-16	City Council Meeting Packets and Folders	Retain 10 years.	Multi		<input type="checkbox"/>
504-17	Annexations (Petitions and background information)	Permanent	Multi		<input type="checkbox"/>
504-18	Assessment Projects (Plans, profiles and estimates)	Retain 20 years.	Multi		<input type="checkbox"/>

RC-3 Required

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504-19	Legal Opinions (Law Director and County Prosecutor)	Permanent	Multi		<input type="checkbox"/>
504-20	City Charter Background Information	Permanent	Multi	RC-3 Required	<input type="checkbox"/>
504-21	Liquor Permit Applications	Retain 3 years.	Multi		<input type="checkbox"/>
504-22	City Public Records Commission (Agendas, minutes, retention schedules, etc.)	Retain 25 years.	Multi		<input type="checkbox"/>
504-23	Civil Service Commission (Case files, minutes, and resolutions)	Permanent	Multi	RC-3 Required	<input type="checkbox"/>
504-24	City Council Meeting Minutes	Permanent	Multi	RC-3 Required	<input type="checkbox"/>
504-25	Legislative Ledger (Ordinance, resolution and motion index)	Permanent	Multi	RC-3 Required	<input type="checkbox"/>
504-26	Meeting Background Information	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
504-27	Ordinances (Adopted by City)	Permanent	Multi	RC-3 Required	<input type="checkbox"/>
504-28	Resolutions (Adopted by City)	Permanent	Multi	RC-3 Required	<input type="checkbox"/>
504-29	Proclamations and Special Recognitions (Awarded by Mayor)	Retain 5 years and no longer of historical value.	Multi		<input type="checkbox"/>
504-30	In-House Legal Files (Miscellaneous complaints, civil and criminal cases, labor contracts, claims for damages/injury, etc.)	Retain 15 years.	Multi		<input type="checkbox"/>
504-31	Ordinance Review Commission (Agendas, minutes, etc.)	Permanent	Multi		<input type="checkbox"/>
504-32	DCR2 Audio and Video Recordings	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
504-33	Marriage Certificates (Copies)	Retain 10 years.	Paper		<input type="checkbox"/>
504-34	Media Releases	Retain 3 years.	Multi		<input type="checkbox"/>

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504-35	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.	Multi		<input type="checkbox"/>
504-36	Meeting Notices	Retain 1 year.	Multi		<input type="checkbox"/>
504-37	Electronic Mail Systems - City Council Personal Accounts (Pertains only to messages that are records as defined in ORC Section 149.011G and 149.43)	Retain email that has a significant administrative, fiscal, legal or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Multi		<input type="checkbox"/>
504-38	Codified Ordinances – Replacement Pages Supplements	Retain 10 years.	Paper		<input type="checkbox"/>
504-39	Legal Notice and Advertisements	Retain 10 years.	Multi		<input type="checkbox"/>
504-40	Rules of Council	Retain until updated or superseded.	Multi		<input type="checkbox"/>
504-41	Board and Commission Handbook	Retain until updated or superseded.	Multi		<input type="checkbox"/>
504-42	Ward Redistricting Files and Information	Permanent	Multi		<input type="checkbox"/> RC-3 Required
504-43	Ward Maps	Retain until updated or superseded.	Multi		<input type="checkbox"/> RC-3 Required
504-44	Agricultural District Applications	Retain 10 years.	Multi		<input type="checkbox"/>

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504-45	Board and Commission Applications (Applicants not selected)	Retain 2 years.	Paper		<input type="checkbox"/>
504-46	Hourly/Daily/Weekly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner	Continually updated, revised, completed, superseded or erased.	Multi		<input type="checkbox"/>
504-47	Certified Mail Slips and Receipts	Retain 5 years.	Paper		
504-48	Bond and Note Documents	Retain 5 years after paid; provided audited.	Multi	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.	
504-49	News Articles and Clippings	Retain 5 years and no longer of any historical or administrative value.	Paper		<input type="checkbox"/>
504-50	Manuals and Warranties	Retain until equipment or item is destroyed, transferred, sold, or disposed of.	Multi		<input type="checkbox"/>
504-51	City Council Committee and Council Work Session Minutes	Permanent	Multi		RC-3 Required <input type="checkbox"/>
504-52	City Charter and Amendments	Permanent	Multi		RC-3 Required <input type="checkbox"/>
504-53	City Councilmembers Files	Retain for term of office and no longer of any administrative value.	Multi		<input type="checkbox"/>
504-54	Petitions	Retain 5 years.	Multi		<input type="checkbox"/>
504-55	Subject and Administrative Files	Retain 5 years.	Multi		<input type="checkbox"/>
504-56	Charter Review Commission (Agendas, minutes, etc.)	Permanent	Multi		<input type="checkbox"/>
504-57	Complaints	Retain 3 years from complaint resolution.	Multi		<input type="checkbox"/>

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504-58	Destiny Software AgendaQuick and PRR Database and Records	Retain 15 years.	Multi		<input type="checkbox"/>
504-59	City Council Meeting and Council Committee/Work Session Audio and Video Recordings	Permanent	Multi		<input type="checkbox"/>
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