



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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DEC 18 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: Local Government Unit

City of Huber Heights	Clerk of Council/City Council		
(Local Government Entity)	(Unit)		
	Anthony C. Rodgers	Clerk of Council	12/12/24
(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.

	12/12/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

		12-18-2024
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

Clerk of Council/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504-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded or discontinued.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	Multi		<input type="checkbox"/>

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City of Huber Heights

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(Local Government Entity)

(Unit)

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		no significant value.			
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.	Paper		<input type="checkbox"/>
504-16	City Council Meeting Packets/Folders	Retain 10 years.	Paper		<input type="checkbox"/>
504-17	Annexations (Petitions And Background Information)	Permanent	Multi		<input checked="" type="checkbox"/>

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(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
504-18	Public Records Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Multi		<input type="checkbox"/>
504-19	Legal Opinions (Law Director/County Prosecutor)	Permanent	Multi		<input type="checkbox"/>
504-20	City Charter Background Information	Permanent	Multi		<input checked="" type="checkbox"/>
504-21	Liquor Permit Applications	Retain 5 years.	Electronic		<input type="checkbox"/>
504-22	Destiny Software PRR Database/Records	Retain 1 year; provided audited.	Electronic	Audited means: the years encompassed by the records	
504-23	Destiny Software Term Tracker Database/Records	Permanent	Electronic	have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>
504-24	City Council Meeting Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
504-25	Legislative Ledger (Ordinance/Resolution/ Motion Logs)	Permanent	Multi		<input checked="" type="checkbox"/>
504-26	Meeting Background Information	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
504-27	Ordinances (Adopted)	Permanent	Multi		<input checked="" type="checkbox"/>
504-28	Resolutions (Adopted)	Permanent	Multi		<input checked="" type="checkbox"/>
504-29	Proclamations/Special Recognitions	Retain 10 years and no longer of historical value.	Electronic		<input checked="" 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 Event Records/Meeting Handouts/Miscellaneous Records	Retain 15 years.	Multi		<input type="checkbox"/>
504-32	DCR2 Audio/Video Recordings	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
504-33	Marriage Certificates (Copies)	Retain 20 years.	Electronic		<input type="checkbox"/>

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504-34	Media Releases	Retain 3 years.	Multi		<input type="checkbox"/>
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	City Council Meeting Notices	Retain 10 years.	Paper		<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 Notices/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/Information	Permanent	Multi		<input checked="" type="checkbox"/>
504-43	Ward Maps	Permanent	Multi		<input checked="" type="checkbox"/>

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504-44	Agricultural District Applications	Retain 10 years.	Multi		<input type="checkbox"/>
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/Tracked Mail Slips/Receipts	Retain 5 years.	Paper		<input type="checkbox"/>
504-48	Complaints (Per Rules Of Council)	Retain 3 years from complaint resolution.	Multi		<input type="checkbox"/>
504-49	News Articles	Retain until no longer of any historical or administrative value.	Paper		<input type="checkbox"/>
504-50	Manuals/Warranties	Retain until equipment or item is destroyed, transferred, sold, or disposed of.	Multi		<input type="checkbox"/>
504-51	City Council Committee/Council Work Session Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
504-52	City Charter/City Charter Amendments	Permanent	Multi		<input checked="" type="checkbox"/>
504-53	City Councilmembers Files	Retain for term of office and until no longer of any administrative value.	Multi		<input type="checkbox"/>
504-54	Petitions	Retain 5 years.	Multi		<input type="checkbox"/>
504-55	Subject/Administrative Files	Retain 5 years.	Multi		<input type="checkbox"/>
504-56	Charter Review Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 15 years.	Multi		<input type="checkbox"/>

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504-57	Destiny Software AgendaQuick Database/Records (Includes All City Council/City Boards/City Commissions Meeting Notices/Meeting Agendas/Meeting Packets/Meeting Audio And Visual Recordings/Meeting Minutes)	Permanent	Electronic		<input type="checkbox"/>
504-58	City Boards/City Commissions Meeting Notices/Meeting Agendas/Meeting Packets/Meeting Audio And Visual Recordings/Meeting Minutes (Excluding Charter Review Commission/Public Records Commission/Ordinance Review Commission)	Retain 5 years.	Paper		<input type="checkbox"/>
504-59	Charter Review Commission/Public Records Commission/Ordinance Review Commission Meeting Notices/Meeting Agendas/Meeting Packets/Meeting Audio And Visual Recordings/Meeting Minutes	Retain 15 years.	Paper		<input type="checkbox"/>
504-60	Travel Requests	Retain 5 years.	Paper		<input type="checkbox"/>
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