



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

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 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

Administration

(Local Government Entity)

(Unit)

	John Russell	City Manager	12/12/24
(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.

	12/12/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	State Archivist	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

Administration

(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
501-01	Policies, Procedures, Rules, And Regulations	Retain 6 years after revised, superseded, or discontinued.	Paper/ Electronic		<input type="checkbox"/>
501-02	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"/>
501-03	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.	Paper/ Electronic		<input type="checkbox"/>
501-04	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.	Paper/ Electronic		<input type="checkbox"/>
501-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-06	Drafts And Informal Notes (Consisting Of Transitory Information Used To Prepare The Official Record In Any Form)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
501-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
501-08	Electronic Mail Systems (Pertains Only To Messages That Are Records As Defined In ORC Section 149.011(G) And 149.43)	Retain 2 years	Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-09	Voicemail	Retain until no longer administratively necessary.	Electronic		<input type="checkbox"/>
501-10	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 until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
501-11	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
501-12	Professional Organization And Association Records	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		<input type="checkbox"/>
501-13	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
501-14	Library Or Museum Materials (Reference Information, Items Acquired For Individual Use Or Exhibition)	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		<input type="checkbox"/>
501-15	Advertisements And Classified Advertisements	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
501-16	Bid Files (Original Records Of Formal Bid Items/Services At \$15,000 Or More)	Retain 7 years, after expiration.	Paper/ Electronic		<input type="checkbox"/>
501-17	Monthly Reports To Council (From City Manager)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-18	Loan And Grant Applications	Retain 2 years, provided audited.	Paper/ Electronic	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.	<input type="checkbox"/>
501-19	Reports (Quarterly Performance, Monthly From Department/Division)	Retain 2 years	Paper/ Electronic		<input type="checkbox"/>
501-20	Cemetery Map - Johnson Cemetery	Permanent	Paper		<input checked="" type="checkbox"/>
501-21	Indigent Burials Files	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
501-24	Reference Materials	Retain until superseded or replaced.	Paper/ Electronic		<input type="checkbox"/>
501-25	Staff Meeting Agendas	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
501-26	Awards	Retain 10 years, and no longer of administrative, legal, fiscal or historical value.	Paper/ Electronic		<input type="checkbox"/>
501-27	Professional And Trade Magazines, Catalogs, And Directories	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		<input type="checkbox"/>
501-28	Hourly/Daily/Weekly And Annual Appointment Books, Records, Calendars, Schedules, Organizer And Planner	Continually updated, revised, completed, superseded or erased.	Paper/ Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-29	Media Releases	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
501-30	Business Cards And Rotary, Rolodex And Applicable Software Files	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Paper/ Electronic		<input type="checkbox"/>
501-31	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.	Paper/ Electronic		<input type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-32	Video Surveillance - City Hall Lobby	24 hour recording that is rewritten when tape fills. Retain until no longer of administrative value.	Digital Video		<input type="checkbox"/>
501-33	Military and Veterans Commission Event Records/Meeting Handouts/ Miscellaneous Records	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
501-34	Culture and Diversity Citizen Action Commission Event Records/ Meeting Handouts/ Miscellaneous Records	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
501-35	Original Agreement/ Contracts	Retain 15 years after expiration.	Paper/ Computer		<input type="checkbox"/>
501-36	City Website	Continually updated, revised, completed superseded or erased.	Electronic		<input type="checkbox"/>
501-37	City Social Media Accounts	Continually updated, revised, completed superseded or erased.	Electronic		<input type="checkbox"/>
501-38	Administrative Orders	Until superseded, obsolete or replaced; then apprise for historical value.	Paper/ Electronic		<input checked="" type="checkbox"/>

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

City of Huber Heights

Administration

(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
501-39	Grant Files/Records	Retain 5 years; provided audited and disputes resolved.	Paper/ Electronic		<input type="checkbox"/>
501-40	Mailing Lists	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
501-41	Statistical Reports/Surveys	Retain 5 year.	Paper/ Electronic		<input type="checkbox"/>
501-42	City Newsletter	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>