



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2474  
614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

Page 1 of 5

JUN 17 2022

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

Public Works Division

(Local Government Entity)

(Unit)

Michael Gray

Public Works Manager

06/09/22

(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

(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](mailto: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.

06/09/22

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

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

Public Works 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
401-01	Policies, Procedures, Notes and Regulations	Retain 6 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>
401-02	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"/>
401-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		<input type="checkbox"/>
401-04	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		<input type="checkbox"/>
401-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of value to the person holding the record.	Multi		<input type="checkbox"/>
401-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of value to the person holding the record.	Multi		<input type="checkbox"/>
401-07	Blank Forms	May be destroyed in the normal course of business as soon as considered of no value to the person holding the record.	Multi		<input type="checkbox"/>
401-08	Electronic Mail System	Retain email that has significant	Computer		

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

City of Huber Heights

Public Works 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
	(Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	administrative, fiscal, legal, or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.			<input checked="" type="checkbox"/>  (Historical)
401-09	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 the public office)	Retain 1 year and until no longer of an administrative legal or fiscal value. File according to content.	Multi		<input type="checkbox"/>
401-10	Bulletins, Posters, General Notices and Displays	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"/>
401-11	Professional Organization and Association Files	Retain 1 year and until no longer of an administrative value.	Multi		<input type="checkbox"/>
401-12	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Retain until no longer of administrative fiscal, legal or historical value	Multi		<input type="checkbox"/>
401-13	Blueprints, Maps and Plans (Drawings of structural buildings in division)	Retain for life of structure, plus 2 years.	Paper		<input type="checkbox"/>
401-14	Equipment Files (Vehicle maintenance and purchase)	Retain until equipment is sold, scrapped,	Multi		<input type="checkbox"/>



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

City of Huber Heights

Public Works 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
		or no longer the property of the City.			
401-15	General Subject Files	Retain 3 years.	Multi		<input type="checkbox"/>
401-16	Fuel Usage Records (Gasoline and diesel fuel usage)	Retain 5 years	Computer		<input type="checkbox"/>
401-17	Street and Sewer Repair Records (Records for asphalt and storm sewers, project bids)	Permanent	Multi		<input checked="" type="checkbox"/>
401-18	Daily Worksheets (Records of daily duties)	Retain 5 years.	Multi		<input type="checkbox"/>
401-19	Equipment Operating and Maintenance Manuals	Retain until equipment is sold, scrapped, or no longer the property of the City.	Multi		<input type="checkbox"/>
401-20	Lists/Rosters/Informational Directories (Containing employee contact information)	Continually updated, revised, completed, superseded, or erased.	Multi		<input type="checkbox"/>
401-21	Voicemail	May be erased in the normal course of business as soon as considered of no value to the person holding the record.	Voicemail		<input type="checkbox"/>
401-22	Ohio EPA Annual Report	Retain 5 years	Multi		<input type="checkbox"/>
401-23	Ohio EPA Daily Log of Operations	Retain 1 year.	Computer		<input type="checkbox"/>
401-24	Photos and Digital Photos	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

Public Works 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 of no value to the person holding the record.			
401-25	Traffic Signal Maintenance Sheets	Retain 5 years	Paper		<input type="checkbox"/>
401-26	Bid Sheets	Retain 5 years.	Paper		<input type="checkbox"/>
401-27	Contracts and Agreements	Retain 15 years after expiration or termination.	Paper		<input type="checkbox"/>
401-28	Complaint Log	Retain 5 years.	Computer		<input type="checkbox"/>
401-29	Pesticide Application Sheets	Retain 3 years	Paper		<input type="checkbox"/>
401-30	Dam Safety Inspection Report	Permanent	Paper		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>