



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

MAY 24 2019

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

Police Division

(Local Government Entity)

(Unit)

*Deborah S. Wiley*

Deborah Wiley

Communications/Records Manager

05/16/19

(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](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.

*Anthony C. Rodas*

05/16/19

Records Commission Chair Signature

Date

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

*Commission*

*Govt. Rec. Archivist*

*6/11/19*

Signature

Title

Date

### Section D: Auditor of State

*Martin E. Mul*

*Records Mgr*

*6-17-19*

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

Police 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
101-01	Administrative Financial Records (Includes Federal Equity Logs for Task Forces)	Retain 5 years.	Multi		<input type="checkbox"/>
101-02	Administrative Reports (Includes quarterly and annual agency performance reports, time-sensitive performance activity reports, and formal reports on agency activities)	Retain 5 years after report is submitted.	Multi		<input type="checkbox"/>
101-03	Applications for Solicitation and Massage Parlors	Retain 2 years.	Paper		<input type="checkbox"/>
101-04	Blank Forms	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
101-05	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"/>
101-06	Canine Activity Reports and Forms (Includes training and patrol activities)	Retain 2 years after service life of canine.	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.	<input type="checkbox"/>
101-07	Cash Book - Cash Journal	Retain 3 years; provided audited.	Paper		<input type="checkbox"/>
101-08	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
101-09	Correspondence (Executive formal correspondence dealing with significant aspects of the administration of the agency including Special Orders, Personnel Orders, Training Bulletins and other formal written correspondence)	Retain 2 years after revised, superseded or discontinued.	Multi		<input checked="" type="checkbox"/> <i>Executive</i>
101-10	Court Order Disposal of Property Affidavits	Retain 2 years.	Paper		<input type="checkbox"/>
101-11	Criminal Intelligence Form	Retain 1 year.	Multi		<input type="checkbox"/>

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101-12	Curfew Warnings	Retain 2 years after issuance.	Multi		<input type="checkbox"/>
101-13	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"/>
101-14	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.	Electronic		<input type="checkbox"/>
101-15	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
101-16	Field Interview Records	Retain 6 years. Cards may be destroyed after information has been changed to electronic form.	Multi		<input type="checkbox"/>
101-17	Field Training Manuals	Retain 7 years after probationary released/ terminated or 2 years after employee voluntarily resigns/retires.	Paper		<input type="checkbox"/>
101-18	Firearm Records and Inventories	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>

*according to*

**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.**

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City of Huber Heights

Police Division

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101-19	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"/>
101-20	Inspection Forms (Forms for line inspections including personnel and equipment)	Retain 3 years after inspection completed.	Multi		<input type="checkbox"/>
101-21	Internal Affairs (Investigations of division employees)	Permanent	Multi		<input type="checkbox"/>
101-22	Investigative Reports/Forms (Includes confidential informant surveillance, raid and operational plans, undercover operation plans, and prosecutor agreements)	Retain 3 years after event or filed and retained with respective report.	Multi		<input type="checkbox"/>
101-23	Juvenile Arrest Records	Retain until offender is 18 years of age and in accordance to the respective offense report classification.	Multi		<input type="checkbox"/>
101-24	LEADS Input Logs	Retain 6 years.	Electronic		<input type="checkbox"/>
101-25	Lesson Plans/Roll Call Training (Records of in-service training content and sign-off sheets for employees in attendance)	Retain 5 years after training completed.	Multi		<input type="checkbox"/>
101-26	Liability Waivers (Used when someone rides with an officer for observation)	Retain 2 years.	Multi		<input type="checkbox"/>
101-27	Master Name Index	Permanent	Electronic		<input checked="" type="checkbox"/>
101-28	NIBRS Reports (Crime report to State and Federal government)	Retain 3 years after filed with higher government.	Electronic		<input type="checkbox"/>
101-29	Offense Reports/Case Files – Felony (Except homicide files)	Retain 6 years; provided no action pending.	Multi		<input type="checkbox"/>

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101-30	Offense Reports/Case Files – Homicide	Permanent	Multi		<input type="checkbox"/>
101-31	Offense Reports/Case Files – Misdemeanor/Missing Persons	Retain 2 years; provided no action pending.	Multi		<input type="checkbox"/>
101-32	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"/>
101-33	Policies, Procedures, Rules and Regulations and	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
101-34	Private Property Crash Cards (Used when accident occurs on private property and there are no injuries)	Retain 2 years.	Multi		<input type="checkbox"/>
101-35	Private Security Detail Contracts and Special Events Documents	Retain 2 years from contract date.	Paper		<input type="checkbox"/>
101-36	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		<input type="checkbox"/>
101-37	Promotional Process Documents	Retain 5 years.	Paper		<input type="checkbox"/>
101-38	Property Logs (Listing of property submitted by officers)	Retain 3 years after disposal of property.	Multi		<input type="checkbox"/>
101-39	Public Records Requests	Retain 1 year; provided audited.	Multi		<input type="checkbox"/>
101-40	Pursuit Reviews (Filled out whenever an officer is involved in vehicle pursuit)	Retain 5 years; provided no pending litigation.	Multi		<input type="checkbox"/>
101-41	Recordings (Communications recordings of radio and telephone 911 conversations) (No RC-3 Required)	Retain 6 months; provided no action pending.	Electronic		<input type="checkbox"/>
101-42	Recordings (Mobile video in-car video recordings) (No RC-3 Required)	Retain 45 days; provided no judicial or evidentiary need.	Electronic		<input type="checkbox"/>



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(Local Government Entity)		(Unit)			
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101-43	Recordings – Suspect/Witness Interviews (Recordings of case-specific interviews)	Retained with original offense report.	Electronic		<input type="checkbox"/>
101-44	Selective Enforcement Records (Includes vacation house checks)	Retain 30 days after completion of detail or activity.	Multi		<input type="checkbox"/>
101-45	Specialized Assignments Documents	Retain 2 years.	Paper		<input type="checkbox"/>
101-46	Subject Controls (Filled out when officer uses force to make an arrest)	Retain 2 years; provided no criminal or civil litigation.	Multi		<input type="checkbox"/>
101-47	Summons and Warrants (Court notices)	Retain until discharged.	Multi		<input type="checkbox"/>
101-48	Surveillance Video – Cameras on Police Campus	Ongoing recording that is rewritten when tape fills. Retain until no longer of administrative value.	Electronic		<input type="checkbox"/>
101-49	Tow Tickets (Inventory sheets of towed vehicles)	Retain 3 years.	Multi		<input type="checkbox"/>
101-50	Traffic Citations (Copies of traffic tickets issued to traffic violators)	Retain 3 years; provided audited.	Multi	<b>Audited means: the years encompassed by the records have been audited by the</b>	<input type="checkbox"/>
101-51	Traffic Crash Reports (Original reports of traffic crashes)	Retain 3 years. Retain 10 years if accident resulted in death.	Paper/Multi	<b>Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</b>	<input type="checkbox"/>
101-52	Training Jackets (Internal file including training requests and critique documentation. Not a record of training attendance.)	Retain 1 year after training has been attended.	Multi		<input type="checkbox"/>
101-53	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered to	Multi		<input type="checkbox"/>

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		be of no value by the person holding the record.			
101-54	Under Speed Vehicle Inspections	Permanent	Paper		<input type="checkbox"/>
101-55	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.	Multi		<input type="checkbox"/>
101-56	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"/>
101-57	Warning Tickets (Used to warn of illegally parked vehicles and minor traffic and criminal violations)	Retain 1 year; provided no further warnings or citations are issued.	Multi		<input type="checkbox"/>

**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.**