



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

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	Planning and Zoning Department		
(Local Government Entity)	(Unit)		
	Aaron Sorrell	Assistant 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](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.

	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

Planning and Zoning Department

(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
310-01	Policies, Procedures, Rules And Regulations	Retain 6 years after revised, superseded, or discontinued.	Paper/ Electronic		<input type="checkbox"/>
310-02	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"/>
310-03	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"/>
310-04	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"/>
310-05	Copies - Reading, Informational And Reference (Originals Maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
310-06	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"/>
310-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
310-08	Electronic Mail Systems (Pertains Only To Messages That Are Records As Defined In ORC Section 149.011(G) And 149.43)	Retain email that has a significant administrative, fiscal, legal or historical value.	Electronic		<input type="checkbox"/>

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

City of Huber Heights

Planning and Zoning Department

(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
		Maintain according to content.			
310-09	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 Public Office.)	Retain until no longer administratively necessary.	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-10	Bulletins, Posters, Notices And Displays	Retain until no longer administratively necessary.	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-11	Professional Organization And Association Files	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-12	Facsimile Logs/Cover Sheets/ Confirmation Notices And Buffer Printouts	Retain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-13	Planning Commission Case Files/Meeting Handouts/Miscellaneous Records	Permanent	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-14	BZA Case Files/Meeting Handouts/ Miscellaneous Records	Permanent	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-15	PMRB Case Files/Meeting Handouts/ Miscellaneous Records	Retain 5 years.	Paper/ Electronic	<input type="checkbox"/>	<input type="checkbox"/>
310-16	Subdivision And PUD Surety Files	Retain 5 years after release of surety.	Multi	<input type="checkbox"/>	<input type="checkbox"/>
310-17	Staff Memorandums	Retain until no longer of administrative value. Exception: Those dealing with ongoing	Multi	<input type="checkbox"/>	<input type="checkbox"/>

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

City of Huber Heights

Planning and Zoning Department

(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
		personnel or department operations.			
310-18	Budget Worksheets	Retain 5 years.	Multi		<input type="checkbox"/>
310-19	Receipt Books	Retain 2 years, provided audited.	Paper	Audited means: the years encompassed by <input type="checkbox"/> the records have been audited by the	
310-20	Inspection Reports	Retain until no longer admin value.	Electronic	Auditor of State and the audit report has been released pursuant to	
310-21	Zoning Permit Applications, Denied	Retain 1 year after zoning is denied.	Paper/ Electronic	Sec. 117.26 O.R.C	<input type="checkbox"/>
310-22	Zoning Permits And Applications	Permanent	Paper/ Electronic		<input type="checkbox"/>
310-23	Presale Applications, Inspection Information, And Certificates	Retain 3 years.	Paper		<input type="checkbox"/>
310-24	Certificate Of Zoning Compliance (Occupancy Permits)	Retain 3 years and enter into electronic database	Paper		<input type="checkbox"/>
310-25	Certificate Of Zoning Compliance (Occupancy Permits)	Permanent	Electronic		<input type="checkbox"/>
310-26	Garage Sale Permits	Retain 2 years.	Electronic Database		<input type="checkbox"/>
310-27	Grass Cutting Records	Permanent	Multi		<input type="checkbox"/>
310-28	Violation Letters	Permanent	Electronic Database		<input type="checkbox"/>
310-29	Litigation Records	Permanent	Multi		<input type="checkbox"/>

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

City of Huber Heights

Planning and Zoning Department

(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
310-30	Legal Opinions (Not Related To A Zoning Case File Or Litigation)	Permanent	Multi		<input type="checkbox"/>
310-31	Digital Photographs (Taken For Administrative Use And Not Associated With A Zoning Violation, Pre-Sale Inspection, Or Planning Case)	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"/>
310-32	iWorQ Database	Permanent	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>