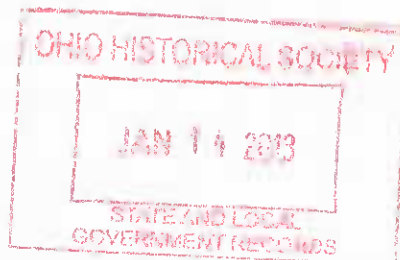




Ohio Historical Society
State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Huber Heights

Planning and Zoning

(local government entity)

Scott Falkowski

(unit)

Planning and Zoning

12/05/12

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Huber Heights Public Records Commission

(937) 233-1423

Records Commission

(telephone number)

6131 Taylorsville Road

Huber Heights

45424

Montgomery

(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.

Anthony C. Rodgers

12/05/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Electronic Records Assistant

Title

01/16/2013

Date

Section D: Auditor of State

Signature

Martin E. Mohr

1-25-13

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**



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Section E: Records Retention Schedule

~~City of Huber Heights~~
 (local government entity)

~~Planning and Zoning~~
 (unit)

| (1) Schedule Number | (2) Record Title and Description | (3) Retention Period | (4) Media Type | (5) For use by Auditor of State or OHS- LGRP | (6) RC-3 Required by OHS- LGRP |
|---------------------------|---|---|----------------------|---|--|
| 310-01 | Policies, Procedures, Rules and Regulations | Retain 5 years after revised, superseded or discontinued. | Multi | | <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/Voicemail | 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/ Voicemail | | <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. | Multi | | <input type="checkbox"/> |
| 310-05 | Copies – Reading, Informational and Reference (Originals maintained) | Retain until no longer of administrative value. | Multi | | <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. | Multi | | <input type="checkbox"/> |
| 310-07 | Blank Forms | 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"/> |



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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 OHS- LGRP | (6) RC-3 Required by OHS- LGRP |
|---------------------------|--|--|-------------------------|---|--|
| 310-08 | 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 no significant value. | Electronic | | <input type="checkbox"/> |
| 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 1 year and no longer of an administrative, legal or fiscal value. File according to content. | Multi | | <input type="checkbox"/> |
| 310-10 | 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"/> |
| 310-11 | Professional Organization and Association Files | Retain 1 year and no longer of an administrative value. | Multi | | <input type="checkbox"/> |
| 310-12 | Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts | Maintain until no longer of administrative, fiscal, legal or historical value. | Multi | | <input type="checkbox"/> |
| 310-13 | Planning Commission Case Files | Permanent | Paper/Multi | | <input checked="" type="checkbox"/> |
| 310-14 | Planning Commission - Agendas and Minutes | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 310-15 | Planning Commission - Meeting Recordings | Permanent | Digital Video and Audio | | <input type="checkbox"/> |



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|---------------------------|---|---|-------------------------------|---|--|
| 310-16 | BZA Case Files | Permanent | Paper/Multi | | <input checked="" type="checkbox"/> |
| 310-17 | BZA – Agendas and Minutes | Permanent | Paper/Multi | | <input checked="" type="checkbox"/> |
| 310-18 | BZA - Meeting Recordings | Permanent | Digital Video and Audio | | <input type="checkbox"/> |
| 310-19 | PMRB Case Files | Permanent | Paper/Multi | | <input checked="" type="checkbox"/> |
| 310-20 | PMRB – Agendas and Minutes | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 310-21 | PMRB - Meeting Recordings | Permanent | Digital Video and Audio | | <input type="checkbox"/> |
| 310-22 | Subdivision and PUD Surety Files | Retain 10 years after release of surety. | Multi | | <input type="checkbox"/> |
| 310-23 | Staff Memos | Retain 5 years. Exception: Those dealing with ongoing personnel or department operations. | Multi | | <input type="checkbox"/> |
| 310-24 | Budget Worksheets | Retain 5 years. | Multi | | <input type="checkbox"/> |
| 310-25 | Receipt Books | Retain 2 years; provided audited. | Paper | | <input type="checkbox"/> |
| 310-26 | Zoning Permits, Applications and Corresponding Plans | Permanent and entered into ZonePro. | Computer | | <input type="checkbox"/> |
| 310-27 | Zoning Permits, Applications and Corresponding Plans | Retain 5 years and entered into ZonePro. | Paper | | <input type="checkbox"/> |
| 310-28 | Inspection Reports | Permanent | Computer | | <input type="checkbox"/> |
| 310-29 | Presale Applications, Inspection Information, and Certificates | Retain 3 years. | Paper | | <input 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 OHS- LGRP | (6) RC-3 Required by OHS- LGRP |
|---------------------------|---|---|----------------------|---|--|
| 310-30 | Certificate of Zoning Compliance (Occupancy Permits) | Retain 3 years and entered into computer. | Paper | | <input type="checkbox"/> |
| 310-31 | Certificate of Zoning Compliance (Occupancy Permits) | Permanent | Computer | | <input type="checkbox"/> |
| 310-32 | Garage Sale Permit | Retain 2 years. | Paper | | <input type="checkbox"/> |
| 310-33 | Grass Cutting Records | Retain 5 years. | Multi | | <input type="checkbox"/> |
| 310-34 | Violation Letters | Retain 3 years. | Paper | | <input type="checkbox"/> |
| 310-35 | Litigation | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 310-36 | Legal Opinions (Not related to a zoning case file or litigation.) | Retain 10 years. | Multi | | <input type="checkbox"/> |
| 310-37 | Addressing Records (Maps and related records.) | Permanent | Multi | | <input checked="" type="checkbox"/> |
| 310-38 | 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"/> |
| | | | | | <input type="checkbox"/> |
| | | | | | <input type="checkbox"/> |