



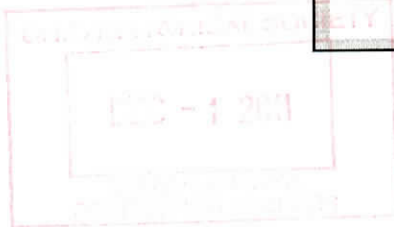
Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Reviewed: _____

Form Scanned: _____



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Huber Heights

Legal (Including City Attorney and Other Attorneys Representing City)

(local government entity)

(unit)

Alan Schaeffer

City Law Director

11/30/11

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Huber Heights 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.

11/30/11

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Electronic Records Asst.

Title

12-19-11

Date

Section D: Auditor of State

Signature

12-30-11

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

City of Huber Heights

Legal (Including City Attorney and Other Attorneys Representing City)

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
508-01	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"/>
508-02	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"/>
508-03	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"/>
508-04	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-05	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form and to the extent they constitute public records subject to disclosure)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-06	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
508-07	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. Maintain according to content. Refer	Electronic		<input type="checkbox"/>



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		to corresponding RC-2. Erase email that has no significant value.)			
508-08	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"/>
508-09	General Correspondence	Retain until correspondence sent to other departments/divisions in City.	Paper/ Electronic		<input type="checkbox"/>
508-10	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Paper/ Electronic		<input type="checkbox"/>
508-11	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"/>
508-12	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"/>
508-13	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"/>



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508-14	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 checked="" type="checkbox"/>
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