



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

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DEC 13 2023

STATE AND LOCAL  
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

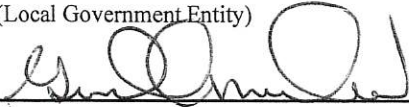
See instructions before completing this form. Must be submitted with PART 2

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

Legal (Including City Attorney/Law Director and  
Other Attorneys Representing City)

(Local Government Entity)		Eerald McDonald for David Montgomery	(Unit)	Law Director	12/07/23
(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.

	12/07/23
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	1/11/2024
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**

**Legal 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
508-01	Transient Correspondence/Communication Records	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-02	Drafts Of Letters/Correspondence	Retain until final letter or document is complete or until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-03	Notes	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-04	Blank Forms For Use By City	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
508-05	Voicemail	Retain until heard and no longer of administrative value in the normal course of business.	Voicemail		<input type="checkbox"/>
508-06	General Correspondence From Third Parties Regarding City That Is Not Transient	Retain until provided to City.	Paper/ Electronic		<input type="checkbox"/>
508-07	General Correspondence To City	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-08	General Correspondence From City That Is Not Transient	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-09	Legal Opinions Provided To City	Retain 7 years.	Paper/ Electronic		<input type="checkbox"/>
508-10	Draft/Proposed Contracts/Agreements	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-11	Final Contracts/Agreements Provided To City	Retain 7 years.	Paper/ Electronic		<input type="checkbox"/>

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See instructions before completing this form.

**City of Huber Heights**

**Legal 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
508-12	Photographs/Negatives/Electronic Images	Retain images that have significant legal, fiscal, administrative, or historical value until sent to City. Retain all other images until no longer of administrative value.	Paper/ Electronic		<input checked="" type="checkbox"/> (Historical)
508-13	Court Case Documents Not Contained In Court Filed Criminal Cases	Retain until case is final after all appeals.	Paper/ Electronic		<input type="checkbox"/>
508-14	Court Case Documents Not Contained In Court Filed Civil Cases	Retain until case is final after all appeals.	Paper/ Electronic		<input type="checkbox"/>
508-15	Petit Jury Records - Criminal Cases	Retain 7 years after case closed.	Paper/ Electronic		<input type="checkbox"/>
508-16	Victim Of Crime Notices	Retain 7 years after case closed.	Paper/ Electronic		<input type="checkbox"/>
508-17	Professional/Trade Magazines, Catalogs, And Directories	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-18	Business Cards (Rotary/Rolodex/Applicable Software Files)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
508-19	Calendar/Schedule For City Matters	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>