



**Ohio Historical Society**  
**State Archives of Ohio**  
**Local Government Records Program**

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

JUN 18 2015

STATE AND LOCAL  
 GOVERNMENT RECORDS

**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

Information Technology Division

(local) government entity

(unit)

*Branden Payton*

Branden Payton

IT Manager

06/03/15

(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/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. Rodgers*

06/03/15

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

*[Signature]*

Government Records Archivist

6/24/2015

Signature

Title

Date

### Section D: Auditor of State

*Martin E. Mohr*

7-8-15

Signature

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

Information Technology 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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
509-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
509-02	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/ Electronic		<input type="checkbox"/>
509-03	Transient Correspondence	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"/>
509-04	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 to the person holding the record.	Multi		<input type="checkbox"/>
509-05	Copies - Reading, Informational and Reference Materials (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
509-06	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"/>
509-07	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC 149.011(G) and 149.43)	Retain email that has significant administrative, fiscal, legal or historic value. Maintain according to content. Refer to the corresponding RC-2. Erase email that has no significant value.	Multi		<input type="checkbox"/>



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509-08	Correspondence - Routine Form Letters General Legislative Executive	Retain 1 year. Retain 2 years. Retain 3 years. Retain 5 years.	Multi		<input type="checkbox"/>
509-09	Bulletins, Posters, General Notices and Displays	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
509-10	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		<input type="checkbox"/>
509-11	Facsimile Logs/Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal, or historical value.	Multi		<input type="checkbox"/>
509-12	Forms and Media (Copies of tapes, disks, etc. used as temporary media, the results of which are produced or are otherwise available in record form in paper reports or online)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
509-13	Publication Stock (Stocks of various publications created or received)	Retain 30 days after obsolescence.	Multi		
509-14	Bid Files (Original records of formal bidder items/service costing \$15,000 or more and contractors' wage statements)	Retain 15 years after expiration.	Paper		<input type="checkbox"/>
509-15	In House and External Reports	Retain 5 years.	Multi		<input type="checkbox"/>
509-16	Successful Bids	Retain 15 years after completion of project.	Multi		<input type="checkbox"/>
509-17	Unsuccessful Bids	Retain 2 years after completion of project.	Multi		<input type="checkbox"/>
509-18	Computer Committee Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
509-19	Reference Materials	Until superseded or replaced.	Multi		<input type="checkbox"/>
509-20	Audit Materials (Worksheets and reports submitted for audit)	Retain 5 years.	Multi		<input type="checkbox"/>
509-21	Help Desk ticket system (Requests for IT service including hardware and software changes)	Permanent	Electronic		<input type="checkbox"/>
509-22	Voicemail	May be destroyed in the normal course of business as soon as considered of	Voicemail		<input type="checkbox"/>



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		no value by the person holding the record.			
509-23	Disaster Plans <i>Microsoft Exchange Server</i>	Until updates or superseded.	Multi		<input type="checkbox"/>
509-24	Barracuda Email Archiving System – Email Backup Storage Files (No RC-3 required.)	Retain 3 years.	Electronic		<input type="checkbox"/>