



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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MAR 27 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

Parks and Recreation Division

(Local Government Entity)

(Unit)

Sarah McPherson

Parks Manager

03/21/2024

(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

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.

03/21/2024

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

3/28/2024

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

Parks and Recreation/YMCA

(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
219-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		<input type="checkbox"/>
219-02	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"/>
219-03	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"/>
219-04	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"/>
219-05	Copies - Reading, Informational and Reference (Originals maintained)	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-06	Drafts and Informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
219-08	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011(G) and 149.43)	Retain 2 years.	Electronic		<input type="checkbox"/>
219-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer of administrative,	Paper/ Electronic		<input type="checkbox"/>

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City of Huber Heights

Parks and Recreation/YMCA

(Local Government Entity)

(Unit)

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	functions, policies, decisions, procedures, operations or other activities of public office)	legal or fiscal value. File according to content.			
219-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-12	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"/>
219-13	Shelter Reservations	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-14	Special Event Applications & Reports	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-15	Americans With Disability Act Facility Surveys, Lists of Current Barriers and Barrier Removal Plan	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-16	Aquatic Pass Applications and Reports	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-17	Aquatic Daily Admission Reports, Counts	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-18	Community Center Reservations & Reports (retained/used as general office documentation)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-19	Incident Reports Involving Adults 18 years and Older Only	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>

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City of Huber Heights

Parks and Recreation/YMCA

(Local Government Entity)

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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 LGRP	(6) RC-3 Required by LGRP
219-20	Pool Water Quality Reports (retained/used as documentation for Health Dept and for general office documentation)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-21	Program Registration & Attendance Records	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-22	Athletic Park Usage Permits	Retain 2 years and no longer administratively necessary.	Paper		<input type="checkbox"/>
219-23	Special Events Park Usage Permits	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-24	Parks and Recreation Receipt Books	Retain 2 years provided audited.	Paper		<input type="checkbox"/>
219-25	Program and Volunteer Participant Liability Waivers	Retain 2 years and no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
219-26	Program and Offering(s) Planning and Development Files	Retain 5 years and no longer administratively necessary.	Electronic		<input type="checkbox"/>
219-27	Certificates of Liability Insurance from External Organizations, Users or Partners	Retain 3 years after the expiration or end of coverage date.	Paper/ Electronic		<input type="checkbox"/>
219-28	Incident Reports Involving a Minor	Retain until minor(s) involved reach the age of 21.	Paper/ Electronic		<input type="checkbox"/>
219-29	Department Plans--Master Plans and Strategic Plans Adopted by the Department	Permanent.	Paper/ Electronic		<input checked="" type="checkbox"/>

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219-30	Alcohol Permits (Parks)	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
219-31	Parks and Recreation Board Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
219-32	Arts and Beautification Commission Event Records/Meeting Handouts/Miscellaneous Records	Retain 3 years.	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>