



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	Community Improvement Corporation		
(Local Government Entity)	(Unit)		
	Bryan Chodkowski	Assistant City 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

Community Improvement Corporation

(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
CIC-01	Policies, Procedures, Rules, and Regulations	Retain 6 years after revised, superseded or discontinued.	Paper/ Electronic		<input type="checkbox"/>
CIC-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"/>
CIC-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"/>
CIC-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"/>
CIC-05	Copies ~ Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Paper/ Electronic		<input type="checkbox"/>
CIC-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.	Paper/ Electronic		<input type="checkbox"/>
CIC-07	Blank Forms	Retain until obsolete or superseded.	Paper/ Electronic		<input type="checkbox"/>
CIC-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"/>
CIC-09	General Correspondence (All sent and received correspondence, in any medium, that serves to document the organization,	Retain 1 year and no longer	Paper/ Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Community Improvement Corporation

(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
	functions, policies, decisions, procedures, operations or other activities of public office.)	administratively necessary.			<input type="checkbox"/>
CIC-10	Bulletins, Posters, Notices and Displays	Retain until no longer administratively necessary	Paper/ Electronic		<input type="checkbox"/>
CIC-11	Professional Organization and Association Records	Retain until no longer administratively necessary.	Paper/ Electronic		<input type="checkbox"/>
CIC-12	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"/>
CIC-13	Meeting Agendas	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
CIC-14	Meeting Notices	Retain 2 years.	Paper/ Electronic		<input type="checkbox"/>
CIC-15	Meeting Minutes	Retain 10 years.	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>