



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> 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

Economic Development Department

(local government entity)

(unit)

  
(signature of responsible official)

Gary Adams

(name)

City Manager

(title)

11/30/11

(date)

### Section B: Records Commission

City of Huber Heights Public 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](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.




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**



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**Section E: Records Retention Schedule**

City of Huber Heights

Economic Development 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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
305-01	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued	Multi		<input type="checkbox"/>
305-02	OH 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"/>
305-03	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record	Multi		<input type="checkbox"/>
305-04	Unsolicited Correspondence/ Unsolicited Mail/ Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record	Multi		<input type="checkbox"/>
305-05	Copies- Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
305-06	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"/>
305-07	Blank Forms	Retain until obsolete of superseded	Multi		<input type="checkbox"/>



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305-08	Electronic Mail Systems	Retain email that has significant administrative, fiscal, legal or historical content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		<input type="checkbox"/>
305-09	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"/>
305-10	General Correspondence (all sent and received)	Retain 1 year and no longer of an administrative, legal or fiscal value. File according to content.	Multi		<input type="checkbox"/>
305-11	Bulletins, Posters, General Notices and Displays	May be destroyed in the normal course of business as soon as considered of no value by the person holding the record.	Multi		<input type="checkbox"/>
305-12	Professional Organization and Association Files	Retain 1 year and no longer of an administrative value.	Multi		<input type="checkbox"/>
305-13	Facsimile Logs/ Cover Sheets/ Confirmation Notices and Buffer Printouts	Maintain until no longer of administrative, fiscal, legal or	Multi		



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		historical value.			
305-14	ED/GE Grant Applications	Retain 5 years.	Paper/ Multi		<input type="checkbox"/>
305-15	CRA Applications	Retain 5 years after expiration of agreement.	Multi		<input type="checkbox"/>
305-16	Housing Council- Minutes	Permanent	Multi		<input checked="" type="checkbox"/>
305-17	Enterprise Zone Applications	Retain 5 years after expiration of agreement.	Multi		<input type="checkbox"/>
305-18	Enterprise Zone Yearly Reports	Retain 5 years.	Paper/ Multi		<input type="checkbox"/>
305-19	ODOD Grants	Retain 5 years.	Multi		<input type="checkbox"/>
305-20	Other Economic Development Files	Retain 5 years past date of application or 5 years succession of abatement.	Paper/ Multi		<input type="checkbox"/>
305-21	TIF Files	Permanent	Paper/ Multi		<input checked="" type="checkbox"/>
305-22	Economic Development Pre-Application Case Files	Retain 2 years.	Paper/ Multi		<input type="checkbox"/>
305-23	Digital Photographs or Images (Taken for administrative use)	Maintain until no longer of administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
305-24	Staff Memos	Retain 2 years. Exception: Those dealing with ongoing personnel department operations.	Multi		<input type="checkbox"/>
305-25	Budget Worksheets	Retain 5 years	Multi		<input type="checkbox"/>



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305-26	Litigation	Permanent	Multi		<input checked="" type="checkbox"/>
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