



<b>William Biddlecombe</b>	<b>Joe Dike</b>	<b>Sam Artino</b>	<b>Monty Tapp</b>	<b>Mark Claus</b>	<b>Matt Grieves</b>	<b>Joel Hagy</b>
Councilmember	Councilmember	Councilmember	Mayor	Vice-Mayor	Councilmember	Councilmember

**CITY COUNCIL RECORDS COMMISSION — COMMITTEE MEETING**

Thursday, February 20, 2025 @ 9:00 AM

Large Conference Room

417 Main Street

Huron, OH 44839

**I. Call to Order**

**II. Roll Call**

**III. Approval of Minutes**

- III.1** Minutes of the February 25, 2022 Records Commission meeting.
- III.2** Minutes of the November 8, 2022 Records Commission meeting.
- III.3** Minutes of the March 30, 2023 Records Commission meeting.
- III.4** Minutes of the October 26, 2023 Records Commission meeting.

**IV. Old Business**

**V. New Business**

- V.1** Review and Approval of Updated Public Records Request Form
- V.2** Review and approval of Planning & Zoning Department Forms RC-3 (2023/2024)
- V.3** Review and approval of Finance Department Forms RC-3 (2023/2024)
- V.4** Review and approval of Streets Department Form RC-3 (2023)
- V.5** Review and approval of Administration Form RC-3 (2024)
- V.6** Review and approval of Human Resources Form RC-3 (2024)
- V.7** Review and approval of City Manager Form RC-3 (2024)

**VI. Other Business**

**VII. Adjourn**

## CITY OF HURON RECORDS COMMISSION

### Minutes of the Meeting

February 25, 2022 @ 9:00am

#### Call to Order

Mr. Lasko called to order the meeting of the Huron Records Commission at 9:04am on February 25, 2022.

#### Roll Call

Commission members present: **Cory Swaisgood, Todd Schrader, Ann Hinton and Mr. Lasko.**

#### Appointment of Commission Chairperson

Mr. Lasko indicated that although not on the agenda, he thought it wise to appoint a new Chair for the Records Commission.

**Motion by Mr. Lasko to appoint Ms. Hinton as Chairperson of the Records Commission. Seconded by Mr. Swaisgood. All in favor.**

#### Approval of Minutes

**Motion by Mr. Schrader to approve the minutes of the November 19, 2020 meeting. Seconded by Mr. Swaisgood. All in favor.**

#### New Business

Ms. Hinton advised that the Commission has various RC-3's to approve based on the RC-2, which serves as the City's master.

Ms. Hinton asked if there were any comments on the Water RC-3. There were none. **Motion by Mr. Lasko to approve the Water Department's Form RC-3. Seconded by Mr. Schrader. All in favor.**

Ms. Hinton asked if there were any comments on the Zoning Department RC-3. Mr. Swaisgood said he doesn't have a signed copy of the RC-3. Mr. Lasko said there were a few that weren't signed. It can still be approved even if not yet signed. **Motion by Mr. Swaisgood to approve the Zoning Department's Form RC-3. Seconded by Mr. Lasko. All in favor.**

Ms. Hinton asked if there were any comments on the Police Department Form RC-3. There were none. **Motion by Mr. Schrader to approve the Police Department's Form RC-3. Seconded by Mr. Swaisgood. All in favor.**

Ms. Hinton asked if there were any comments on the Parks & Recreation Department RC-3. There were none. **Motion by Mr. Lasko to approve the Parks & Recreation Department's Form RC-3. Seconded by Mr. Schrader.** All in favor.

Ms. Hinton asked if there were any comments on the Finance Department RC-3. There were none. **Motion by Mr. Swaisgood to approve the Finance Department's Form RC-3. Seconded by Mr. Schrader.** All in favor.

#### **Other Matters**

Ms. Hinton asked if there were any other matters to look at. There were none.

#### **Adjournment**

Ms. Hinton adjourned the February 25, 2022 meeting of the Records Commission at 9:10am.

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Terri S. Welkener, Clerk of Council

Adopted: \_\_\_\_\_

## CITY OF HURON RECORDS COMMISSION

### Minutes of the Meeting

November 8, 2022 @ 9:00am

#### Call to Order

Ms. Welkener, Council Clerk, called to order the meeting of the Huron Records Commission at 9:04am on November 8, 2022.

#### Roll Call

Commission members present: **Ann Hinton**, **Stuart Hamilton**, **Jodi Rutherford** (appointed by Cory Swaisgood to be his designee for today's meeting), **Todd Schrader** (attended via video call, but will not vote on any actions taken during the meeting).

#### Election of Commission Chairperson

Ms. Welkener asked for nominations for Chairperson for the Records Commission.

**Ms. Rutherford nominated Mr. Hamilton to serve as Chairperson of the Commission. Seconded by Ms. Hinton.** All in favor.

#### New Business

##### Revisions to the City-Wide RC-2

Referring to the draft RC-2 included as part of the meeting packet (attached), Ms. Welkener indicated the first change is to the ADMIN-08 (General Correspondence). The Commission discussed changing the current retention of 6 months to 30 days, or until no longer relevant vs. 6 months, or until of no administrative value. The Commission agreed to make the change to "6 months or until of no administrative value."

The next change related to emails, if used for City business (currently 2 years). That time period is the same, but language was removed describing text messages and interoffice communications, as there are now separate entries for those. The Commission discussed this change, and it was agreed that simplifying the descriptions was preferred. Mr. Hamilton indicated that he is used to emails being longer than 2 years, especially if this is defining that this has to be electronic. If you take out the electronic portion, and it can either be electronic or paper, if someone has to retain an email for a longer period because it falls on executive correspondence or a contract, they can retain that in the normal paper or scanned version. Mr. Schrader's concern is that the statute of limitations for a breach of contract in Ohio is 8 years, which could be problematic. The City can choose to save all emails relating to contracts or construction projects, however, even though the retention schedule may say 2 years. He is most concerned with evidentiary value relating to communications relating to people consenting to certain things, and then when it costs more later, people's minds change or the recollection is faded. ADMIN-06 (Contracts Executed) is a permanent retention. Contracts are permanently retained. If they are going to leave emails as electronic

per ADMIN-10, they should extend that up to 7 years, or they should remove the electronic portion and leave it as a minimum of 2 years and other information within those emails would fall under one of the other retention line items. Mr. Schrader said it's a relevancy question – e.g., emails for City business is 2 years, and emails relating to contracts, agreements, projects, etc., have a longer period. Mr. Hamilton currently archives every email. There is no way, without people going through and tagging email correctly, to retain different emails at different times. They have backups on a cloud archiver and he captures all of those emails. The Commission agreed to leave the retention period at 2 years but remove the electronic designation.

The next change is for Project Plans/Drawings/As-Builts, which had a retention period of "life of project," which was vague. They are changing that to "useful life of the capital asset." Mr. Hamilton said that he considers "life of project" to be the time period until the project is completed. We should have the projects' plans, drawings and as-builts for as long as we have that building or that road, etc. Mr. Schrader said whether it's for insurance or a future sale, as-builts become important or useful for enforcement of violations, for future sales of city-owned asset, insurance companies to have those. He is okay with "useful life of capital asset." This relates to City projects – anything that falls within the administration domain. The Commission agreed to change the retention to "useful life of capital asset."

The next change relates to personnel files. Ms. Welkener worked with Andrea Rocco, the City's Personnel Officer, to make these changes. The current RC-2 has the personnel file retained permanently, so the City is still holding personnel files from 1962 (entire file). Employers are not allowed to use an Employment History Card, and it includes all service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers. Those are the things that people come back to the City for. All of that information can be recorded on an Employment History Card (OSHA-related documents would be retained for 20 years). Other than those documents, the file would be purged 2 years after the employee leaves service. This does not affect Finance Department retention periods – they have their own retention for payroll records and things like that. This is general personnel files. Ms. Hinton asked about commendations and discipline documents, they are not included as retained documents. Ms. Welkener answered that the norm is for those to be destroyed at a much earlier date, some while they are still employed. If someone asked for copies of those commendations when leaving employment, they have 2 years to ask for copies. If there is no Employee History Card, the records listed would be retained instead. The Commission agreed to the change as written.

The next change relates to Council and Committee/Board meeting minutes, which are permanently retained. The description used to include video and audio – those medias now have separate line items. The minutes will remain permanent. The audio and video recordings of the Council or committee meeting would be retained for 30 days after adoption of the minutes, if not adopted as part of the minutes. A couple of years ago, Walter-Haverfield had the Clerk doing minutes and then appending the recording to have shorter minutes. Since then, the Clerk has gone back to major detail on the minutes, as it makes it easier to find things when conducting a search. The technology in how these are recorded and the third-party players needed to play them can make it too complex to save these medias for too long. With

verbal minutes, the audio and video are not needed. The majority of these meetings will be available on YouTube, but they will have the ability after 30 days after adoption to remove those files. If the minutes aren't adopted, the recordings cannot be deleted. The Commission agreed to the changes, as written.

Regarding Bid Bonds, the Historical Society recommended retention of successful bid bonds until the performance bond is received. Successful bids are retained for 8 years after completion of the project, and unsuccessful bids can be destroyed 2 years after the contract is awarded, provided there was an audit done in that time period. Bids were also listed under the City Manager section, so that language was changed to match (CM-01). The Commission decided to delete the entries under Finance (FINANCE-12 and FINANCE-13), except for the Bid Bonds, and leaving the numbers blank for future use. The Bids will remain under CM-01.

Regarding RFPs (Request for Proposals), they should be retained for 2 years after receipt. RFP's are currently listed under LAW, and should be listed as CM-04. The Commission agreed to this change.

Mr. Schrader noted that the email has to be changed on page 1.

**Motion by Ms. Hinton to accept the changes to the RC-2. Seconded by Ms. Rutherford.** All in favor.

Ms. Hinton asked if Phyllis Wassner's position was going to be refilled. The Clerk advised that Mayor Lasko has appointed Stuart Hamilton as his designee for the Records Commission.

### **Adjournment**

**Motion by Ms. Rutherford to adjourn the meeting. Seconded by Ms. Hinton.** All in favor.

The November 8, 2022 meeting of the Records Commission was adjourned at 9:26am.

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Terri S. Welkener, Clerk of Council

Adopted: \_\_\_\_\_

## **CITY OF HURON RECORDS COMMISSION**

### **Minutes of the Meeting**

**March 30, 2023 @ 9:00am**

#### **Call to Order**

Mr. Hamilton called to order the meeting of the Huron Records Commission at 9:07am on March 30, 2023.

#### **Roll Call**

Commission members present: **Cory Swaisgood, Todd Schrader, Ann Hinton and Stuart Hamilton**. Also present: **Terri Welkener, Executive Administrative Assistant/Clerk of Council**.

#### **Approval of Minutes**

None.

#### **New Business**

##### **Review City-Wide RC-2 Markup**

Ms. Welkener advised that she has retyped the RC-2 so that changes can be made more easily. Andrea Rocco, Personnel Officer, made some changes to the RC-2 to emphasize more the content versus the medium. For example, for correspondence, whether it's a text or email, or on paper or electronic, it shouldn't matter. For example, for business correspondence, it shouldn't matter what media it's one.

The Commission discussed the difference between ADMIN-7 and ADMIN-8 and agreed to remove the word "executed" from ADMIN-7 and word it as correspondence originated by administration. ADMIN-5 refers to bulletins, posters and notices. Transient records are not public records. Ms. Welkener said Ms. Rocco recommended getting rid of references to emails altogether, because that is just correspondence – ADMIN-10 would go away, and it would fall into one of those other two. They discussed the retention period of 5 years (probably due to word, "executed"). The Commission agreed to get rid of both ADMIN-10 and ADMIN-7 altogether and drop ADMIN-8 down to 6 months because it is content driven, not who generates it. Anything that falls outside of general correspondence should be captured by one of the more definitive buckets (contracts, agreements, etc.). Asked the Auditor has ever taken issue with changes like the ones suggested, Mr. Swaisgood answered that he didn't think they would. If the media column is blank, it means any or all types of media.

Regarding records requests, Ms. Rocco recommended adding the word "log" so that we don't have to keep the actual request and response, just the log (for 5 years, following OHS guidelines). The Commission agreed that once a public records request has been fulfilled, then what you deliver belongs to that person. As long as we log it and deliver it, the actual content is not valuable. All the documents provided would fall under their own retention schedule policy. Mr. Swaisgood asked if any changes to the item descriptions will change column 6 at all. Ms. Welkener advised that the History Connection will mark those boxes.

Regarding reference library materials, research, those documents would be retained “until no longer of administrative value.” The City has some books that don’t relate to anything we deal with anymore that we could just get rid of. They would never be superseded, especially relating to law books, because everything is online. The Commission agreed to this change, as well as the deletion of ADMIN-24. Ms. Welkener advised that she will renumber these and move them up, so the numbers are going to change.

Ms. Welkener asked if it would make sense to move the Correspondence to the end under General so it covers all departments. The Commission agreed to move that item to GEN-01 and all other records not described would be GEN-02.

Relating to applications for employment, it has been changed from 2 years for unsuccessful applications to 1 year. The Commission agreed with that change. Mr. Schrader said that Ms. Rocco had commented that the HR section should be more expansive, such as FMLA. Mr. Hamilton advised that Ms. Rocco has had an opportunity to provide all of her input. Ms. Welkener added that FMLA documentation lands in the personnel file, and would therefore be covered under retention guidelines.

Regarding grievances, complaints and hearings, those documents would be disposed of 2 years after final disposition (was 5 years). The Commission agreed to this change.

Regarding job descriptions, the change would be to 2 years after superseded (was 1 year). The Commission agreed to this change.

Regarding unemployment claims, the change would be to 3 years after final payment. Regarding Workers Compensation Records, those could be disposed of after submission to BWC, as they retain the file. Mr. Swaisgood said he has a problem with this because BWC can randomly audit. He wants to make sure that somewhere in here that all of our records are kept for 2 years or until audited. The Commission agreed to change that to “2 years or until audited,” but Ms. Rocco needs to approve this. There can be an item added under Finance if necessary.

Regarding grievances in LAW-04, the change has been made to 2 years after final disposition. Mr. Schrader indicated that is okay with this change.

Regarding waivers, Ms. Rocco questioned what is meant by waivers. Mr. Schrader said that he is also a little puzzled about what this refers to. If there is going to be a general blanket “waivers” description, he is okay if it is “2 years, or until expiration of the relevant statute of limitations or appeals period.” Mr. Hamilton said he does not think this should be under Law, this is more of a general waiver. A waiver could be as simple as a gym waiver, but it can also be a waiver of rights to a BZA appeal. The commission agreed to move Waivers to the general section with the language suggested by Mr. Schrader. This will become GEN-02, and the catch-all will become GEN-03.



Regarding LAW-06, Mr. Hamilton asked why zoning appeals would be under Law. The Commission agreed that this should become BZ-21.

Regarding the Police Department, they s?ll need to clarify some things with the Police Chief. Ms. Welkener will sit down with him separately to review this sec?on since Chief Graham is not in a? endance.

At the next mee?ng, they will go over any changes to the Police sec?on, Ms. Rocco's decision on the Workers Compensa?on records. Ms. Welkener will assemble the RC-2 as if it is the final version. Hopefully, they will be in a posi?on to approve that final version at that ?me.

Mr. Swaisgood wanted to provide a few comments on the Police sec?on. Regarding HPD-26 (general request and over?me benefits leave), those documents original with the police department. Finance doesn't see all of them because there may be a request that is denied. He would leave that as-is. Regarding HPD (property room master log), he would keep that log forever. He would not reduce the number of years from 25 years. Court cases depend on that evidence, and some?mes it is returned or forfeited, and we should have a record of what has gone on. Mr. Schrader suspects the property room houses evidence, poten?ally for criminal prosecu?on. Some of those things take ?me or have appeals periods and need to be revisited later. He doesn't think this is something where they are filing away some unclaimed property that the City doesn't use, need, want or is unclaimed – this is eviden?ary value, and he fully supports Mr. Swaisgood's comments. Mr. Hamilton directed them to HPD-19, which is the evidence log, while the property room master log relates more to items found or turned in, not rela?ng to cases. He agrees with Andrea that 25 years is way too long. Mr. Schrader suggested that they get clarity from the Chief as to what's in the property rooms, but if it has eviden?ary value, that's different. Ms. Welkener said she would clarify those two things with Chief Graham.

Ms. Welkener will make the changes, and a redline will be circulated once again for addi?onal comments, and they can vote on it at the next mee?ng.

#### **Other Ma?ers**

Ms. Hinton asked if there were any other ma?ers to look at. There were none.

#### **Adjournment**

**Mo?on by Mr. Schrader to adjourn the mee?ng. Seconded by Ms. Hinton.** With all in favor, the mo?on passed and the March 30, 2023 mee?ng of the Records Commission adjourned at 9:38am.

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Terri S. Welkener, Clerk of Council

Adopted: \_\_\_\_\_

## CITY OF HURON RECORDS COMMISSION

### Minutes of the Meeting

October 26, 2023 @ 9:00am

#### Call to Order

Mr. Hamilton called to order the meeting of the Huron Records Commission at 9:00am on October 26, 2023.

#### Roll Call

Commission members present: **Todd Schrader, Ann Hinton and Stuart Hamilton**. Member absent: **Cory Swaisgood**. Also present: **Terri Welkener, Executive Administrative Assistant/Clerk of Council**.

#### Approval of Minutes

None.

#### New Business

##### Final Review of City-Wide RC-2

Ms. Welkener reviewed the redline markup of the proposed City-Wide RC-2 form relating to changes made since the last meeting with the Commission members. The changes included spelling correction in HR-01 and the HR-08 time period was changed to "until no longer of administrative value." The City no longer creates any forms for the Worker's Compensation claims. The BWC creates the documents and they send the City copies. The Bureau retains the records, so the City does not to retain its copies. Pagination was corrected, as well.

Mr. Hamilton asked if the Commission members had any questions on the final City-Wide RC-2. There were none.

**Motion by Mr. Hamilton to approve the City-Wide RC-2, seconded by Mr. Schrader.** All in favor.

Ms. Welkener will make the changes, and a redline will be circulated once again for additional comments, and they can vote on it at the next meeting.

#### Other Matters

Ms. Welkener advised that she will be contacting department heads for RC-3's, so there might be a quick meeting to approve those.

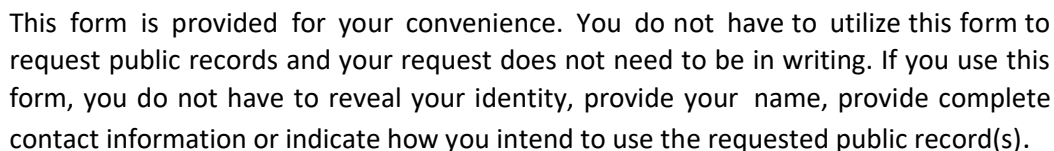
#### Adjournment

**Motion by Mr. Schrader to adjourn the meeting. Seconded by Ms. Hinton.** With all in favor, the motion passed and the March 30, 2023 meeting of the Records Commission adjourned at 9:05am.

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Terri S. Welkener, Clerk of Council

Adopted: \_\_\_\_\_



Requestor Information		Staff Use Only
Name		Request Tracking Number
Address		Date Received
Phone Number	Fax Number	Received by
Email Address		Date completed
My preferred contact method is:		Completed by
<input type="checkbox"/> Phone	<input type="checkbox"/> Email	
<input type="checkbox"/> Fax		

Delivery Method	
<b>Instructions:</b> Please indicate below how you would like to receive the records you request.	
<i>If you would like to receive the records by . . .</i>	<i>We will . . .</i>
<input type="checkbox"/> Pick up from our office	Contact you by your preferred method listed above Please provide us your contact information above
<input type="checkbox"/> Email	Email the records to you Please provide an email address above
<input type="checkbox"/> U.S. Mail	Mail them to you Please provide a postal address above
<input type="checkbox"/> Fax	Fax them to you Please provide a fax number above
<input type="checkbox"/> Inspect them in person at our office	Contact you by your preferred method listed above Please provide us your contact information above



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)

## For State Archives – LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

CITY OF HURON	PLANNING & ZONING	CHRISTINE GIBBONEY	419-433-5000 EXT. 1302	PLANNING & ZONING
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
417 MAIN STREET	HURON	44839	ERIE	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(Signature of Responsible Official)

(Title)

(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

**Please Note:** The State Archives retains RC-3 forms for seven years.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form.



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

(Political Subdivision Name)			(Unit)					
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
BZA, PC, DRB Case Files	BZ-09	12-7-23	all		2013 & earlier			
PROP. MAINT. COMPLAINTS	BZ-05	12-7-23	all		2021 & earlier			
PROP. MAINT. VIOLATION LETTERS	BZ-06	12-7-23	all		2021 & earlier			
PROP. MAINT. INVOICES	BZ-07	12-7-23	all		2021 & earlier			
SITE PLANS	BZ-11	12-7-23	all		2020 & earlier- residential			
					2018 & earlier- commercial			



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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)

Page 1 of 5

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

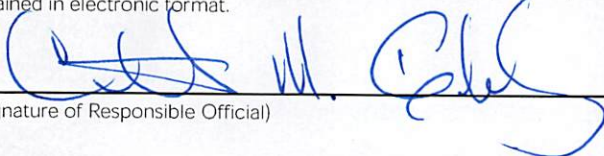
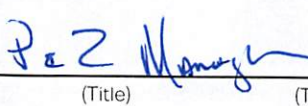
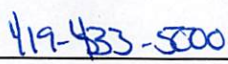

If YES, attach copy of transfer form

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1**

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

CITY OF HURON	PLANNING & ZONING	CHRISTINE GIBBONEY	419-433-5000 EXT. 1301	PLANNING & ZONING
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
417 MAIN STREET	HURON	44839	ERIE	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved **Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

			
(Signature of Responsible Official)	(Title)	(Telephone number)	

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

**Please Note:** The State Archives retains RC-3 forms for seven years.  
It is strongly recommended that the Records Commission retain a permanent copy of this form.





**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
*See instructions before completing this form. Must be submitted with Part 1*

(Political Subdivision Name)			(Unit)					
(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) <b>For LGRP use</b>
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
BZA, PC, DRB Case Files	BZ-09	12-7-23	all		2014			
PROP. MAINT. COMPLAINTS	BZ-05	12-7-23	all		all corrected/resolved cases			
PROP. MAINT. VIOLATION LETTERS	BZ-06	12-7-23	all		2022			
PROP. MAINT. INVOICES	BZ-07	12-7-23	all		2022			
SITE PLANS	BZ-11	12-7-23	all		2021 & earlier- residential			
					2019 & earlier- commercial			



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 Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huron	Finance Dept	419-433-5000 Ext. 3	City Hall
(local government entity)	(unit)	(contact person)	(location of records)
417 Main St.	Huron	44839	Erie
(address)	(city)	(zip code)	(county)
			(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official)

(title)

(telephone number)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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It is strongly recommended that the Records Commission retain a permanent copy of this form.**





## INSTRUCTIONS - FORM RC-3

- USE OF FORM:** Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE:** Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION:** This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION:** Send the original RC-3 to: [localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) **or** The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2497

Retain a permanent copy for your office files and send an additional copy to your records commission.

- NOTE:** Your office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

### Page 2

- (1) RECORD SERIES TITLE: Record series title as shown on your retention schedule (RC-2). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) AUTHORIZATION FOR DISPOSAL: Schedule number marked as needing review by OHS-LGRP as shown on your approved RC-2 and the date it was approved *by your local records commission*.
- (3) MEDIA TYPE (DESTROYED): Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) OTHER MEDIA TYPE (RETAINED) If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) INCLUSIVE DATES OF RECORDS Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) PROPOSED DATE OF DISPOSAL Enter the proposed disposal date; the OHS-LGRP has *fifteen business days* to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) FOR USE BY OHS-LGRP OHS-LGRP may write clarifying notes or notes about possible records transfers.

### NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>.

Never use a microfilm master negative except to create a use copy from it.



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

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

### **CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**

*See instructions before completing this form. Must be submitted with PART 1.*

**City of Huron**

**Finance Department**

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Acct. Pay Record	003	11/14/23	Paper	N/A	1/2019-12/2020			
Acct. Rec. Ledger	004	11/14/23	Paper	N/A	1/2019-12/2020			
Bank Dep. Slips	014	11/14/23	Paper	N/A	1/2019-12/2020			
Water Stubs	067	11/14/23	Paper	N/A	1/2019-12/2020			
Check Register	028	11/14/23	Paper	N/A	1/2019-12/2020			
Water/Electric cash receipts	072	11/14/23	Paper	N/A	1/2019-12/2020			
Customer Meter Reading Reports	076	11/14/23	Paper	N/A	1/2019-12/2020			
Posting Reports for Paid Bills	058	11/14/23	Paper	N/A	1/2019-12/2020			



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

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

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**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 Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huron	Finance Dept	Jodi Rutherford	419-433-5000 Ext. 3	City Hall
(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
417 Main St.	Huron	44839	Erie	
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

(signature of responsible official)	(title)	(telephone number)
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To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

**Please Note: The State Archives retains RC-3 forms for seven years.**  
**It is strongly recommended that the Records Commission retain a permanent copy of this form.**



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

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

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**

*See instructions before completing this form. Must be submitted with PART 1.*

**City of Huron**

**Finance Department**

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
Acct. Pay Record	FIN-03	11/14/23	ALL	N/A	1/2021-12/2021			
Acct. Rec. Ledger	FIN-03	11/14/23	ALL	N/A	1/2021-12/2021			
Bank Dep. Slips	FIN-10	11/14/23	ALL	N/A	1/2021-12/2021			
Water Stubs	FIN-16	11/14/23	ALL	N/A	1/2020-12/2021			
Check Register	FIN-20	11/14/23	ALL	N/A	1/2021-12/2021			
Water/Electric cash receipts	FIN-55	11/14/23	ALL	N/A	1/2021-12/2021			





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)

Page 1 of 2

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1**

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

<b>CITY OF HURON</b>	<b>STREETS DEPARTMENT</b>	<b>STEVE DIDELOT</b>	<b>419-433-5000 x1812</b>	<b>CITY MANAGER'S OFFICE</b>
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
<b>417 MAIN STREET</b>	<b>HURON</b>	<b>44839</b>	<b>ERIE</b>	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

	<b>RECORDS COMMISSION CHAIR</b>	<b>419-433-5000 x1104</b>
(Signature of Responsible Official)	(Title)	(Telephone number)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

**Please Note: The State Archives retains RC-3 forms for seven years.  
It is strongly recommended that the Records Commission retain a permanent copy of this form.**



**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**  
 See instructions before completing this form. Must be submitted with Part 1

CITY OF Huron

STREETS

(Political Subdivision Name)

(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction  (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	Date the RC-2 was approved by the Records Commission			From	To		
TREE PLANTING/ REMOVAL PERMITS	STREETS 03	11/14/23	PAPER	N/A	1/1/17	12/31/20		
PROPERTY MAINT. VIOLATIONS/ INQUIRIES/NOTICES	STREET 04	11/14/23	PAPER	N/A	6/12/12	12/31/20		
STORM SEWER INSP. REPORTS/CLEANUP LOGS	STREET 05	11/14/23	PAPER	N/A	1/1/12	12/31/16		
STREET OPENING ROW PERMITS	STREET 02	11/14/23	PAPER	N/A	1/1/11	12/31/20		
STREET SIGN/ STRIPING/SNOW EVENT REPORTS	STREET 06	11/14/23	PAPER	N/A	1/1/11	12/31/20		



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)

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huron                      Administration   Terri Welkener                      419-433-5000 x1102                      City Manager's Office

(Local Government Entity)                      (Unit)                      (Contact Person)                      (Telephone Number)                      (Location of Records)

417 Main Street                      Huron                      44839                      Erie

(Address)                      (City)                      (Zip Code)                      (County)                      (Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

City Manager                      419-433-5000 x1102

(Signature of Responsible Official)                      (Title)                      (Telephone number)

To have this form returned to the Records Commission electronically, include an email address: [twelkener@huronohio.us](mailto:twelkener@huronohio.us)

**Please Note: The State Archives retains RC-3 forms for seven years.  
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*See instructions before completing this form. Must be submitted with Part 1*

## Administration

(Unit)

[illegible]



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)

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

City of Huron                      Human Resources Terri Welkener                      419-433-5000 x1102                      City Manager's Office

(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
417 Main Street	Huron	44839	Erie	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

City Manager                      419-433-5000 x1102

(Signature of Responsible Official)	(Title)	(Telephone number)
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To have this form returned to the Records Commission electronically, include an email address: [twelkener@huronohio.us](mailto:twelkener@huronohio.us)

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*See instructions before completing this form. Must be submitted with Part 1*

## Human Resources

(Unit)

[illegible]



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)

**For State Archives – LGRP Use Only**

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

## CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

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

<b>City of Huron</b>	<b>City Manager</b>	<b>Terri Welkener</b>	<b>419-433-5000 x1102</b>	<b>City Manager's Office</b>
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
<b>417 Main Street</b>	<b>Huron</b>	<b>44839</b>	<b>Erie</b>	
(Address)	(City)	(Zip Code)	(County)	(Date Mailed to LGRP)

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**City Manager      419-433-5000 x1102**

(Signature of Responsible Official)	(Title)	(Telephone number)
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To have this form returned to the Records Commission electronically, include an email address: **twelkener@huronohio.us**

**Please Note: The State Archives retains RC-3 forms for seven years.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form.**

*See instructions before completing this form. Must be submitted with Part 1*

City Manager

(Unit)

[illegible]