



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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Columbus, Ohio 43211-2474
614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

Page 1 of 20

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 HURON

City-Wide

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

MATTHEW LASKO

CITY MANAGER

(Name)

(Title)

(Date)

11/20/2023

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission

419-433-5000

417 Main Street

Huron

(Telephone Number)
OH

44839

(Address)

(City)

(Zip Code)

(County)

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

terri.welkener@huronohio.us

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.

Records Commission Chair Signature

Date

11/14/23

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

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

CITY OF HURON

City-Wide

(Local Government Entity)

(Unit)

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*

(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
ADM-01	Annual Municipal Budget	50 years, then appraise for historical value			<input checked="" type="checkbox"/>
ADM-02	Blank Forms	Until superseded			<input type="checkbox"/>
ADM-03	Blueprints/Vellums	Until superseded, then appraise for historical value	Paper		<input type="checkbox"/>
ADM-04	Budget Preparation Documents	5 Years			<input type="checkbox"/>
ADM-05	Bulletins, Posters, Notices to Employees	Until no longer of administrative value			<input type="checkbox"/>
ADM-06	Contracts (executed)	Permanent			<input type="checkbox"/>
ADM-07	Drafts (all media)	Until no longer of administrative value			<input type="checkbox"/>
ADM-8	General orders, directives, policies, rules, regulations, procedures	Until superseded, then retain one copy until audited			<input type="checkbox"/>
ADM-9	Leases – Equipment	2 years after expiration			<input type="checkbox"/>
ADM-10	Licenses, Permits, Certifications	1 year after expiration			<input type="checkbox"/>
ADM-11	Management / Operational Reports	5 years			<input type="checkbox"/>
ADM-12	Municipal Publications / Administrative Orders	Permanent			<input type="checkbox"/>
ADM-13	Photo File	Until no longer of administrative value, then appraise for historical value			<input type="checkbox"/>

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

CITY OF HURON

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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
ADM-14	Project Plans, Drawings, As-Builts	Useful life of capital assets			<input type="checkbox"/>
ADM-15	Records Retention Schedules / Disposal Forms	Permanent			<input type="checkbox"/>
ADM-16	Records Requests Log	5 Years			<input type="checkbox"/>
ADM-17	Reference / Library Materials / Research	Until no longer of administrative value			<input type="checkbox"/>
ADM-18	Speeches / Presentations	5 years			<input type="checkbox"/>
ADM – 19	Voicemail messages	Until no longer of administrative value			<input type="checkbox"/>
ADM-20	Weekly Legislative Summaries	Until Council minutes have been approved			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
CM-01	Bids	(Successful) 8 years after project completed (unsuccessful) 2 years after bid award, provided audited			<input type="checkbox"/>
CM-02	City Council Notices	5 years			<input type="checkbox"/>
CM-03	Weed Notices to Property Owners	2 years			<input type="checkbox"/>
CM-04	RFP's	2 years after receipt			<input type="checkbox"/>

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

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					<input type="checkbox"/>
					<input type="checkbox"/>
HR-01	Applications for Employment (unsuccessful)	1 year			<input type="checkbox"/>
HR-02	Employee Handbook	2 years after superseded			<input type="checkbox"/>
HR-03	Grievances / Complaints / Hearings	2 years after final disposition			<input type="checkbox"/>
HR-04	OSHA / PERPP Reports	5 Years			<input type="checkbox"/>
HR-05	Personnel File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.			<input type="checkbox"/>
HR-06	Job Descriptions	2 years after superseded			<input type="checkbox"/>
HR-07	Unemployment Claims	3 years after date of final payment			<input type="checkbox"/>

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HR-08	Workers' Compensation Records	Until no longer of administrative value			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
Council-01	Codified Ordinances / Legislation / Resolutions	Permanent			<input type="checkbox"/>
Council-02	Index to Ordinances/Resolutions	Permanent			<input type="checkbox"/>
Council-03	Oaths of Office	Permanent			<input type="checkbox"/>
Council-04	Council Agendas	Permanent			<input type="checkbox"/>
Council-05	Council/Committee Minutes	Permanent			<input type="checkbox"/>
Council-06	Audio/Video Recordings of Council or Committee Meetings	30 days after adopting of minutes, if not adopted as part of minutes			<input type="checkbox"/>
					<input type="checkbox"/>
Finance-01	Acceptance of Utility Rate Notices	Permanent			<input type="checkbox"/>
Finance-02	Accounts Ledger	3 years, provided audited			<input type="checkbox"/>
Finance-03	Accounts Payable/Receivable	3 years, provided audited			<input type="checkbox"/>

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Finance-04	Annual certificate of estimated resources	3 years			<input type="checkbox"/>
Finance-05	Annual Financial Reports (CAFR)	Permanent			<input type="checkbox"/>
Finance-06	Annual summary of cash collected	3 years, provided audited			<input type="checkbox"/>
Finance-07	Appropriations Ledger	3 years, provided audited			<input type="checkbox"/>
Finance-08	Assessment Records	Until audited			<input type="checkbox"/>
Finance-09	Audit Reports	Permanent			<input type="checkbox"/>
Finance-10	Bank Statements/Deposit Slips	3 years, provided audited			<input type="checkbox"/>
Finance-11	Bid Bonds	Retain until acceptance of performance bond			<input type="checkbox"/>
Finance-12	Bond Register	Permanent			<input type="checkbox"/>
Finance-13	Bonds of Officials or Employees	8 years from date of last employment			<input type="checkbox"/>
Finance-14	Budget Working Papers	3 years			<input type="checkbox"/>
Finance-15	Business Income Tax Reconciliation Form	6 years			<input type="checkbox"/>
Finance-16	Cancelled Checks/Stubs	3 years/provided audited			<input type="checkbox"/>
Finance-17	Capital Improvement Bonds	Until paid & audited			<input type="checkbox"/>

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Finance-18	Cash Book	3 years, provided audited			<input type="checkbox"/>
Finance-19	Certificate of Result of Election	Until expiration of bond issue			<input type="checkbox"/>
Finance-20	Check Register	3 years, provided audited			<input type="checkbox"/>
Finance-21	Checking Account Statement	3 years, provided audited			<input type="checkbox"/>
Finance-22	Corporate/Partnership Income Tax Returns	6 years			<input type="checkbox"/>
Finance-23	Daily posting & daily cash received	3 years, provided audited			<input type="checkbox"/>
Finance-24	Dead account, income tax	6 years			<input type="checkbox"/>
Finance-25	Declaration of estimated income tax, business and individual	6 years			<input type="checkbox"/>
Finance-26	Delinquent Account Record	Until Paid			<input type="checkbox"/>
Finance-27	Depository Commission Record	Permanent			<input type="checkbox"/>
Finance-28	Detailed Cash Receipt	Permanent			<input type="checkbox"/>
Finance-29	Employee Earning Record	Permanent			<input type="checkbox"/>
Finance-30	Employee Income Tax Withholding	3 years after last day of employment, provided audited			<input type="checkbox"/>

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Finance-31	Employer Quarterly Federal Tax Return	3 years, provided audited			<input type="checkbox"/>
Finance-32	Encumbrance & Expenditure Journal	3 years, provided audited			<input type="checkbox"/>
Finance-33	Final Return for the Year	6 years, provided audited			<input type="checkbox"/>
Finance-34	Income Tax Withholding Payment Record	6 years, provided audited			<input type="checkbox"/>
Finance-35	Indebtedness Statement	Permanent			<input type="checkbox"/>
Finance-36	Insurance Policies	8 years after expiration			<input type="checkbox"/>
Finance-37	Monthly Statement of Balances	3 years, provided audited			<input type="checkbox"/>
Finance-38	Overtime Records	3 years, provided audited			<input type="checkbox"/>
Finance-39	Payroll Time Sheets	3 years, provided audited			<input type="checkbox"/>
Finance-40	Payroll Record	Permanent			<input type="checkbox"/>
Finance-41	Pay-in Orders	3 years, provided audited			<input type="checkbox"/>
Finance-42	Performance Bonds	8 years after project completion			<input type="checkbox"/>
Finance-43	Policemen's & Firemen's Disability and Pension Fund Record	Permanent			<input type="checkbox"/>
Finance-44	Posting Reports for Paid Bills	3 years, provided audited			<input type="checkbox"/>

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Finance-45	PERS Records	Permanent			<input type="checkbox"/>
Finance-46	Quarterly Notice of Installment Due/Payment Statement	6 years, provided audited			<input type="checkbox"/>
Finance-47	Receipts Books	3 years, provided audited			<input type="checkbox"/>
Finance-48	Reconciliation Sheets	3 years, provided audited			<input type="checkbox"/>
Finance-49	Transmittal of Wage & Tax Statement	3 years, provided audited			<input type="checkbox"/>
Finance-50	Unemployment Compensation Record	3 years, provided audited			<input type="checkbox"/>
Finance-51	Water/Gasoline Stubs	3 years, provided audited			<input type="checkbox"/>
Finance-52	Water Tap Permits	1 year after final disposition			<input type="checkbox"/>
Finance-53	Bad Check or Bad Debt Files	2 years after settlement			<input type="checkbox"/>
Finance-54	Water Account Adjustment Book	Until audited			<input type="checkbox"/>
Finance-55	Water Billing Cash Receipts Ledger	3 years, provided audited			<input type="checkbox"/>
Finance-56	Water Complaints	1 year after resolution			<input type="checkbox"/>
Finance-57	Customer Application for Service	Until end of service			<input type="checkbox"/>

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Finance-58	Water Rate Schedules	Until superseded			<input type="checkbox"/>
Finance-59	Bonds Redeemed	Until audited			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
FD-01	Above and Underground Storage Tank Records	10 years after end of service life			<input type="checkbox"/>
FD-02	Alarm Response Reports	5 years			<input type="checkbox"/>
FD-03	Annual Reports	Permanent			<input type="checkbox"/>
FD-04	Arson Reports	50 years, then appraise for historical value			<input type="checkbox"/>
FD-05	Disaster Plan	Until Superseded			<input type="checkbox"/>
FD-06	EMS Narcotic Log/Run Reports	7 years			<input type="checkbox"/>
FD-07	EPA Burning Permits/Violations	5 years after corrected violation			<input type="checkbox"/>
FD-08	Equipment Maintenance Records/Operation Manuals	Life of equipment			<input type="checkbox"/>
FD-09	Fire Code	Until superseded			<input type="checkbox"/>
FD-10	Fire Incident Reports	10 years			<input type="checkbox"/>

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FD-11	Fire Investigation Files	50 years, then appraise for historical value			<input type="checkbox"/>
FD-12	Fire and Loss Record	Permanent			<input type="checkbox"/>
FD-13	Firework Applications and Submissions	1 year after expiration			<input type="checkbox"/>
FD-14	Grant Applications & Submissions	5 years			<input type="checkbox"/>
FD-15	Hydrant/Street Locations	Permanent			<input type="checkbox"/>
FD-16	Inspection Reports	3 years			<input type="checkbox"/>
FD-17	Insurance Claim Files	10 years			<input type="checkbox"/>
FD-18	Mutual Aid Agreements	10 years after superseded			<input type="checkbox"/>
FD-19	Pharmaceutical Licenses	3 years			<input type="checkbox"/>
FD-20	Press/News Releases	1 year			<input type="checkbox"/>
FD-21	Standpipe Tests	3 years			<input type="checkbox"/>
FD-22	Stanton Daily Logs	10 years			<input type="checkbox"/>
FD-23	Vehicle Maintenance Logs	Life of vehicle			<input type="checkbox"/>

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FD-24	Violation Notices	1 year			<input type="checkbox"/>
Law-01	Formal Opinions	Permanent			<input type="checkbox"/>
Law-02	Litigation/Arbitration Files	Permanent			<input type="checkbox"/>
Law-03	Personnel Appeals Board Matters	2 years after final disposition			<input type="checkbox"/>
Law-04	Grievances	Permanent			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
HPRD-1	Concession Revenue Reports	5 years			<input type="checkbox"/>
HPRD-2	Equipment Hours	Until no longer of administrative value			<input type="checkbox"/>
HPRD-3	Individual Registrations	3 years			<input type="checkbox"/>
HPRD-4	Equipment Leases	2 years after expiration			<input type="checkbox"/>
HPRD-5	Maintenance Work Orders	2 years			<input type="checkbox"/>
HPRD-6	Marketing Materials	Until no longer of administrative value			<input type="checkbox"/>
HPRD-7	Monthly Reports	1 year			<input type="checkbox"/>

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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
HPRD-8	Nickel Plate Daily Reports/Deposits	3 years			<input type="checkbox"/>
HPRD-9	Patron Incident Reports	3 years			<input type="checkbox"/>
HPRD-10	Press Releases	1 year			<input type="checkbox"/>
HPRD-11	Team Registrations/Rosters	3 years			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
HPD-01	Administrative Office Records	3 years			<input type="checkbox"/>
HPD-02	Alcohol Applications & Permits	3 years			<input type="checkbox"/>
HPD-03	Arrest Identification Files	50 years			<input type="checkbox"/>
HPD-04	Arrest Records/Traffic Arrest Book	Permanent			<input type="checkbox"/>
HPD-05	Arrest Records of Traffic Citations	1 year			<input type="checkbox"/>
HPD-06	Asset Inventory Records	1 year			<input type="checkbox"/>
HPD-07	Background/BC&I Checks	2 years			<input type="checkbox"/>

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HPD-08	Bicycle Theft Reports	2 years			<input type="checkbox"/>
HPD-09	Business Master Name File (key holders)	Until superseded			<input type="checkbox"/>
HPD-10	Canine Unit Records	3 years			<input type="checkbox"/>
HPD-11	Chief's Office Records	3 years			<input type="checkbox"/>
HPD-12	Crash Reports (OH-1, Fatal)	Permanent			<input type="checkbox"/>
HPD-13	Crash Reports (OH-2, Non-Fatal)	3 years			<input type="checkbox"/>
HPD-14	Datamaster Logs	3 years			<input type="checkbox"/>
HPD-15	Crime Prevention/D.A.R.E. Records	3 years			<input type="checkbox"/>
HPD-16	Dispatch Radio Log	10 years			<input type="checkbox"/>
HPD-17	Equipment Manuals	Until superseded			<input type="checkbox"/>
HPD-18	Equipment Repair Logs	Life of equipment			<input type="checkbox"/>
HPD-19	Evidence Ledger Book	Permanent			<input type="checkbox"/>
HPD-20	Field Training Officer/Unit Records	3 years			<input type="checkbox"/>
HPD-21	Fingerprint Records	50 years			<input type="checkbox"/>

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HPD-22	Firearms & Weapon Inventories	3 years			<input type="checkbox"/>
HPD-23	Firearms Training Unit Records	Permanent			<input type="checkbox"/>
HPD-24	Fitness Program Records	3 years			<input type="checkbox"/>
HPD-25	Furtherance of Justice (FOJ) Records	5 years			<input type="checkbox"/>
HPD-26	General Requests for Overtime & Benefits Leave	3 years			<input type="checkbox"/>
HPD-27	Grants	3 years after award			<input type="checkbox"/>
HPD-28	Impound Lot Administration Records	3 years			<input type="checkbox"/>
HPD-29	Impounded Vehicle Files, Auction Records & Wrecker Requests	3 years after disposition			<input type="checkbox"/>
HPD-30	Intelligence Records	Permanent			<input type="checkbox"/>
HPD-31	Internal Affairs Records	10 years			<input type="checkbox"/>
HPD-32	Jail Log, Temporary Holding Facility	25 years			<input type="checkbox"/>
HPD-33	LEADS/NCIS Logs	Until no longer of administrative value			<input type="checkbox"/>
HPD-34	LEADS/NCIS Validation Records	2 years			<input type="checkbox"/>

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HPD-35	Master Name Index File (White Card List)	Permanent			<input type="checkbox"/>
HPD-36	Monthly/Quarterly Reports	1 year			<input type="checkbox"/>
HPD-37	NIBS/OIBRS Offense Reports, UCR Reports	25 years			<input type="checkbox"/>
HPD-38	Offense Reports/Case Jackets (Felony)	Permanent			<input type="checkbox"/>
HPD-39	Offense Reports/Case Jackets (Misdemeanor & Non-Criminal)	7 years			<input type="checkbox"/>
HPD-40	Offense Reports/Case Jackets (Missing Persons)	10 years after found			<input type="checkbox"/>
HPD-41	Offense Reports/Case Jackets (Death Reports)	Permanent			<input type="checkbox"/>
HPD-42	Press/News Releases	1 year			<input type="checkbox"/>
HPD-43	Property Room Master Log	25 years			<input type="checkbox"/>
HPD-44	Special Permits Issued by Chief of Police	1 year			<input type="checkbox"/>
HPD-45	Subpoenas, Summons & Warrants	Until served, answered or withdrawn			<input type="checkbox"/>
HPD-46	Vacation House Sheets	1 year			<input type="checkbox"/>
HPD-47	Vehicle Records (Police Fleet)	3 years after disposal			<input type="checkbox"/>
					<input type="checkbox"/>

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Water-01	Chemical Inventories	3 years			<input type="checkbox"/>
Water-02	Operational Plant Logs	10 years			<input type="checkbox"/>
Water-03	Backflow Letters & Reports	5 years			<input type="checkbox"/>
Water-04	NPDES Permits	Permanent			<input type="checkbox"/>
Water-05	EPA Monthly Reports	10 years			<input type="checkbox"/>
Water-06	Consumer Confidence Reports	3 years			<input type="checkbox"/>
Water-07	Laboratory Data/Analysis	10 years			<input type="checkbox"/>
Water-08	Public Notices	3 years			<input type="checkbox"/>
Water-09	Leak Credits	5 years			<input type="checkbox"/>
Water-10	Water Tap Applications	5 years			<input type="checkbox"/>
Water-11	Budget Worksheets	Until adoption of budget			<input type="checkbox"/>
Water-12	EPA Surveys & Action Reports	10 years			<input type="checkbox"/>
Water-13	Internal Procedures	Until superseded			<input type="checkbox"/>

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Water-14	Employee Work Schedules	1 year			<input type="checkbox"/>
Streets-01	Blueprints/Plans/Maps	Life of infrastructure			<input type="checkbox"/>
Streets-02	Street Opening/ROW Permits	3 years			<input type="checkbox"/>
Streets-03	Tree Planting/Removal Permits	3 years			<input type="checkbox"/>
Streets-04	Property Maintenance Violations/Inquiries/Notices	3 years			<input type="checkbox"/>
Streets-05	Storm Sewer Inspection/ Repair/Cleaning Reports	5 years			<input type="checkbox"/>
Streets-06	Street Sign/ Street Striping/ Snow Event Reports	2 years			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
BZ-01	Zoning Permit Application with Supporting Documents	Permanent (if permit issued) Until withdrawn or rejected (if application withdrawn by applicant, or rejected by Zoning due to lack of completion)			<input type="checkbox"/>
BZ-02	Record of Zoning Permits Issued	Permanent			<input type="checkbox"/>
BZ-03	Contractor Registration Application Packets	2 years			<input type="checkbox"/>
BZ-04	Contractor Registration Certificates	2 years			<input type="checkbox"/>

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BZ-05	Property Maintenance Complaint Reports	Until corrected or resolved			<input type="checkbox"/>
BZ-06	Property Maintenance Violation Letters	2 years, provided case closed and no action pending			<input type="checkbox"/>
BZ-07	Property Maintenance Violation Invoices to Property Owner	2 years, provided case closed and no action pending			<input type="checkbox"/>
BZ-08	Property Maintenance Certification Letter to Auditor for Tax Lien	Until lien payment has been receipted by City			<input type="checkbox"/>
BZ-09	Building & Zoning Appeals, Planning Commission, Design Review Board Case Files	10 years			<input type="checkbox"/>
BZ-10	Index to Building & Zoning Appeals Board Case Records	Permanent			<input type="checkbox"/>
BZ-11	Site Plans	3 years (residential) 5 years (commercial) For property owned by municipality – retain for life of structure, then appraise for historical value.			<input type="checkbox"/>
BZ-12	Building Permit Applications	Permanent			<input type="checkbox"/>
BZ-13	Record of Building Permits Issued	Permanent			<input type="checkbox"/>
BZ-14	Building Inspection Reports	Permanent			<input type="checkbox"/>
BZ-15	Condemnation Reports	Permanent			<input type="checkbox"/>
BZ-16	Occupancy Permit Record	Permanent			<input type="checkbox"/>

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

CITY OF HURON

City-Wide

(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
BZ-17	Legislative Research Files/Drafts	Until no longer of administrative value			<input type="checkbox"/>
BZ-18	Transient Rental Registration Applications	3 years			<input type="checkbox"/>
BZ-19	Transient Rental Inspection Reports	3 years			<input type="checkbox"/>
BZ-20	Transient Occupancy Registration Certificate	3 years			<input type="checkbox"/>
					<input type="checkbox"/>
GEN-01	Correspondence (general)	Maximum of 6 months or until no longer of administrative value			<input type="checkbox"/>
GEN-02	Waivers	2 years or until expiration of the relevant statute of limitations or appeals period			<input type="checkbox"/>
GEN-03	All Other Records Not Described Herein	6 months, or until superseded			<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>