



**City of Huron Schedule of  
Records Retention and Disposition Policy**

**City of Huron  
417 Main Street  
Huron, OH 44839  
419-433-5000  
[www.cityofhuron.org](http://www.cityofhuron.org)**

## **Huron Records Commission**

According to ORC 149.39, Huron must have a Records Commission. The Commission will meet at least once every six months. The Commission will be composed of the City Manager or their appointed representative as chairperson, a chief fiscal officer, a chief legal officer, and a citizen appointed by the City Manager. Current members are:

Phyllis Wassner – Citizen Chair (Designee for City Manager)  
Cory Swaisgood – Finance Director  
Aimee W. Lane- Law Director  
Anne Hinton – Citizen

Records Commission meetings must be open to the public. The public must be given notice that the meeting is going to occur. Records Commission Meetings must have agendas. Detailed minutes of the meetings must be kept.

### **Responsibilities of the Records Commission:**

- Provides rules for retention and disposal of records.
- Ensures proper procedures are followed.
- Approves and/or recognizes departments' records officers annually.
- Approves minutes of previous meeting.
- Discusses agenda items and records management issues as they arise.
- Discusses, approves, and chair signs retention schedule, RC-2, see attached.
- Requests Ohio Historical Society approval of the retention schedule, RC-2.
- Reviews, approves, and delivers applications for one-time disposal, RC-1, to the Ohio Historical Society for approval.
- Reviews, approves, and delivers certificate of records disposal, RC-3, to the Ohio Historical Society for approval.
- Approves revisions to retention schedule, RC-2.
- Keeps copies of minutes and RC-1, RC-2 and RC-3 forms.

### **Records Retention Procedures**

The following are the Records Retention Procedures for the City of Huron as suggested by the Ohio Historical Society:

## **Definitions**

- Application for One-Time Records Disposal (RC-1) is used for the one-time disposition of obsolete records, and does not represent continuing authority to destroy records.
- Schedule of Records Retention and Disposition (RC-2) constitutes continuing authority to dispose of records when the scheduled retention period has expired.
- Certificate of Records Disposal (RC-3) must be filed with the Ohio Historical Society, if required, before the disposal of any municipal records can occur. This should be filed a minimum of fifteen (15) business days before the proposed disposal or destruction date.

## **RC-2 Approval**

- Upon the Huron Records Commission's first meeting, the City's Schedule of Records Retention and Disposition (RC-2) will be reviewed, revised, if necessary, approved, and sent to the Ohio Historical Society for approval.
- The Ohio Historical Society has 60 days to review and then sends the RC-2 to the State Auditor's office for additional review which may also take up to 60 days. The City will receive notification of approval within 120 days.

## **Steps for Disposal**

- Ensure the RC-1 and RC-3 forms are completed correctly and hold them for the next Huron Records Commission Meeting.
- Schedule Records Commission Meeting.
- Prepare agenda. Advertise meeting appropriately.
- Upon receiving approval from the Huron Records Commission, make sure the RC-1 and RC-3 forms are signed by the authorized official.
- Keep copies and mail the originals to:  
The Ohio Historical Society  
Local Government Records Program  
1982 Velma Avenue  
Columbus, Ohio 43211-2497
- The Ohio Historical Society has fifteen (15) business days to review the applications. After this period has passed and no response has been received from the Ohio Records Commission, the records may be destroyed.

## **DEPARTMENTAL RECORD RETENTION SCHEDULES (RC-2)**

Current approved Record Retention Schedules (RC-2's) by Department shall be included and attached to this policy as created and/or revised.

### **Administration**

- City Manager's Office
- Human Resources
- Finance
- Council

### **Fire Department**

### **Law Department**

### **Parks and Recreation**

### **Police Department**

### **Services**

- Streets
- Water