



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

800 E. 17th 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 Water and Sewer Division (Water Plant Operations)

(local government entity) (unit)

Ben Roe Ben Roe Plant Operator 11/30/11
(signature of responsible official) (name) (title) (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

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.

Anthony C. Rodgers 11/30/11
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Kaylie Vermillion Electronic Records Asst. 12-19-11
Signature Title Date

Section D: Auditor of State

Martin E. Mohr 12-30-11
Signature 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

SAO/LGRP-RC2-(Inst.) Revised September 2011

(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
UWP-01	Analytical Data Sheet for Water Pollution Control Facility (Daily wastewater discharge conduit flow logs, Tri-Cities North Regional Wastewater Authority Solids Reports and invoices)	Retain 10 years.	Multi		<input type="checkbox"/>
UWP-02	Bacterial Analysis Records (Wells)	Retain 10 years.	Multi		<input checked="" type="checkbox"/>
UWP-03	Daily Chlorination Reports (Consolidated into monthly state reports)	Retain 10 years.	Multi		<input type="checkbox"/>
UWP-04	Distribution System Bacteriological Sampling Records (Includes address and location of sample collection point and total and free chlorine residuals)	Retain 10 years.	Multi		<input type="checkbox"/>
UWP-05	Fecal Coli Form Reports	Retain 10 years.	Multi		<input type="checkbox"/>
UWP-06	Flow Charts (Elevated storage tower levels - WTP influent, effluent flows, and distribution system pressure)	Retain 10 years.	Multi		<input type="checkbox"/>
UWP-07	Monthly Laboratory Testing Summary Reports (Including fluoride, iron manganese and turbidity, etc. Consolidated onto monthly state report.)	Retain 10 years.	Multi		<input type="checkbox"/>
UWP-08	Records of Chemical Analyses (SOC'S, VOC'S, THM'S, lead and copper, etc.)	Retain 10 years.	Multi		<input checked="" type="checkbox"/>
UWP-09	Violations (Notice of violations, public notification, actions take to correct violation, and all communications involved with a violation of state primary drinking water rules)	Retain 3 years after last action taken with respect to the particular violation involved.	Multi		<input type="checkbox"/>
UWP-10	Water Quality Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>
UWP-11	Well Record Book	Permanent	Multi		<input checked="" type="checkbox"/>
UWP-12	Well Test Logs	Permanent	Multi		<input checked="" type="checkbox"/>