RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit
City of Huber Heights

Water and Sewer Division (Water Plant Operations)

(local government entity)

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

Records Commission Chair Signature

11/30/11

Date

Section C: Ohio Historical Society - State Archives

Kaylee Vermillion
Electronic Records Asst.

Signature

Title

12-19-11

Date

Section D: Auditor of State

Signature

12-30-11

Date

Section E: Records Retention Schedule

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

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
<table>
<thead>
<tr>
<th>(1) Schedule Number</th>
<th>(2) Record Title and Description</th>
<th>(3) Retention Period</th>
<th>(4) Media Type</th>
<th>(5) For use by Auditor of State or OHS-LGRP</th>
<th>(6) RC-3 Required by OHS-LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>UWP-01</td>
<td>Analytical Data Sheet for Water Pollution Control Facility (Daily wastewater discharge conduit flow logs, Tri-Cities North Regional Wastewater Authority Solids Reports and invoices)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>UWP-02</td>
<td>Bacterial Analysis Records (Wells)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
<td></td>
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<tr>
<td>UWP-03</td>
<td>Daily Chlorination Reports (Consolidated into monthly state reports)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
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<tr>
<td>UWP-04</td>
<td>Distribution System Bacteriological Sampling Records (Includes address and location of sample collection point and total and free chlorine residuals)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UWP-05</td>
<td>Fecal Coli Form Reports</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>UWP-06</td>
<td>Flow Charts (Elevated storage tower levels - WTP influent, effluent flows, and distribution system pressure)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
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</tr>
<tr>
<td>UWP-07</td>
<td>Monthly Laboratory Testing Summary Reports (Including fluoride, iron manganese and turbidity, etc. Consolidated onto monthly state report.)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>UWP-08</td>
<td>Records of Chemical Analyses (SOC'S, VOC'S, THM'S, lead and copper, etc.)</td>
<td>Retain 10 years.</td>
<td>Multi</td>
<td></td>
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<tr>
<td>UWP-09</td>
<td>Violations (Notice of violations, public notification, actions take to correct violation, and all communications involved with a violation of state primary drinking water rules)</td>
<td>Retain 3 years after last action taken with respect to the particular violation involved.</td>
<td>Multi</td>
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<tr>
<td>UWP-10</td>
<td>Water Quality Annual Reports</td>
<td>Permanent</td>
<td>Multi</td>
<td></td>
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<tr>
<td>UWP-11</td>
<td>Well Record Book</td>
<td>Permanent</td>
<td>Multi</td>
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<tr>
<td>UWP-12</td>
<td>Well Test Logs</td>
<td>Permanent</td>
<td>Multi</td>
<td></td>
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</tbody>
</table>