



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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JUN 17 2022

STATE AND LOCAL
GOVERNMENT RECORDS

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 Huber Heights	Veolia Water - Plant		
(Local Government Entity)	(Unit)		
	Gary Bunnell	Operations Manager	06/09/22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Huber Heights Public Records Commission	(937) 233 - 1423		
	(Telephone Number)		
6131 Taylorsville Road	Huber Heights	45424	Montgomery/Miami
(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.

	06/09/22
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Records Manager

Signature	Title	Date
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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 (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Veolia Water - Plant

(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
WATP-01	Analytical Data Sheet for Water Pollution Control Facility (Daily wastewater discharge conduct flow logs, Tri-Cities North Regional Wastewater Authority Solids Reports and Invoices)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-02	Bacterial Analysis Records (Wells)	Retain 10 Years	Multi		<input checked="" type="checkbox"/> No RC-3 Required for LGRP
WATP-03	Daily Chlorination Reports (Consolidated into monthly state reports)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-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"/>
WATP-05	Total Coli Form Reports	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-06	Flow Charts (Elevated storage tower levels –WTP influent, effluent flows, and distribution system pressure)	Retain 10 Years	Multi		<input type="checkbox"/>
WATP-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"/>
WATP-08	Records of Chemical Analyses (SOC, VOC'S, THM'S, lead and copper, etc.)	Retain 10 Years	Multi		<input checked="" type="checkbox"/> No RC-3 Required for LGRP
WATP-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"/>
WATP-10	Water Quality Annual Reports	Permanent	Multi		

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City of Huber Heights

Veolia Water - Plant

(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
					<input checked="" type="checkbox"/> 
WATP-11	Well Record Book	Permanent	Multi		<input checked="" type="checkbox"/> 
WATP-12	Well Test Logs	Permanent	Multi		<input checked="" type="checkbox"/> 
WATP -13	Laboratory Bench Sheets	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -14	Operational Worksheets	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -15	Well Field Data Logs & Well Water Quality Monitoring	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -16	WTP Generator Logs	Retain 10 Years	Multi		<input type="checkbox"/>
WATP -17	Back Flow Prevention Documents	Retain 5 Years	Multi		<input type="checkbox"/>
WATP -18	Engineering Plant Drawings	Permanent	Multi		<input checked="" type="checkbox"/> 
WATP -19	SDS'S & MSDS'S	Retain 30 Years	Multi		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>