



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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OHIO HISTORY CONNECTION

DEC 10 2018

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: Local Government Unit**

City of Huber Heights Water and Sewer Division (Office) – Suez Water  
 (Local Government Entity) (Unit)

Nicole Flood Nicole Flood Administrative Assistant 11/29/18  
 (Signature of Responsible Official) (Name) (Title) (Date)

**Section B: Records Commission**

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](mailto: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 11/29/18  
 Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archives**

Angela C. Gibson Govt. Rec. Archivist 12/14/18  
 Signature Title Date

**Section D: Auditor of State**

Martin E. Muehl Records Mgr 12-27-18  
 Signature Title 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 (RC-2) – Part 2

See instructions before completing this form.

**City of Huber Heights**

**Water and Sewer Division (Office) – Sewer Water**

(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
SW-01	Copies of Drivers Licenses	Destroy immediately after verification.	Paper		<input type="checkbox"/>
SW-02	Copies of Rental Leases	Destroy immediately after verification.	Paper		<input type="checkbox"/>
SW-03	Copies of Closing Papers	Destroy immediately after verification.	Paper		<input type="checkbox"/>
SW-04	Transient Correspondence or Communication Records	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the records.	Multi		<input type="checkbox"/>
SW-05	Blank Forms or Blank Utility Bills (That are no longer used)	Retain until obsolete or superseded.	Multi		<input type="checkbox"/>
SW-06	Public Records Requests	Retain 1 year; provided audited.	Multi		<input type="checkbox"/>
SW-07	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative, fiscal, legal or historical value.	Multi		<input type="checkbox"/>
SW-08	Copies of Bank Deposit Receipts	Retain 3 years; provided audited and audit report is released and all discrepancies are resolved.	Multi		<input type="checkbox"/>
SW-09	Balance Sheets	Retain 2 years.	Multi		<input type="checkbox"/>
SW-10	Meter Test Records	Retain 3 years.	Paper		<input type="checkbox"/>

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**Water and Sewer Division (Office) – Sewer Water**

(Local Government Entity)

(Unit)

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SW-11	Visitors Log	Retain 1 year.	Paper		<input type="checkbox"/>
SW-12	General Correspondence	Retain 1 year and no longer of an administrative, legal or fiscal value.	Multi		<input type="checkbox"/>
SW-13	Annual Reports	Permanent	Multi	RC-3 Required	<input checked="" type="checkbox"/>
SW-14	NSF Check or Bad Debt Files	Retain 2 years; provided audited.	Paper		<input type="checkbox"/>
SW-15	Billing Adjustment Forms (Debit and credit memos)	Retain 3 years; provided audited.	Paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
SW-16	Billing Journals	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
SW-17	Cash Journals	Retain 1 year; provided audited.	Multi		<input type="checkbox"/>
SW-18	Daily Work Orders (Service orders)	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
SW-19	Monthly Reports (Financial and operations and maintenance reports)	Retain until incorporated into yearly compilation and 5 years; provided audited.	Multi		<input type="checkbox"/>
SW-20	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by.	Voicemail		<input type="checkbox"/>
SW-21	Shut Off Lists	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>

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**City of Huber Heights**

**Water and Sewer Division (Office) – Sewer Water**

(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	(6) RC-3 Required by
SW-22	Cash Stubs (Payment Receipts)	Retain 3 years; provided audited.	Multi	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
SW-23	Write Off Records (Bills not paid that are to be put on taxes or bankruptcy accounts)	Retain 3 years; provided audited.	Multi		<input type="checkbox"/>
SW-24	Weekly Reports (Status of ongoing projects and issues that advises supervisors of various events)	Retain 1 year or until no longer of administrative value.	Multi		<input type="checkbox"/>
SW-25	Copies of Refund Requests (Used to record overpayment of water/sewer bills)	Retain until audited; then destroy records.	Paper		<input type="checkbox"/>
SW-26	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, RC-3 forms)	Retain 25 years after revised, superseded or discontinued.	Paper		<input type="checkbox"/>
SW-27	Invoices for Construction Water	Retain 3 years.	Multi		<input type="checkbox"/>
SW-28	Policies, Procedures, Rules and Regulations	Retain 6 years after revised, superseded or discontinued.	Multi		<input type="checkbox"/>
SW-29	Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications	May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.	Multi		<input type="checkbox"/>
SW-30	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
SW-31	Drafts and informal Notes (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
SW-32	Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)	Retain email that has a significant	Electronic		<input type="checkbox"/>

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(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
		administrative fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.			
SW-33	Bulletins, Posters, Notices and Displays	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
SW-34	Checks (Scanned and sent to bank electronically for payment)	Retain 60 days for verification and then destroyed immediately.	Paper		<input type="checkbox"/>
SW-35	Backflow Preventer Test Reports	Retain 5 years; provided audited.	Paper		<input type="checkbox"/>
SW-36	Invoices Billed To Huber/Vinebrook	Retain 3 years.	Multi		<input type="checkbox"/>

**Audited means: the years  
encompassed by the records  
have been audited by the  
Auditor of State and the  
audit report has been  
released pursuant to  
Sec. 117.26 O.R.C.**