**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 (Unit)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nicole Flood</td>
<td>Administrative Assistant</td>
<td>11/29/18</td>
</tr>
</tbody>
</table>

### 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

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. Nardes 11/29/18

Records Commission Chair Signature Date

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

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah C. Gates</td>
<td>Cur. Rec. Archivist</td>
<td>12/14/18</td>
</tr>
</tbody>
</table>

### Section D: Auditor of State

<table>
<thead>
<tr>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martin E. Muck</td>
<td>Records Mgr</td>
<td>12-27-18</td>
</tr>
</tbody>
</table>

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.

<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 LGRP</th>
<th>(6) RC-3 Required by LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW-01</td>
<td>Copies of Drivers Licenses</td>
<td>Destroy immediately after verification.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-02</td>
<td>Copies of Rental Leases</td>
<td>Destroy immediately after verification.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-03</td>
<td>Copies of Closing Papers</td>
<td>Destroy immediately after verification.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-04</td>
<td>Transient Correspondence or Communication Records</td>
<td>May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the records.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-05</td>
<td>Blank Forms or Blank Utility Bills (That are no longer used)</td>
<td>Retain until obsolete or superseded.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-06</td>
<td>Public Records Requests</td>
<td>Retain 1 year; provided audited.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-07</td>
<td>Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts</td>
<td>Maintain until no longer of an administrative, fiscal, legal or historical value.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-08</td>
<td>Copies of Bank Deposit Receipts</td>
<td>Retain 3 years; provided audited and audit report is released and all discrepancies are resolved.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-09</td>
<td>Balance Sheets</td>
<td>Retain 2 years.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-10</td>
<td>Meter Test Records</td>
<td>Retain 3 years.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017
## City of Huber Heights

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

### Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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</tr>
</thead>
<tbody>
<tr>
<td>SW-11</td>
<td>Visitors Log</td>
<td>Retain 1 year.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-12</td>
<td>General Correspondence</td>
<td>Retain 1 year and no longer of an administrative, legal or fiscal value.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-13</td>
<td>Annual Reports</td>
<td>Permanent</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-14</td>
<td>NSF Check or Bad Debt Files</td>
<td>Retain 2 years; provided audited.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-15</td>
<td>Billing Adjustment Forms (Debit and credit memos)</td>
<td>Retain 3 years; provided audited.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-16</td>
<td>Billing Journals</td>
<td>Retain 3 years; provided audited.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-17</td>
<td>Cash Journals</td>
<td>Retain 1 year; provided audited.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-18</td>
<td>Daily Work Orders (Service orders)</td>
<td>Retain 3 years; provided audited.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-19</td>
<td>Monthly Reports (Financial and operations and maintenance reports)</td>
<td>Retain until incorporated into yearly compilation and 5 years; provided audited.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-20</td>
<td>Voicemail</td>
<td>May be destroyed in the normal course of business as soon as considered of no value by.</td>
<td>Voicemail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-21</td>
<td>Shut Off Lists</td>
<td>Retain 3 years; provided audited.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
</tbody>
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</tr>
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<tr>
<td>SW-22</td>
<td>Cash Stubs (Payment Receipts)</td>
<td>Retain 3 years; provided audited.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-23</td>
<td>Write Off Records (Bills not paid that are to be put on taxes or bankruptcy accounts)</td>
<td>Retain 3 years; provided audited.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-24</td>
<td>Weekly Reports (Status of ongoing projects and issues that advises supervisors of various events)</td>
<td>Retain 1 year or until no longer of administrative value.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-25</td>
<td>Copies of Refund Requests (Used to record overpayment of water/sewer bills)</td>
<td>Retain until audited; then destroy records.</td>
<td>Paper</td>
<td></td>
</tr>
<tr>
<td>SW-26</td>
<td>Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, RC-3 forms)</td>
<td>Retain 25 years after revised, superseded or discontinued.</td>
<td>Paper</td>
<td></td>
</tr>
<tr>
<td>SW-27</td>
<td>Invoices for Construction Water</td>
<td>Retain 3 years.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-28</td>
<td>Policies, Procedures, Rules and Regulations</td>
<td>Retain 6 years after revised, superseded or discontinued.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-29</td>
<td>Unsolicited Correspondence/ Unsolicited Mail/Unsolicited Email and Similar Unsolicited Communications</td>
<td>May be destroyed in the normal course of business as soon as considered to be of no value by the person holding the record.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-30</td>
<td>Copies – Reading, Informational and Reference (Originals maintained)</td>
<td>Retain until no longer of administrative value.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-31</td>
<td>Drafts and informal Notes (Consisting of transitory information used to prepare the official record in any form)</td>
<td>Retain until no longer of administrative value.</td>
<td>Multi</td>
<td></td>
</tr>
<tr>
<td>SW-32</td>
<td>Electronic Mail Systems (Pertains only to messages that are records as defined in ORC Section 149.011 (G) and 149.43)</td>
<td>Retain email that has a significant</td>
<td>Electronic</td>
<td></td>
</tr>
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<tr>
<td>SW-33</td>
<td>Bulletins, Posters, Notices and Displays</td>
<td>Retain until no longer of administrative value.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-34</td>
<td>Checks (Scanned and sent to bank electronically for payment)</td>
<td>Retain 60 days for verification and then destroyed immediately.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-35</td>
<td>Backflow Preventer Test Reports</td>
<td>Retain 5 years; provided audited.</td>
<td>Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SW-36</td>
<td>Invoices Billed To Huber/Vinebrook</td>
<td>Retain 3 years.</td>
<td>Multi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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.**

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017