



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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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 - Office		
(Local Government Entity)	(Unit)		
<u>Nicole Flood</u> (Signature of Responsible Official)	Nicole Flood (Name)	Administrative Assistant (Title)	06/09/22 (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.

<u>Anthony Rodger</u> Records Commission Chair Signature	06/09/22 Date
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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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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Huber Heights

Veolia Water - Office

(Local Government Entity)

(Unit)

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

(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
WAT-01	Copies of Drivers Licenses	Destroy immediately after verification	Paper		<input type="checkbox"/>
WAT-02	Copies of Rental Leases	Destroy immediately after verification	Paper		<input type="checkbox"/>
WAT-03	Copies of Closing Papers	Destroy immediately after verification	Paper		<input type="checkbox"/>
WAT-04	Transient Correspondence of 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"/>
WAT-05	Blank Forms or Blank Utility Bills (That are no longer used)	Retain until obsolete or superseded	Multi		<input type="checkbox"/>
WAT-06	Public Records Requests	Retain 1 year; provided audited	Multi		<input type="checkbox"/>
WAT-07	Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts	Maintain until no longer of an administrative fiscal, legal or	Multi		<input type="checkbox"/>

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City of Huber Heights

Veolia Water - Office

(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
		historical value			
WAT-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"/>
WAT-09	Balance Sheets	Retain 2 years	Multi		<input type="checkbox"/>
WAT-10	Meter Test Records	Retain 3 years	Paper		<input type="checkbox"/>
WAT-11	Visitors Log	Retain 1 year	Paper		<input type="checkbox"/>
WAT-12	General Correspondence	Retain 1 year and no longer of an administrative legal or fiscal value	Multi		<input type="checkbox"/>
WAT-13	Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>
WAT-14	NSF Check of Bad Debit Files	Retain 2 years; provided audited	Paper		<input type="checkbox"/>
WAT-15	Billing adjustment Forms (Debit and credit memos)	Retain 3 years; provided audited	Paper		<input type="checkbox"/>
WAT-16	Billing Journals	Retain 3 years; provided audited	Multi		<input type="checkbox"/>

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City of Huber Heights

Veolia Water - Office

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(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
WAT-17	Cash Journals	Retain 1 year; provided audited	Multi		<input type="checkbox"/>
WAT-18	Daily Work Orders (Service orders)	Retain 3 years; provided audited	Multi		<input type="checkbox"/>
WAT-19	Monthly Reports (Financial and operations and maintenance reports)	Retain until incorporated into yearly compilation and 5 years; provided and audited	Multi		<input type="checkbox"/>
WAT-20	Voicemail	May be destroyed in the normal course of business as soon as considered of no value by	Voicemail		<input type="checkbox"/>
WAT-21	Shut Off Lists	Retain 3 years provided audited	Multi		<input type="checkbox"/>
WAT-22	Cash Stubs (Payment Receipts)	Retain 3 years; provided audited	Multi		<input type="checkbox"/>
WAT-23	Write off Records (Bills not paid that are to be put on taxes of bankruptcy accounts)	Retain 3 years; provided audited	Multi		<input type="checkbox"/>

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WAT-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"/>
WAT-25	Copies of Refund Requests (Used to record overpayment of water/sewer bills)	Retain until audited; then destroy records	Paper		<input type="checkbox"/>
WAT-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"/>
WAT-27	Invoices for Construction Water	Retain 3 years	Multi		<input type="checkbox"/>
WAT-28	Policies, procedures Rules and Regulations	Retain 6 years after revised, superseded or discontinues	Multi		<input type="checkbox"/>
WAT-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"/>
WAT-30	Copies – Reading, Informational and Reference (Originals maintained)	Retain until no longer of administrative value	Multi		<input type="checkbox"/>

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WAT-31	Drafts and informal Notes (Consisting of transitory information used to prepared the official record in any form)	Retain until no longer of administrative value	Multi		<input type="checkbox"/>
WAT-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 administrative fiscal, legal or historical value. Maintain according to content. Refer to corresponding RC-2. Erase email that has no significant value.	Electronic		<input type="checkbox"/>
WAT-33	Bulletins, Posters, Notices and Displays	Retain until no longer of administrative value.	Multi		<input type="checkbox"/>
WAT-34	Checks (Scanned and sent to bank electronically for payment)	Retain 60 days for verification and then destroyed immediately.	Paper		<input type="checkbox"/>
WAT-35	Backflow Preventer Test Reports	Retain 5 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	<input type="checkbox"/>
WAT-36	Invoices Billed To Huber/Vinebrook	Retain 3 years	Multi	released pursuant to Sec. 117.26 O.R.C	<input type="checkbox"/>