



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF BOWLING GREEN

Utilities Business Office

(local government entity)

(unit)



Jackie Spangenberg, Utilities Business Office Manager/Deputy Finance Director 07/12/16

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

CITY OF BOWLING GREEN

419-354-6200

Records Commission

(telephone number)

304 NORTH CHURCH STREET

BOWLING GREEN

43402

WOOD

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: hford@bcgohio.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.



7-12-16

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives



Agreement Records Assistant

7/12/16

Signature

Title

Date

Section D: Auditor of State



7-28-16

Signature

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**



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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.

Section E: Records Retention Schedule
City of Bowling Green

Utilities Business 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 OHS-LGRP	(6) RC-3 Required by OHS-LGRP
13-1	Adjustments Listing, General Ledger Distribution & Post Reports	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-2	Billing Registers, Summary & Post	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-3	Bill Audit, Non-Billable Accounts, Unbilled Accounts & Non-Metered Consumption Reports	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-4	Customer Master Files	Until No Longer a Customer	Electronic		<input type="checkbox"/>
13-5	KWH Usage Tax Reports & Reconciliations	3 Years	Paper/Electronic		<input type="checkbox"/>
13-6	Meter Change Orders Including Construction & New Service	Post Audit	Paper		<input type="checkbox"/>
13-7	NSF Checks	Post Audit	Paper		<input type="checkbox"/>
13-8	Electric Call Out Reports	Post Audit	Paper		<input type="checkbox"/>
13-9	Power Cost Adjustment Recovery Worksheets	3 Years	Paper/Electronic		<input type="checkbox"/>
13-10	Rate Schedules	Until Superseded	Paper		<input type="checkbox"/>
13-11	Invoices, Statements & Supporting Documents	3 Years	Paper/Electronic		<input type="checkbox"/>
13-12	Security Light Service Requests	2 Years	Paper		<input type="checkbox"/>



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13-13	Meter Read Device Imports & Edits-TWACS & Badger	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-14	Accounts to Process 1 st & 2 nd Notices Reports	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-15	Work Orders	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-16	Permits	Permanent	Paper		<input type="checkbox"/>
13-17	Blanket Contracts	Until Property is Sold	Paper		<input type="checkbox"/>
13-18	Credit Letters	Post Audit	Paper		<input type="checkbox"/>
13-19	Bank Draft Customer Applications	Until Participation is Terminated	Paper		<input type="checkbox"/>
13-20	Penalties-Accounts to Process, General Ledger Distribution & System Exceptions Reports	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-21	Cycle Bill Exports & Utility Bills	Post Audit	Electronic		<input type="checkbox"/>
13-22	Eco Smart Choice Applications	Until Participation is Terminated	Paper		<input type="checkbox"/>
13-23	Eco Smart Choice Customer Listing & Reconciliations	3 Years	Paper/Electronic		<input type="checkbox"/>
13-24	Load Management Applications	Until Participation is Terminated	Paper		<input type="checkbox"/>
13-25	Load Management Customer Listing	Until of No Administrative Value	Electronic		<input type="checkbox"/>



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13-26	Muni Pal Application	Until Participation is Terminated	Paper		<input type="checkbox"/>
13-27	Muni Pal One Time Donations	1 Year	Paper		<input type="checkbox"/>
13-28	Senior Citizen Application	Until No Longer a Customer	Paper		<input type="checkbox"/>
13-29	Senior Citizen Annual Renewal Form	1 Year	Paper		<input type="checkbox"/>
13-30	Budget Plan Application	Until Participation is Terminated	Paper		<input type="checkbox"/>
13-31	Revenue Collection Edit Listings	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-32	Daily Memos & Tapes	Post Audit	Paper		<input type="checkbox"/>
13-33	Revenue Collection Bank Deposit Reports	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-34	Revenue Collection UM Payment Edit, General Ledger Distribution & Post Listings	Post Audit	Electronic		<input type="checkbox"/>
13-35	Revenue Collection Payment Report	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-36	Daily Banking Checklists & EZ-Scan Grid Reports	Post Audit	Paper		<input type="checkbox"/>
13-37	Cash Stubs	Post Audit	Paper		<input type="checkbox"/>
13-38	Lockbox Payment List	Post Audit	Paper		<input type="checkbox"/>



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13-39	Lockbox Payment List	Until Posted	Electronic		<input type="checkbox"/>
13-40	Credit Card Payment List	Post Audit	Paper		<input type="checkbox"/>
13-41	Credit Card Payment List	Until Posted	Electronic		<input type="checkbox"/>
13-42	A/R Control Sheets	Post Audit	Paper/Elec tronic		<input type="checkbox"/>
13-43	Daily Trial Balance	Post Audit	Paper		<input type="checkbox"/>
13-44	Delinquent Notice Exports & Notices	Post Audit	Electronic		<input type="checkbox"/>
13-45	Shut off Lists	Post Audit	Paper		<input type="checkbox"/>
13-46	Checks – Originals Scanned to Bank File	90 Days	Paper		<input type="checkbox"/>
13-47	Payment Plans Not Kept	Until No Longer a Customer	Electronic		<input type="checkbox"/>
13-48	Payment Plans	Until No Longer a Customer	Electronic		<input type="checkbox"/>
13-49	Vouchers – State & Local	Post Audit	Paper		<input type="checkbox"/>
13-50	Bad Debt Accounts to Collection Agency	3 Years	Paper		<input type="checkbox"/>
13-51	Bad Debt Master File Records	3 Years After Sent to Collection Agency	Electronic		<input type="checkbox"/>



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13-52	Audit Schedules & Worksheets	5 Years	Paper/Electronic		<input type="checkbox"/>
13-53	Bank Account Analysis, Daily Activity, Reconciliations & Statements	3 Years	Paper/Electronic		<input type="checkbox"/>
13-54	Bank Account Deposit & Withdrawal Slips, Transfers & Special Deposits	3 Years	Paper		<input type="checkbox"/>
13-55	Budget Adjustments, Transfers & Supplementals	Post Audit	Paper/Electronic		<input type="checkbox"/>
13-56	Budget Package & Worksheets	5 Years	Paper/Electronic		<input type="checkbox"/>
13-57	Cash Receipts Proofs, Reconciliations, Reports & Summaries	3 Years	Paper/Electronic		<input type="checkbox"/>
13-58	Cost of Service Studies	Until Superseded	Paper/Electronic		<input type="checkbox"/>
13-59	Debt Coverage Calculation Worksheets	3 Years	Paper/Electronic		<input type="checkbox"/>
13-60	Dept of Energy EIA-861 Reports & Worksheets	3 Years	Paper/Electronic		<input type="checkbox"/>
13-61	Financing Feasibility Study Reports & Worksheets	Until Superseded	Paper/Electronic		<input type="checkbox"/>
13-62	Muni-Pal, Reconciliations & Worksheets	3 Years	Paper/Electronic		<input type="checkbox"/>
13-63	Gratis Bills & Reconciliations	3 Years	Paper/Electronic		<input type="checkbox"/>
13-64	Haskins Revenue Reconciliations & Reports	3 Years	Paper/Electronic		<input type="checkbox"/>



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13-65	Income Statements Analysis, Reports & Summaries	3 Years	Paper/Elec tronic		<input type="checkbox"/>
13-66	Investment Summaries	5 Years	Paper/Elec tronic		<input type="checkbox"/>
13-67	Manual Journal Entries & Reconciliations	3 Years	Paper/Elec tronic		<input type="checkbox"/>
13-68	Natural Gas Rotary Billings	3 Years	Paper/Elec tronic		<input type="checkbox"/>
13-69	Operating Statistics Reports & Worksheets	5 Years	Paper/Elec tronic		<input type="checkbox"/>
13-70	Purchase Order Copies & Requisitions	Until of No Administrative Value	Paper/Elec tronic		<input type="checkbox"/>
13-71	Sales Reconciliations & Reports	3 Years	Paper/Elec tronic		<input type="checkbox"/>
13-72	Accounts Payable Analysis, Reconciliations & Reports	3 Years	Paper/Elec tronic		<input type="checkbox"/>
13-73	Accounts Receivable Aging & Reconciliations	3 Years	Paper/Elec tronic		<input type="checkbox"/>
13-74	Checklists	Until Superseded or Obsolete	Paper/Elec tronic		<input type="checkbox"/>
13-75	Blank Forms	Until Superseded or Obsolete	Paper/Elec tronic		<input type="checkbox"/>
13-76	Correspondence	Until of No Administrative Value	Paper/Elec tronic		<input type="checkbox"/>
13-77	Drafts – All Media	Until of No Administrative Value	Paper/Elec tronic		<input type="checkbox"/>



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13-78	Mail – Postal Records & Returned Mail	Until of No Administrative Value	Paper		<input type="checkbox"/>
13-79	Mail - Unsolicited	Until of No Administrative Value	Paper		<input type="checkbox"/>
13-80	Facsimile Messages (Fax)	Until of No Administrative Value	Paper		<input type="checkbox"/>
13-81	Telephone Messages	Until of No Administrative Value	Paper		<input type="checkbox"/>
13-82	Voice Mail Messages	Until of No Administrative Value	Electronic		<input type="checkbox"/>
13-83	Records Requests	1 Year	Paper/Elec tronic		<input type="checkbox"/>
13-84	Records Retention Documents (RC1, RC2, RC3)	Permanent	Paper		<input type="checkbox"/>
13-85	Board of Public Utilities Meeting Agenda Copies	Until of No Administrative Value	Paper/Elec tronic		<input type="checkbox"/>
13-86	City Council Meeting Agenda & Adopted Legislation Copies	1 Year	Electronic		<input type="checkbox"/>
13-87	Department Policies & Procedures	Until Superseded	Paper		<input type="checkbox"/>
13-88	Manuals & Instructions	Until Superseded or Obsolete	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>