



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Water/Wastewater Div
 City of Bowling Green

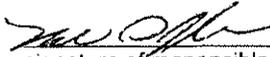
RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Bowling Green Water Distribution and Wastewater Collection Division

(local government entity) (unit)

 Michael D. Johnson, Water Distribution and Wastewater Collection Superintendent 03/13/2013
 signature of responsible official (name) (title) (date)

Section B: Records Commission

City of Bowling Green 419-354-6202

Records Commission (telephone number)

304 N. Church Street Bowling Green, Ohio 43402 Wood
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: BFord@bgohio.org

I hereby certify that our records commission met in an open meeting, as required by Section 131.22 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.



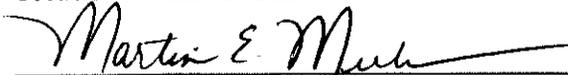
3-21-13

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Govt Records Archivist - LGRP 4/5/13
 Signature Title Date

Section D: Auditor of State

 4-15-13
 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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Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 131.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.413 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Section E: Records Retention Schedule

City of Bowling Green

Water Distribution and Wastewater Collection Division

(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
13-01	Telephone Messages/records; voice mail messages, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-02	Budget items – Copies of purchase orders, requisitions, invoices, requests for transfers of funds, etc. (Used/retain as general office records)	3 years	Paper and Electronic		<input type="checkbox"/>
13-03	Records retention schedules and other materials related to records retention such as RC-1s, RC-2s and RC-3s (Used/retain as general office records)	Permanent	Paper		<input type="checkbox"/>
13-04	Records retention schedules and other materials related to records retention such as RC-1s, RC-2s and RC-3s (Used/retain as general office records)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
13-05	News Releases (Used/retain as general office records)	3 Years	Paper		<input type="checkbox"/>
13-06	News Releases(Used/retain as general office records)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
13-07	Mail: Postal records (e.g. registered, certified certificates of mailing, insured logs or receipts, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-08	Miscellaneous Manuals, handbooks, and directives, etc. (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-09	Spreadsheets (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-10	Correspondence /non-record – Junk mail/ (Used/retain as general office records)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
13-11	Transient correspondence – (Junk mail, unrequested materials, voice mail, etc. (Used/retain as general office records)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
13-12	Routine correspondence –general office materials that are done on a regular basis, date books, etc, (Used/retain as general office records)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>



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13-13	Fire Hydrant flushing Program log (Used/retain as general office records)	7 years	Paper and Electronic		<input type="checkbox"/>
13-14	Back-Flow Program Records(Used/retain as general office records)	As long as structure stands	Paper and Electronic		<input checked="" type="checkbox"/>
13-15	Fire Hydrant Meter Permits(Used/retain as general office records)	7 Years	Paper and Electronic		<input type="checkbox"/>
13-16	SSO Event Documents(Used/retain as general office records)	10 years	Paper and Electronic		<input type="checkbox"/>
13-17	Vehicle Documents and maintenance records (Used/retain as general office records)	Paper as long as vehicle is in the fleet; electronic until printed	Paper and Electronic		<input type="checkbox"/>
13-18	Sanitary Sewer TV Truck Data (Used/retain as general office records)	Permanent	Paper and Electronic		<input type="checkbox"/>
13-19	Plans / Diagrams (Used/retain as general office records)	Until no longer administratively necessary	Paper / Electronic		<input type="checkbox"/>
13-20	Safety Protocols or Division Standard Operating Procedures or protocols, mandates, etc. (Used/retain as general office records)	Paper retain until superseded or no longer administratively necessary; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
13-21	Drafts (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-22	Copies (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-23	Subscriptions of Copyrighted materials (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-24	Public Records Requests (Used/retained as general office records)	Paper retain 2 years; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
13-25	Facsimile (FAX) Logs (used/retained as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>

Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each *individual* e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)