



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



Water Supply Division
 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 Supply Division

(local government entity)

(unit)

Chad R Johnson Chad. Johnson, Water Supply Superintendent
 signature of responsible official (name)

March 4, 2013
 (date)

Section B: Records Commission

City of Bowling Green

419-354-6202

Records Commission

(telephone number)

304 N. Church Street Bowling Green, Ohio
 (address) (city)

43402
 (zip code)

Wood
 (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.

Barbara Dora 3-21-13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo Gov't Records Archivist - LGRP
 Signature Title

4/5/13
 Date

Section D: Auditor of State

Martin E. Mueh
 Signature

4-15-13
 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

City of Bowling Green

Water Supply 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	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	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	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	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
13-05	News Releases	3 Years	Paper		<input type="checkbox"/>
13-06	News Releases	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)	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-08	Miscellaneous Manuals, handbooks, and directives	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-09	Spreadsheets	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-10	Correspondence /non-record – Junk mail, etc.	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
13-11	Transient correspondence – (Junk mail, unrequested materials, voice mail)	Destroy immediately	Paper and Electronic		<input type="checkbox"/>
13-12	Routine correspondence –general office materials that are done on a regular basis, date books,	Until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>
13-13	Reserved				<input type="checkbox"/>



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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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
13-14	Drafts (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-15	Copies (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-16	Subscriptions of Copyrighted materials (Used/retain as general office records)	Until no longer administratively necessary	Paper/electronic		<input type="checkbox"/>
13-17	Vehicle Documents and maintenance records (Used/retained as general office records)	Paper as long as vehicle is in the fleet; electronic until printed	Paper and Electronic		<input type="checkbox"/>
13-18	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"/>
13-19	Plans / Diagrams (Used/retain as general office records)	Until no longer administratively necessary	Paper / Electronic		<input type="checkbox"/>
13-20	Public Records Requests	2 years paper; electronic retain until printed	Paper/electronic		<input type="checkbox"/>
13-21	Facsimile (FAX) Logs (used/retained as general office records)	Until no longer administratively necessary	Paper / Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<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.)