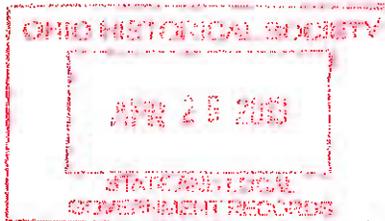




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

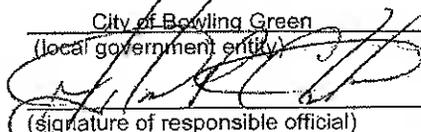


Water Pollution Control
 City of Bowling Green

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

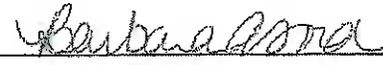
City of Bowling Green Water Pollution Control Division
 (local government entity) (unit)
 Douglas Clark Water Pollution Control Superintendent 3/20/13
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

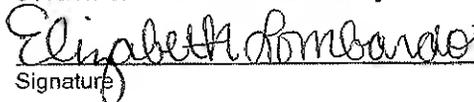
Bowling Green Records Commission 419-354-6202
 Records Commission (telephone number)
304 North Church Street Bowling Green 43402 Wood
 (address) (city) (zip code) (county)

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

 3-21-13
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 ELG + Records Archivist - LGRP 5/2/13
 Signature Title Date

Section D: Auditor of State

 5-16-13
 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**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Water Pollution Control
City of Bowling Green

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 Pollution Control 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	Analytical data/chemical analyses/monitoring records/EPA reports/water quality reports/operating logs/monthly reports – all types	5 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-02	Bulletins, posters, and notices to employees	Until no longer administratively necessary	Paper & Electronic		<input type="checkbox"/>
13-03	Gas pump records (Gas pump deactivated in 2013)	3 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-04	EPA Correspondence	Permanent Paper; Electronic until printed	Paper & Electronic		<input checked="" type="checkbox"/>
13-05	Schedule of Records Retention and Disposition (RC-2 Forms)	Paper Permanent; Electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-06	Certificates of Records Disposal (RC-3 Forms)	Permanent paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-07	Certificate of One-time Records Disposal (RC-1 Forms)	Until of no Administrative Value	Paper & Electronic		<input type="checkbox"/>
13-08	Spreadsheets	Until of no Administrative Value	Paper & Electronic		<input type="checkbox"/>
13-09	Lab Inspection Records	5 years paper after date of inspection, provided all violations corrected; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-10	Public Records Requests	2 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-11	Budget Records (Copies of requisitions, receivers, invoices, budget spreadsheets, budget prep records, etc.) (Originals retained in Finance Department for longer period of time per their RC2)	1 year paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-12	Maintenance Orders/Records	Life of equipment	Paper & Electronic		<input type="checkbox"/>
13-13	Blank Forms	Until Obsolete or Superseded	Paper & Electronic		<input type="checkbox"/>



Section E: Records Retention Schedule

City of Bowling Green

Water Pollution Control 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
13-14	Disaster Plans	Until Updated or Superseded	Paper & Electronic		<input type="checkbox"/>
13-15	Delivery Slips/Packing Slips	Until no longer administratively necessary	Paper		<input type="checkbox"/>
13-16	Equipment/Vehicle Inventories	3 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-17	Fuel Usage Records (Fuel system deactivated in 2013)	3 years Paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-18	Mail - Unsolicited Mail (e.g. anonymous/slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until No longer Administratively necessary	Paper & Electronic		<input type="checkbox"/>
13-19	Mail - Postal Records (e.g. registered/certified/insured logs or receipts/postal meter documents)	2 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-20	Reserved				<input type="checkbox"/>
13-21	Reserved				<input type="checkbox"/>
13-22	Correspondence Routine Form Letters General	1 year Paper; Electronic until printed; 2 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-23	Vehicle Maintenance Records	Paper until Vehicle sold; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-24	Vehicle Mileage Records	Paper until Vehicle sold; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-25	Warranties	Paper until expiration; electronic until printed	Paper & Electronic		<input type="checkbox"/>



(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
13-26	Training Materials/Lesson Plans	Until Superseded	Paper & Electronic		<input type="checkbox"/>
13-27	Voice Mail Messages	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
	System Documentation	Life of System	Electronic		
13-28	Visitors' log or sign-in sheets	1 year paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-29	Reference/Library Materials	Until superseded, obsolete or replaced	Paper & Electronic		<input type="checkbox"/>
13-30	Telephone Messages/Telephone Records	Until no longer administratively necessary	Paper & Electronic		<input type="checkbox"/>
13-31	Rosters/Directories	1-year after superseded of obsolete	Paper & Electronic		<input type="checkbox"/>
13-32	Flow-charts - Fluids	5 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-33	Laboratory Testing Records	5 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-34	Rainfall Statistics	5 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-35	Septic Tank Hauler Record	1 year paper post audit; paper until printed	Paper & Electronic		<input type="checkbox"/>
13-36	Accident Reports/Files	Permanent	Paper		<input type="checkbox"/>
13-37	Calibration Records - All Types	5 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-38	Photo File (Includes prints, slides, negatives, transparencies, and related photographic items)	Until information is no longer current, then appraise for historical value	Paper & Electronic		<input checked="" type="checkbox"/>
13-39	Memorandas	Use correspondence retention periods	Paper & Electronic		<input type="checkbox"/>



Section E: Records Retention Schedule

City of Bowling Green

Water Pollution Control 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
13-40	Project plans Drawings as built	Paper life of project or until item obsolete, then appraise for historical value; Electronic until printed	Paper & Electronic		<input checked="" type="checkbox"/>
13-41	Press/News Releases	3 years paper; electronic until printed	Paper & Electronic		<input type="checkbox"/>
13-42	Manuals, handbooks, and directives	Until superseded, obsolete, or replaced – retain one on file for 5 years	Paper & Electronic		<input type="checkbox"/>
13-43	Blueprints/veliums of plant operations/processes	Until superseded, obsolete, or replaced, apprise for historical value	Paper & Electronic		<input checked="" 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.)