



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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DEC 17 2020

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: Local Government Unit**

City of Bowling Green

Utilities Business Office

(Local Government Entity)

(Unit)

Jackie Spangenberg, Utilities Business Office Manager/Deputy Finance Director

12/17/20

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

City of Bowling Green

Records Commission

419-354-6200

304 North Church Street

Bowling Green

43402

(Telephone Number)

Wood

(Address)

(City)

(Zip Code)

(County)

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

[bford@bgohio.org](mailto: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.

12/17/20

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Local Government Records Archivist

12/29/2020

Signature

Title

Date

**Section D: Auditor of State**

Records Manager

Signature

Title

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 (RC-2) – Part 2

See instructions before completing this form.

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 LGRP	(6) RC-3 Required by LGRP
13-1	Adjustments Listing, General Ledger Distribution & Post Reports	Post Audit	Electronic	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.	<input type="checkbox"/>
13-2	Billing Registers, Summaries & Post Reports	Post Audit	Electronic		<input type="checkbox"/>
13-3	Bill Audit, Non-Billable Accounts, Unbilled Accounts & Non-Metered Consumption Reports	Post Audit	Electronic		<input type="checkbox"/>
13-4	KWH Usage Tax Reports & Reconciliations	Post Audit	Paper & Electronic		<input type="checkbox"/>
13-5	Meter Changes for New & Existing Services	Post Audit	Electronic		<input type="checkbox"/>
13-6	NSF Checks	Post Audit	Electronic		<input type="checkbox"/>
13-7	Power Cost Adjustment Recovery Worksheets	3 Years	Electronic		<input type="checkbox"/>
13-8	Rate Schedules	Until Superseded	Electronic		<input type="checkbox"/>
13-9	Invoices, Statements & Supporting Documents	Post Audit	Paper		<input type="checkbox"/>
13-10	Meter Read Device Imports & Edits-TWACS & Badger	Post Audit	Electronic		<input type="checkbox"/>
13-11	Accounts to Process 1 <sup>st</sup> & 2 <sup>nd</sup> Notices Reports	Post Audit	Electronic		<input type="checkbox"/>
13-12	Work Orders	Post Audit	Electronic		<input type="checkbox"/>
13-13	Permits	Permanent	Paper & Electronic		<input type="checkbox"/>
13-14	Blanket Contracts	Until Superseded or	Paper & Electronic		<input type="checkbox"/>

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		Property is Sold			
13-15	KWH Usage Tax Rebates	Until Rebate Period is Completed	Paper & Electronic		<input type="checkbox"/>
13-16	Automatic Utility Payment Customer Applications	Until Participation is Terminated	Paper		<input type="checkbox"/>
13-17	Penalties-Accounts to Process, General Ledger Distribution & System Exception Reports	Post Audit	Electronic		<input type="checkbox"/>
13-18	Cycle Bill Exports & Utility Bills	Post Audit	Electronic		<input type="checkbox"/>
13-19	EcoSmart Choice Applications	Until Participation is Terminated	Electronic		<input type="checkbox"/>
13-20	EcoSmart Choice Reconciliations & Reports	Post Audit	Electronic		<input type="checkbox"/>
13-21	Muni-Pal Applications	Until Participation is Terminated	Electronic		<input type="checkbox"/>
13-22	Muni-Pal One Time Donations	1 Year	Paper		<input type="checkbox"/>
13-23	Senior Citizen Applications	Until No Longer a Customer	Paper		<input type="checkbox"/>
13-24	Senior Citizen Annual Renewal Form	1 Year	Paper		<input type="checkbox"/>
13-25	Budget Payment Plan Applications	Until Participation is Terminated	Electronic		<input type="checkbox"/>
13-26	Revenue Collection Edit Listings	Post Audit	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
13-27	Receipt Distribution Reports	Post Audit	Electronic		<input type="checkbox"/>
13-28	Daily Banking Checklists	Post Audit	Paper & Electronic		<input type="checkbox"/>
13-29	Payment Stubs	Post Audit	Paper		<input type="checkbox"/>
13-30	Lockbox Payment List	Post Audit	Paper		<input type="checkbox"/>
13-31	Credit Card Payment List	Post Audit	Paper		<input type="checkbox"/>
13-32	A/R Control Sheets	Post Audit	Electronic		<input type="checkbox"/>
13-33	Daily Trial Balance Report	Post Audit	Electronic		<input type="checkbox"/>
13-34	Customer Loan Agreements	Until Loan is Paid in Full	Paper & Electronic		<input type="checkbox"/>
13-35	Shut Off for Non-Payment Lists	Post Audit	Electronic		<input type="checkbox"/>
13-36	Checks – Originals Scanned to Bank File	90 Days	Paper		<input type="checkbox"/>
13-37	Refund Checks – Customer Requests, Edit Listings & Bank Reports	Post Audit	Paper		<input type="checkbox"/>
13-38	Payment Extensions	Until No Longer a Customer	Electronic		<input type="checkbox"/>
13-39	Assistance Vouchers/Payments	Until No Longer a Customer	Electronic		<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 LGRP	(6) RC-3 Required by LGRP
13-40	Bad Debt Accounts to Collection Agency	3 Years	Electronic		<input type="checkbox"/>
13-41	Bankruptcy Court Documents	Until No Longer a Customer	Paper & Electronic		<input type="checkbox"/>
13-42	Audit Schedules & Worksheets	3 Years	Paper & Electronic		<input type="checkbox"/>
13-43	Bank Account Analysis, Daily Activity & Statements	Post Audit	Paper & Electronic		<input type="checkbox"/>
13-44	Bank Account Deposit & Withdrawal Slips, Transfers & Special Deposits	Post Audit	Paper		<input type="checkbox"/>
13-45	Budget Package & Worksheets	3 Years	Paper & Electronic		<input type="checkbox"/>
13-46	Cash Receipts Reconciliations & Reports	Post Audit	Paper & Electronic		<input type="checkbox"/>
13-47	Cost of Service Studies	Until Superseded	Paper & Electronic		<input type="checkbox"/>
13-48	Debt Coverage Calculation Worksheets	Post Audit	Electronic		<input type="checkbox"/>
13-49	Dept of Energy EIA-861 Reports & Worksheets	3 Years	Paper & Electronic		<input type="checkbox"/>
13-50	Muni-Pal Reconciliations & Worksheets	Post Audit	Paper & Electronic		<input type="checkbox"/>
13-51	Gratis Bill Reconciliations	Post Audit	Electronic		<input type="checkbox"/>
13-52	Haskins Revenue Reconciliations & Reports	Post Audit	Paper & Electronic		<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 LGRP	(6) RC-3 Required by LGRP
13-53	Income Statements Analysis & Reports	3 Years	Paper & Electronic		<input type="checkbox"/>
13-54	Investment Summaries	3 Years	Paper & Electronic		
13-55	Manual Journal Entries & Reconciliations	Post Audit	Paper & Electronic		
13-56	Operating Statistics Reports & Worksheets	3 Years	Paper & Electronic		
13-57	Purchase Order Copies	Until of No Administrative Value	Paper		
13-58	Sales Reconciliation & Reports	Post Audit	Paper & Electronic		
13-59	Accounts Payable Reconciliations & Reports	Post Audit	Paper & Electronic		
13-60	Accounts Receivable Aging & Reconciliations	Post Audit	Paper & Electronic		
13-61	Lockbox Payment Discs	Post Audit	Electronic		
13-62	Manuals & Instructions	Until Superseded or Obsolete	Paper & Electronic		
13-63	Department Policies & Procedures	Until Superseded	Paper & Electronic		
13-64	Correspondence Regarding Customer Utility Accounts	Until of No Administrative Value	Paper & Electronic		
13-65	Drafts – All Media	Until of No Administrative Value	Paper & Electronic		

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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
13-66	Mail – Postal Records & Returned Mail	Until of No Administrative Value	Paper		
13-67	Mail – Unsolicited	Until of No Administrative Value	Paper		
13-68	Facsimile Messages (Fax)	Until of No Administrative Value	Electronic		
13-69	Telephone Messages	Until of No Administrative Value	Paper		
13-70	Voice Mail Messages	Until of No Administrative Value	Electronic		
13-71	Records Requests	1 Year	Paper & Electronic		
13-72	Records Retention Documents (RC1, RC2, RC3)	Until Superseded	Paper & Electronic		
			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		

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.)

