



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

Jul 17 2020

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Montgomery County Board of County Commissioners Environmental Services
 (local government entity) (unit)
Matt Hilliard Matt Hilliard Director June 15, 2020
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Montgomery County Records Commission (937) 225-6366
 Records Commission (telephone number)
117 S. Main Street PO Box 972 Dayton 45422 Montgomery
 (address) (city) (zip code) (county)

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

Judith Dodge 7-13-20
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Local Government Records Archivist 7/27/2020
 Signature Title Date

Section D: Auditor of State

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

Section E: Records Retention Schedule

Montgomery County Board of County Commissioners Environmental Services

(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 Require d by OHS- LGRP
	All Divisions of the Dept. of Environmental Services				<input type="checkbox"/>
20-01	Contracts - Agency copy of all signed contracts for leases, goods and service) - (Original is submitted with Resolution request to BCC)	3 years after contract ends provided final audit reports has been released	Paper/ Electronic System	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"/>
20-02	Fiscal Files - (Department copies, County maintains original) - Bills, Budgets, Invoices, Purchase Order Logs, Requisition, Packing Slips, Bid & Price Agreements, etc.	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-03	Meeting Minutes - Original minutes of meetings for Divisions	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-04	Resolutions - (Department copy of County Commissions actions County maintains original) - Miscellaneous Agreements	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-05	Division Correspondence - Incoming/Outgoing	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-06	Position Descriptions	Until Superseded	Paper/ Electronic System		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<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 Require d by OHS- LGRP
CUSTOMER SERVICE					
20-07	<u>Appeals Board</u> – Customers appealing their Water Bills – Complaints	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-08	<u>Cashier Reports & Worksheets</u>	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-09	<u>Certification Reports</u> –Settlement Reports	Permanent	Electronic System/ Micro Film		<input checked="" type="checkbox"/>
20-10	<u>Certifications List</u> – (Copies sent to County Auditor)	Until Audited	Electronic System		<input type="checkbox"/>
20-11	<u>Computer Reports</u> – (Non- Financial Transactions, Financial Stats, New accounts, meter reader postings) – Non-posted Financial Transactions – Daily Receipts – Bill Registers – Billing Summary – Penalties – A/R Write Offs – Daily Deposits/Credits – Daily Rate Activity, Financial Tans, Daily Cycle Total, Daily Class Total, Route Rev. Bal., Consumption Proof list, Tans History, Status of Accts. (COM), Rate history report, Unmet payment arrangements – Rate table list, Code Description list – CIS OCR cash receipts (working report), Batch Report (working report) – Billing Invoices (Business, Municipality & other)	1 QTR 1 week Until Audited 1 QTR Until Audited Until Superseded 1 QTR 1 QTR Until Audited Until Replaced 1 Week 1 QTR	Electronic System		<input type="checkbox"/>
20-12	<u>Customer Service Master File</u> – (General office subject files)	Annual Review	Electronic System		<input type="checkbox"/>
20-13	<u>Customer / Meter Service Work Orders</u> – Meter Sets – Cut Offs – Meter Sheets, Inactive meter reports – Work Orders – Individual Ticket – Tests – Applications of Leak, Sod & Pool Adjustments	Paper 30 Days (No RC-3 required) Electronic until Audited 1 QTR	Paper/ Electronic System		<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 Require d by OHS- LGRP
20-14	<u>Daily Billing Registers</u> – (Opti Spool)	Until Audited	Paper/ Electronic System		<input type="checkbox"/>
20-15	<u>Daily Collections Pay Ins</u>	Until Audited	Paper		<input type="checkbox"/>
20-16	<u>Meter Card Files</u> – Old locator system	Permanent	Paper/ Electronic System		<input type="checkbox"/>
20-17	<u>Meter Installation & Maintenance Reports</u> – Records on old meters	Permanent	Paper/ Electronic System		<input type="checkbox"/>
20-18	<u>Packing Slips</u> – Meter Services	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-19	<u>Pre Bill Register</u> – Bank Draft Report – NSF Report	2 years after billed	Electronic System		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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DIRECTOR					
20-20	<u>Annual Budgets</u> - (Department copies, County maintains original) - Copy of Annual Report	3 years	Paper		<input type="checkbox"/>
20-21	<u>Division Correspondence</u> - Letters or memos from Director	2 years	Electronic System		<input type="checkbox"/>
20-22	<u>Supervisory Files</u> - (HR / County maintains original) - Managerial / Personnel files of copies	1 year	Paper/ Electronic System		<input type="checkbox"/>
20-23	<u>Travel Requests</u> - (Department copies, County maintains original) - Copies of travel requests & approving resolution	3 years	Paper/ Electronic System		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>

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ENGINEERING					
20-24	<u>Base Maps</u> – Original Base maps for all Engineering Projects – Construction Drawings – Private Dev. Construction Drawings NFC, fully approved drawings	Permanent	Paper		<input checked="" type="checkbox"/>
20-25	<u>Capital Improvement</u> – Complete correspondence, agreements, successful bids, payroll, Etc. Project Files CIP	Permanent until Micro Film	Paper/ Electronic System Micro Film		<input checked="" type="checkbox"/>
20-26	<u>Central Admin Files</u> – Located in Mail Room Area – Agreements – Jurisdiction – Copper & Lead – A-Z Files	Annual Review	Paper		<input type="checkbox"/>
20-27	<u>District Maps</u> – Street Improvement Drawings – TCC & Township Maps S&W – Miscellaneous – Plant, Electrical & Elevated Drawings – Record Plans – Construction Drawings Prints – Inspector Notes/Plans	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-28	<u>Easement Files</u> – Copies of recorded documents and releases (Easement Deeds) – Lease Agreement for Cell Towers – RR Leases	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-29	<u>Assessment Projects</u> – Complete Correspondence, Agreements, Successful bids, Payroll reports, Inspection, Delivery slips, Assessment Active & Inactive Files, Etc.	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-30	<u>Plan Commissions Review Files</u> – Planning Commission, City of Kettering, Dayton, Centerville, Etc.	2 years plat or re-plat is recorded	Paper		<input type="checkbox"/>
20-31	<u>Plat Folders</u> – Active Mains, Inactive Connections	Permanent	Paper		<input checked="" type="checkbox"/>
20-32	<u>Private Developer Projects</u> – Resolutions, Data Sheets, Cost Estimates, OEPA data, record plan/easements, Consultant Correspondence, Engineers/Developers	Permanent	Paper/ Electronic System/ Micro Film		<input checked="" 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 Require d by OHS- LGRP
20-33	<u>Project Drawings</u> – Sanitary Dept. Facility, Construction & Street	Permanent	Paper/ Electronic System/ Micro Film		<input checked="" type="checkbox"/>
20-34	<u>Special Projects</u>	Permanent	Paper/ Electronic System/ Micro Film		<input checked="" type="checkbox"/>
20-35	<u>Reports / Studies</u>	Until Updated	Paper/ Electronic System		<input type="checkbox"/>
20-36	<u>Engineering Work Orders</u> – City Work requests for division	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-37	<u>Maps of the System</u> – Pressure areas, station constructions, liens in area	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-38	<u>Permit Cards</u> – Card file by location of all Sewer & Water Taps	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-39	<u>Permit Files</u> – Street Cut Permits, Plat Releases, Bond Releases, Plat Resolutions, Hydrant Permits, Plumber Permits, Construction Permits, Application of Rebate	Permanent	Electronic System GIS		<input checked="" type="checkbox"/>
20-40	<u>Plumbers Bond</u> – Copy of Bonds	2 years after expiration	Paper/ Electronic System		<input type="checkbox"/>
20-41	<u>Preconstruction Video</u> – Tapes used for assessment & capital imp. For identification of property damage	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-42	<u>Taps</u> – Water Service & Sewer Lateral	Permanent	Electronic System		<input checked="" type="checkbox"/>
20-43	<u>Valve Location Books</u>	Permanent	Paper/ Electronic System/ Micro		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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ENVIRONMENTAL LABORATORY					
20-44	<u>Laboratory Logs</u> - Daily & Monthly logs, Bench Sheets & Summaries	12 years	Paper/ Electronic System		<input type="checkbox"/>
20-45	<u>Analytical Reports</u> - Summary of Categories, Daily Bacteriological Analysis, Daily Chemical Analysis Violations & Order for Correction & All other Daily Reports Chain of Custody	12 years	Paper/ Electronic System		<input type="checkbox"/>
20-46	<u>Equipment</u> - Analytical & Sampling equipment - Maintenance records (in-house & contracted)	Life of Equipment	Paper/ Electronic System		<input type="checkbox"/>
20-47	<u>Environmental Lab Work Orders</u> - City Work requests for division - Delivery Packing Slips	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-48	<u>Compliance Records</u> - Chain of Custody - QA/QC Plan	12 years	Paper/ Electronic System		<input type="checkbox"/>
20-49	<u>Cash Books / Journals</u> - Checks for Lab & Septage Services - Cash Receipt Book - Lab Revenue Spreadsheet	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-50	<u>Pretreatment / Septage Reports</u> - Ohio EPA Reports - Legal Authority - MCESES Rules - Industrial User Inventory - Local Limits - Correspondence, Enforcement & Permits - Investigations - Initiatives (FOG, Dentist, CN) - Discharge Requests/Approvals - Priority Pollutant Monitoring - Annual SNC Publications - Regulatory Lab, Septage, Surcharge & Pre-treatment customers	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-51	<u>Analyst Certifications</u>	1 year after expired	Paper/ Electronic System		<input type="checkbox"/>

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	FIELD SERVICES				<input type="checkbox"/>
20-52	<u>Backflow Reports</u> – Plumber reports for Backflow devices	3 years	Electronic System		<input type="checkbox"/>
20-53	<u>Complaints</u> – Service related damage claims, Discolored water	Permanent	Paper/ Electronic System		<input type="checkbox"/>
20-54	<u>Customer Reports</u> – Customer Claims/Flooded Basements, Roots in Service, Rainfall reports, Emergency Pumping – Lab Analysis requests.	Permanent	Paper/ Electronic System		<input type="checkbox"/>
20-55	<u>Daily Assignments</u>	1 year	Electronic System		<input type="checkbox"/>
20-56	<u>Daily Operating Logs</u> – Water Supply Event Log, Dispatch Log, Field Services Report	3 years	Electronic System		<input type="checkbox"/>
20-57	<u>Damage Claims/Reimbursement</u> – Letters from citizens requesting reimbursement legislation action on claims, Release forms, Receipts of payment, etc.	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-58	<u>Equipment Maintenance File</u> – Work Order & Maintenance Information	3 years	Electronic System		<input type="checkbox"/>
20-59	<u>Excavations/Dig Reports</u>	3 years	Electronic System		<input type="checkbox"/>
20-60	<u>EPA & ODNR Reports</u>	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-61	<u>Fire Hydrant Maintenance</u>	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-62	<u>Flow Test Results</u> – Pressures & Flows	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-63	<u>Preventive Maintenance</u> – Television Records, Cleaning reports	Permanent	Electronic System		<input type="checkbox"/>
20-64	<u>Policies / Programs</u> – Discolored water, Flooded basement & Procedures, S&W line ext., Waste Water & Water pollution master plan	Permanent	Paper/ Electronic System		<input type="checkbox"/>

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20-65	<u>Restorations</u> – Concrete, Yard, Street Etc.	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-66	<u>Sewer Stoppage</u> – Sewer Backup file, Sewer overflow – Foundation Drain Disconnect	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-67	<u>Project Files</u>	Permanent	Electronic System		<input checked="" type="checkbox"/>
20-68	<u>Inspection of Equipment</u> – Inspection forms, follow-up documentation & completed checklists	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-69	<u>Valve Maintenance</u>	Permanent	Electronic System		<input checked="" type="checkbox"/>
20-70	<u>Field Services Work Orders</u> – City Work requests for division	Permanent	Electronic System		<input checked="" type="checkbox"/>
20-71	<u>Well field Files</u> – Files on all wells & well fields owned by the county	Permanent	Paper		<input checked="" type="checkbox"/>
20-72	<u>OUPS – Ohio Utilities Protection Service</u> – Reports	10 years	Electronic		<input type="checkbox"/>
20-73	<u>Water Usage Reports</u> – Daily records of County & City Pumping	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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FINANCIAL SERVICES					
20-74	<u>Appropriations</u> – Copies of appropriation documents in OMB	2 years	Electronic System		<input type="checkbox"/>
20-75	<u>Blanket Purchase Order</u> – Internal tracking records BPO's	2 years	Electronic System		<input type="checkbox"/>
20-76	<u>Budget Files</u> – Working paper copies	5 years	Paper		<input type="checkbox"/>
20-77	<u>Cash Receipts</u> – Copies of receipts issued & deposit slips	2 years After Audited	Paper/ Electronic System		<input type="checkbox"/>
20-78	<u>Certified Payments</u> – Working paper copies (Originals sent to Auditors)	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-79	<u>Direct Voucher Files</u> – Internal tracking records (Originals sent to Auditors)	3 years	Electronic System		<input type="checkbox"/>
20-80	<u>Financing Files</u> – Principal & interest statements for projects	5 years After termination & Audited	Paper		<input type="checkbox"/>
20-81	<u>Grant Files</u> – Financial records relating to Grants received	5 years after final audit. Retain final reports permanently.	Paper		<input type="checkbox"/>
20-82	<u>Invoice Sent & Due</u> – Solid Waste, Assets, etc.	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-83	<u>Journal Entries</u> – Dept. copies of Financial System entries	2 years	Electronic System		<input type="checkbox"/>
20-84	<u>Pay-Ins</u> – Dept. copies of pay-ins sent to County Auditor	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-85	<u>Performance Reports</u> – Copies of reports permanent record on COM (COM fiche with Auditor & OMB)	Annual Review	Electronic System/ Micro Film		<input type="checkbox"/>
20-86	<u>Project Files</u> – Complete finance related file on each project, incl. assessed, Non assessed & cash fund projects	Permanent	Paper/ Electronic System/ Micro Film		<input checked="" type="checkbox"/>
20-87	<u>Voucher Files</u> – Year & alpha vendor files containing copies only	3 years	Electronic System		<input type="checkbox"/>

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	PAYROLL/ HR				<input type="checkbox"/>
20-88	<u>FMLA Papers</u> – Family Medical Leave Act	FMLA is held by York Data Systems	Electronic System		<input type="checkbox"/>
20-89	<u>Leave Reports/Requests</u> – Sick, PPL & Vacation Leave	3 years	Electronic System Kronos		<input type="checkbox"/>
20-90	<u>Payroll Adjustments</u> – Employee adjusted time	1 year	Electronic System		<input type="checkbox"/>
20-91	<u>Payroll Register</u> – Copies of payroll issued by Auditor	3 years	Paper		<input type="checkbox"/>
20-92	<u>Personnel Files</u> – Department Files on each Employee – In office copies of Department files on each employee	Permanent. (Originals sent downtown to HR)	Paper		<input type="checkbox"/>
20-93	<u>Employee Survey</u> – All anonymous	6 years after entered into system	Paper		<input type="checkbox"/>
20-94	<u>Grievance Files</u> – (Grievances filed by staff and the Union against Management practices and / or the Agency) Steps 1 st , 2 nd & 3 rd – Some originals held at Env. Serv., Some originals held HR downtown	3 years after resolved	Electronic System		<input type="checkbox"/>
20-95	<u>Recruiting Packet</u>	1 year	Paper		<input type="checkbox"/>
20-96	<u>Personnel Policies</u> – Department Generated	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-97	<u>Union Contracts</u> – Department MOU's	Until Expired	Paper/ Electronic System		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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	SAFETY & LOSS PREVENTION				<input type="checkbox"/>
20-98	<u>Investigations & Workman's Comp Injury/Accident Report</u> – Near Miss & Investigation form & follow- up/corrective action documentation	10 years	Paper/ Electronic System		
20-99	<u>Employee Health Records</u> – Audio grams results, HEP A & B, TDAP, Etc.	30 years past employee termination	Paper/ Electronic System		
20-100	<u>Employee-wide Safety Meetings Documentation</u> – Agenda, sign- in sheets, copies of handouts, test results	3 years	Paper/ Electronic System		
20-101	<u>Inspection of Equipment</u> – Inspection forms, follow-up documentation & completed checklists	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-102	<u>Monitoring Records (EPA, occupational health, noise, asbestos, biohazards, etc.)</u> – Reports from sampling agencies, follow-up Documentation	30 years past employee termination	Paper/ Electronic System		<input type="checkbox"/>
20-103	<u>SDS</u> – Copies of all versions of SDS for chemicals used in the department	Lifetime of Facility plus 30 years	Paper/ MSDS Online Electronic System		<input type="checkbox"/>
20-104	<u>OSHA Logs</u> – Completed logs & supplemental files	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-105	<u>Outside Agencies/Regulatory Agencies</u> – Inspection reports & follow-up documentation, letters, etc.	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-106	<u>Safety Committee Meeting Minutes</u> – Agenda, meeting minutes, follow-up documentation	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-107	<u>Training</u> – Instructor's guide, sign-in/out sheets, copies of handouts, test results	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-108	<u>Facility Management Files</u> – (Paperwork documenting facility safety inspections, repairs, etc.)	3 years after service ends provided final audit reports has been released	Paper/ Electronic System		<input type="checkbox"/>
20-109	<u>Critical Incident Reports</u> – Staff reports of falls, injuries, threats & risk management issues	6 years provided no action pending	Paper/ Electronic System		<input type="checkbox"/>

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	SOLID WASTE				<input type="checkbox"/>
20-110	<u>Account Files</u> - MCMRF - Membership 501C3 Files	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-111	<u>Cashier Reports/Worksheets</u>	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-112	<u>Hauler Lists</u> - Customer container size - Daily Reports - Hauler List Route Sheets	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-113	<u>Transfer Station Annual Reports</u>	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-114	<u>Monthly Charge Statement</u> - Manual Processed Charge Cards	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-115	<u>Equipment - Building & Grounds</u> - Plans, Manuals, Work Orders	Life of the Equipment or Building	Paper		<input type="checkbox"/>
20-116	<u>Scale Daily Transactions</u>	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-117	<u>Vehicle Repair Files</u>	Life of item plus 3 years	Paper/ Electronic System		<input type="checkbox"/>
20-118	<u>Grants</u> - New Service	3 years	Paper/ Electronic System		<input type="checkbox"/>
20-119	<u>Inspection of Equipment</u> - Inspection forms, follow-up documentation & completed checklists	3 years	Paper/ Electronic System		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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WATER RECLAMATION					<input type="checkbox"/>
20-120	<u>BUSTR/State Fire Marshall-Compliance</u> – Bureau of Underground Storage Tank Regulations Inspections, maintenance records, reports, correspondence, Etc.	Life of Equipment	Paper/ Electronic System		
20-121	<u>Contracts</u> – Bio Solids contract documents	3 years after contract expires	Paper/ Electronic System		<input type="checkbox"/>
20-122	<u>Correspondence</u> – OEPA, Customers; other municipal agencies (i.e. Dayton, MCD)	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-123	<u>Delivery/Packing Slips</u>	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-124	<u>Equipment Files</u> – Project Files, Manuals, Bldg. and Equipment Maintenance records, condition scores, pictures, work orders, operating data, and inspections, etc. (In-house and contracted)	Life of Equipment	Paper/ Electronic System		<input type="checkbox"/>
20-125	<u>Fiscal Records</u> – Bio Solids Invoices / Weigh Tickets	2 years	Paper/ Electronic System		<input type="checkbox"/>
20-126	<u>Inspection of Equipment</u> – Inspection forms, follow-up documentation & completed check lists	3 years	Paper/ Electronic System		<input type="checkbox"/>

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20-127	<u>OEPA-Compliance</u> – NPDES (Permit/Renewal/Modification) documentation – Inspections/Audits, Violations/Non-compliance documents – Operator Licenses (water license), Minimum Staffing Records, logbooks – Bio Solids annual reports, Annual Phosphorus reports, SSO reports (annual/5-Day follow-ups), Inspections/Audits documents, Violations/Non Compliance documents/reports, Monthly Discharge reports, Monthly Drinking Water reports, Regional Air Pollution Control Agency (RAPCA) records (- i.e. odor logs), Ohio Department of Natural Resources (ODNR) Annual Water Withdrawal Reports/records (i.e. logs), OEPA Sampling, calibrations, chemicals, operating energy records. – OEPA Logbooks	5 years	Paper/ Electronic System		<input type="checkbox"/>
20-128	<u>OEPA Bio Solids -Compliance</u> – Bio Solids Farm Fields Inventory, Approvals, Landfill documents	Permanent	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-129	<u>Programs, Plans, Policies, Procedures, Tools</u>	Permanent until superseded	Paper/ Electronic System		<input checked="" type="checkbox"/>
20-130	<u>SCADA - OEPA</u>	5 years	SCADA Electronic System		<input type="checkbox"/>
20-131	<u>Speeches/Presentations</u> – (External only)	3 years	Electronic System		<input type="checkbox"/>
20-132	<u>Water Reclamation Work Orders</u> – City Work requests for division	Permanent	Paper/ Electronic System		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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