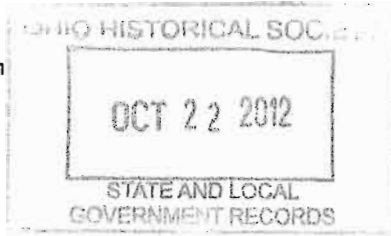




Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497



11-14-2012

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Fairfield County Utilities
 (local government entity) (unit)
 Tony J. Vogel, Director 7/30/2012
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

Fairfield County 740-652-7120
 Records Commission (telephone number)
 210 East Main Street Lancaster 43130 Fairfield
 (address) (city) (zip code) (county)

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

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.

Mike Kiger

9/10/12

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Tracy French *State Archivist* 10/27/2012
 Signature Title Date

Section D: Auditor of State

Martin E. Mohr 11-9-12
 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

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or OHS- LGRP	(6) RC-3 Requi red by OHS- LGRP
07-00001	COUNTY WIDE GENERAL SCHEDULE Policies, Procedures, Rules & Regulations	6 year(s) after revised, superseded or discontinued	Multi		<input type="checkbox"/>
07-00002	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2, or RC-3 forms)	25 year(s) after revised, superseded or discontinued	Paper		<input type="checkbox"/>
07-00003	General Correspondence: All sent and received correspondence, in any medium, that serves to document the organization, functions, policies, decisions, operations or other activities of the public office.	4 year(s) and no longer of an administrative, legal or fiscal value. Appraise for historical value. File according to content	Multi		<input type="checkbox"/>
07-00004	Transient Correspondence or Communication Records	Maintain significant historical records until they are no longer of a historical	Multi		<input type="checkbox"/>
07-00005	Unsolicited Correspondence / Unsolicited mail, email, and similar communications	May be destroyed in the normal course of business as soon as they are considered no value to the person receiving the record.	Multi		<input type="checkbox"/>
07-00006	Copies – Reading, Informational, and reference (Originals maintained)	Retain until no longer of Administrative value (RC-3 not required)	Multi		<input type="checkbox"/>
07-00007	Drafts & Informal Notes. (Consisting of transitory information used to prepare the official record in any form)	Retain until no longer of Administrative Value. (RC-3 not required)	Multi		<input type="checkbox"/>
07-00008	Bulletins, Posters, General Notices and Displays	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00009	Blank Forms	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or OHS- LGRP	(6) RC-3 Requi red by OHS- LGRP
07-00010	Awards, Newspaper Articles and clippings	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00011	Professional & Trade magazines, catalogs, reference publications and directories	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00012	Professional organization and association files	1 year(s) and no longer of Administrative value	Multi		<input type="checkbox"/>
07-00013	Electronic Mail Systems (Pertains only to messages that are records defined in ORC Section 149.011 (G) and 149.43	Retain email that has significant administrative, fiscal, legal or historical value. Maintain according to content (Refer to RC-2) Erase email that has no significant value (RC-3 not required)	Multi		<input type="checkbox"/>
07-00014	Equipment Operating and Maintenance Manuals	Until equipment is sold, scrapped, or no longer property of the County	Multi		<input type="checkbox"/>
07-00015	Equipment Maintenance & Repair Records	1 Year(s) after equipment is sold, scrapped or no longer property of the County	Multi		<input type="checkbox"/>
07-00016	Computer generated administrative & fiscal reports (Non-specific and periodic that may be recreated)	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00017	Voicemail, text messages, and electronic images	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00018	Business cards-rotary, rolodex, and applicable software files	May be destroyed in the normal course of business as soon as they are considered to be of no value by the person holding them.	Multi		<input type="checkbox"/>
07-00019	Planning/Scheduling/Calendar/Training Information and Data on: Display boards, erasable and dry-erase boards, chalkboards, easel pads, and electronic media	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00020	Hourly/Daily/Weekly/Monthly and Annual appointment books, records, calendars, schedules, organizer and planner	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or OHS- LGRP	(6) RC-3 Requi red by OHS- LGRP
07-00021	Lists/Rosters/Informational Directories containing employee contact information	Continually updated, revised, completed, superseded or erased	Multi		<input type="checkbox"/>
07-00022	Facsimile machine: logs/cover sheets/confirmation notices and buffer printouts	Maintain until no longer of an Admin, Fiscal, Legal, or Historical value.	Multi		<input type="checkbox"/>
07-00023	Electronic records: Auxiliary or Supportive Process for Data Preservation (Backup)	Continually updated and maintained (RC-3 not required- original records not altered)	Multi		<input type="checkbox"/>
07-00024	Anonymous or Unfounded Complaints	Maintain until no longer of and administrative or legal value	Multi		<input type="checkbox"/>
07-00025	Press and News Releases	3 year(s) then appraise for administrative or historical value	Multi		<input checked="" type="checkbox"/>
07-00026	Photographs, negatives, and electronic images	Retain images that have significant legal, fiscal, administrative, or historical value. Maintain significant images according to content (RC-2) Erase images that have no significant value (RC-3 not required)	Multi		<input checked="" type="checkbox"/> <i>(for photos of historical value)</i>
07-00027	Material Safety Data Sheets (MSDS)	Maintain until revised, superseded, or obsolete	Paper		<input type="checkbox"/>
07-00028	Public Record Request Forms	1 year(s)	Paper		<input type="checkbox"/>
	OFFICE OF THE COUNTY UTILITIES				<input type="checkbox"/>
07-00100	Sewer Billing Registers/ Journals	3 year(s) Provided Audited	Papers		<input type="checkbox"/>
07-00101	Cash Receipt Reports	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00102	Counter Cash Receipts & Records	3 year(s) Provided Audited	Paper		<input type="checkbox"/>

Audited under the
 supervision of the
 Comptroller of the
 Auditor of State and
 public report has been
 released pursuant to
 Sec. 117.26 O.R.C.



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audit or of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
07-00103	Sewer Billing Receipts & Stubs	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00104	Bank Deposit Daily Reports	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00105	Accounts File (Name, Location, Parcel ID Number)	3 year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00106	Quarterly\ Monthly Meter Reading: Commercial & Residential	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00107	Quarterly\ Monthly Billing Adjustment Journal	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00108	Quarterly\ Monthly Over & Short Issues	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00109	Quarterly\ Monthly Billing Journal, Delinquent Journal	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00110	Quarterly\ Monthly Penalty – Delinquent Records	5 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00111	Quarterly Receipt Journal	3 year(s) Provided Audited	Paper		<input type="checkbox"/>
07-00112	Rate Schedule	5 year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00113	Bad Check Fund/ Transactions	3 year(s) After Settlement	Paper		<input type="checkbox"/>
07-00114	Applications for Direct Deposit: Utility Payments	3 year(s) After customer terminates payment method.	Paper		<input type="checkbox"/>



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07-00115	Permits: Connection to Sanitary Sewer System	Permanent	Paper		<input type="checkbox"/>
07-00116	Assessment Fees: Connection & Construction Bills	Permanent	Paper		<input type="checkbox"/>
07-00117	Annual Reports Ohio EPA & Federal EPA	15 year (s) and no claims or legal actions pending.	Paper		<input checked="" type="checkbox"/>
07-00118	Semi-Annual Reports Ohio EPA & Federal EPA	15 year (s) and no claims or legal actions pending.	Paper		<input type="checkbox"/>
07-00119	Annual\Quarterly Reports (EPA & LAB)	15 year (s) and no claims or legal actions pending.	Paper		<input type="checkbox"/>
07-00120	Daily Plant Operation Summary	15 year (s) and no claims or legal actions pending.	Paper		<input type="checkbox"/>
07-00121	Emergency Operations Protocols/ Emergency Spill Control Plans	6 year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00122	EPA "Right to Know" Records (SARA)	7 year(s) After Revised, Superseded or Discontinued	Paper		<input type="checkbox"/>
07-00123	EPA Plant & Laboratory Inspection Files	15 year (s) and no claims or legal actions pending.	Paper		<input type="checkbox"/>
07-00124	EPA Parameter Violation Records	15 year (s) and no claims or legal actions pending.	Paper		
07-00125	EPA Findings & Orders	15 year (s) and no claims or legal actions pending.	Paper		
07-00126	EPA General Correspondence	15 year (s) and no claims or legal actions pending.	Paper		
07-00127	Ohio EPA Monthly Operating Report	15 year (s) and no claims or legal actions pending.	Paper		



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07-00128	Industrial Pre-Treatment Program Records	15 year (s) and no claims or legal actions pending.	Paper		
07-00129	Operational Bench Sheets	15 year (s) and no claims or legal actions pending.	Paper		
07-00130	EPA NPDES Permit Records	15 year (s) and no claims or legal actions pending.	Paper		
07-00131	Drawings & Plans (Related Documents) As-Built: Facilities and collection system	Permanent	Paper		✓
07-00132	Customer Service Complaints	3 year (s) After issue is resolved.	Paper		
07-00133	Proposals, Bids, RFQ's Technical Proposals – Awarded (Copy)	15 year (s) After completion of project, provided audited	Paper		
07-00134	Proposals, Bids, RFQ's Technical Proposals – Rejected (Copy)	2 year (s) After decision rendered	Paper		
07-00135	Sludge Management Program & Manifest (to include totals for sludge applied at sites)	15 year (s) and no actions pending	Paper		
07-00136	Federal Safety Files: SARA & OSHA	15 year (s) and no claims or legal actions pending.	Paper		
07-00137	Plant & Facility Licenses\Permits\Certifications issued to County	3 year (s) After expiration	Paper		
07-00138	Inventory of Fixed Assets (Dept. Copy)	3 Year (s) After property or equipment transferred , sold or disposed of	Paper		
07-00139	Accounts Receivable (Dept. Copy)	3 year(s) Provided Audited	Paper		
07-00140	Meter Appointment File (Daily & Weekly)	3 year (s) and no claims or legal actions pending.	Multi		



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07-00141	Water Distribution Systems – Maps\Plans\Blueprints\Drawings As Built & Upgraded	Permanent	Paper		✓
07-00142	Customer ERT Numbers (Radio Transmitter)	Maintain until service discontinued or ERT changed	Paper		
07-00143	Sanitary Surveys Reports & Engineering Studies\Reports	10 year (s)	Paper		✓
07-00144	Operation Lab Bench Sheets Daily	10 year (s)	Paper		
07-00145	Daily Reports-Variou	2 year (s)	Multi		
07-00146	Release Forms	2 year (s)	Paper		
07-00147	Bacteriological Analyses\Microbiological Records\Operational Calibration Records\Laboratory Testing Records	5 year (s)	Multi		
07-00148	Chemical Analyses Reports\Chemical Parameters Analyses Records	10 year (s)	Paper		
07-00149	Variances or Exemptions Granted	5 year (s) After expiration	Paper		
07-00150	Violation Corrections	3 year (s) After Corrective Action Taken	Paper		
07-00151	System Base Map	Continually Updated & Revised. (RC-3 Not Required)	Multi		
07-00152	Backflow Device Records	Until replaced or removed. (RC- 3 Not Required)	Multi		
07-00153	Quantitative & Qualitative Data Charts & Logs	10 year(s)	Paper		
07-00154	Facility Safety Inspections	5 year(s)	Paper		



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07-00155	System Maintenance & Monitoring Reports	5 year(s)	Multi		
07-00156	Meter-Maintenance\Testing\Repair Records	Life of Equipment plus 1 year	Multi		
07-00157	Waterline Extension Records	5 year(s)	Multi		
07-00158	Waterline Break & Repair Records	5 year(s)	Multi		
07-00159	Digging Location Logs	3 year(s)	Multi		
07-00160	Bio-Solids Management Program Files	5 year(s)	Multi		
07-00161	Emergency Drinking Water Plan\Risk Management Plan – Waste Water & Collection System	2 year(s) After Revised. (RC -3 Not Required)	Paper		
07-00162	Employee Training Records\Licenses\Certifications\Safety Meeting Attendance Records\Certificates	Place copy in Individual's Personnel Records.	Paper		
07-00163	Customer Service Complaints	1 year(s) RC -3 Not Required	Multi		
07-00164	Herbicide\Pesticide Use Applications	30 year(s)	Paper		
07-00165	Video\Audio:Tapes\Discs & all Electronic Formats	Until no longer of Administrative Value. (RC -3 Not Required)	Multi		
07-00166	Chart Recorder Records	7 year(s)	Paper		
07-00167	Work Orders – Completed	3 year(s)	Multi		
07-00168	Sewer Tap Records	Permanent	Paper		✓



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07-00169	Easements & Agreements	Permanent	Paper		✓
07-00170	Gas Records	3 year(s)	Paper		
07-00171	Customer Meter Reading Records	3 year(s) Provided Audited	Paper		
07-00172	Customer Meter Reading Records – Computer	5 year(s) then Erase and Reuse (RC-3 Not Required)	Computer		
07-00173	Customer Master Index	5 year(s)	Paper		
07-00174	Customer Master Index – Computer	Continually Maintained, Purged and Updated. (RC-3 Not Required)	Computer		
07-00175	Meter & Billing Summary – Monthly Reports	5 year(s)s	Paper		
07-00176	Receipts\Receipt Books\Receipt Journals	3 year(s) Provided Audited	Multi		
07-00177	Skipped Accounts Records	Until Account settled, Provided Audited	Paper		
07-00178	Utility Billing Adjustments or Cash Adjustments	5 year(s)	Multi		
07-00179	Billing Reports	3 year(s)	Multi		
07-00180	Customer Bankruptcy Claim Files	5 year(s) After Claim Settled.	Paper		
07-00181	Shut off Lists	2 year(s)	Mutli		
07-00182	Deposit Refund Vouchers (Copy)	3 year(s) Provided Audited	Paper		



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07-00183	Stock Requisitions (Copy)	3 year(s)	Multi		
07-00184	Utility Service Applications	5 year(s) After service disconnected, account closed and no outstanding balances	Paper		
07-00185	Annual Departmental Report	25 year(s)	Paper		✓
07-00186	Personnel Records	See Personnel Records Retention Schedule	Multi		