



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43205

For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	JUL 10 2009
Items requested for transfer:	YES NO
If YES, attach copy of transfer form	

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Butler County Water and Sewer Department

(local government entity)

(unit)

Robert B. Leventry
 (signature of responsible official)

Robert B. Leventry Director

6/15/09

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: vances@butlercountyohio.org

freezer@butlercountyohio.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.

Timothy D. Wilbur

6-24-09

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

A. J. Mandel
 Signature

OHS-LGRP
 Title

7/15/09
 Date

Section D: Auditor of State

Martin E. Murr
 Signature

8-18-09
 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.



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RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

Butler County Water and Sewer Department

(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
WS.EML.001	ELECTRONIC MAIL (E-MAIL)	PERMANENT	Electronic	
	ADMINISTRATIVE			
WS.ADM.001	Backup Data Tapes, discs, and media providing backup data that is revised and recreated in a regular cycle	30 days or until no longer of administrative value	Electronic	
WS.ADM.002	Publications Annual reports, newsletters, brochures	PERMANENT	Paper and/or electronic	
WS.ADM.003	Correspondence – General Incoming & outgoing, including mailing lists, agendas, meeting notices, minutes.	3 months or until no longer of administrative value	Paper and/or electronic	
WS.ADM.004	General Administrative Records Calendars, schedules, daily logs, drafts, forms, public relations, phone messages, voicemail, post-it notes, copies, reference print-outs and other limited documents which serve to convey information of temporary importance in lieu of oral communication.	Until no longer of administrative value ³	Paper and/or electronic	



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WS.ADM.005	Legal Affairs Legal opinions, claims, litigation, contracts, agreements, special assessments, district assessment rolls & ledgers, real estate leases	6 years after settlement and appeals exhausted ¹	Paper and/or electronic	
WS.ADM.006	Organizational Management Internal reporting, strategic planning, policies, standard operating procedures, emergency response, crisis communication & technology master plans, etc.	Until obsolete or superseded	Paper and/or electronic	
WS.ADM.007	Property Management Insurance & equipment leases	1 year after expiration	Paper and/or electronic	
WS.ADM.08	Public Records Requests	2 years	Paper and/or electronic	
WS.ADM.09	Rate & Billing System Development Notices, studies, schedules, etc.	15 years	Paper and/or electronic	
WS.ADM.010	Records Management Application for disposal, certificate of disposal, retention schedule, etc.	PERMANENT	Paper and/or electronic	
WS.ADM.011	Software Licensing	2 years after obsolete or superseded	Paper and/or electronic	
	CUSTOMER CARE			
WS.CUS.001	Billing Account Adjustments, Collections, Delinquency, Disconnection, Uncollectable Accounts, Meter Reading, etc.	7 years ^{2,3}	Paper and/or electronic	
WS.CUS.002	Deposits Payment Stubs, Lock Box Reports	7 years ^{2,3}	Paper and/or electronic	
WS.CUS.003	Disputes	7 years ^{2,3}	Paper and/or electronic	
WS.CUS.004	Meter Rentals & Voucher Register	7 years ^{2,3}	Paper and/or electronic	
WS.CUS.005	Reports	7 years	Paper and/or electronic	
	ENGINEERING			
WS.ENG.001	Bids (unsuccessful), Prevailing Wages & Plumbers' Bonds	2 years	Paper	
WS.ENG.002	Capacity Reports, Studies, Master Plans & Models	Dispose when no longer of administrative value	Paper	



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WS.ENG.003	Projects & Planning Studies, surveys, easements, agreements, force account labor, subdivision, CIP & commercial projects, maintenance & performance bonds, maps, GIS, As-builts, successful bids, correspondence	PERMANENT	Paper and/or electronic	
WS.ENG.004	Grants/Loans/Funding Applications, lobbying/public disclosure, award letters, agreements, reports	5 years provided audited	Paper and/or electronic	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the report has been released pursuant to Sec. 117.26 O.R.C.</i>
WS.ENG.005	Grants/Loans/Funding Final reports	PERMANENT	Paper and/or electronic	
WS.ENG.006	Permits Permits issued	PERMANENT ⁴	Paper and/or electronic	
WS.ENG.007	Standard Specifications	Dispose when no longer of administrative value or equipment is no longer in use	Paper and/or electronic	
FINANCIAL MANAGEMENT				
WS.FIN.001	Accounts Payable Invoices, ledgers, purchase orders, receipts, fuel usage records, travel expense reports	Dispose when no longer of administrative value	Paper and/or electronic	
WS.FIN.002	Accounts Receivable Invoices, ledgers, pay-ins, vouchers, accrued fees, bank deposit records, cash receipts transmittals	5 years	Paper and/or electronic	
WS.FIN.003	Auditing Federal, state & internal, GAAP report	7 years	Paper and/or electronic	
WS.FIN.004	Budgeting Investments, revenue, expenditures, grants, subsidiary ledgers, reports, financial statements	6 years	Paper and/or electronic	
WS.FIN.005	Claims	Completion of State Auditor's examination, plus 6 years if monetary settlement	Paper and/or electronic	
WS.FIN.006	Inventory Fixed assets, CIP materials & equipment	5 years	Paper and/or electronic	



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WS.FIN.007	Payroll Reports, timesheets, accrued leave record & attendance reports, deduction authorization, leave-sharing authorization	PERMANENT	Paper and/or electronic	
	HUMAN RESOURCES			
WS.HUM.001	Employee & Labor Relations Notices to employees, employee roster, grievance files, investigation notes, union arbitration files, collective bargaining contract and negotiation files, etc.	6 years after settlement and appeals exhausted ¹	Paper and/or electronic	
WS.HUM.002	Employee Development Training notices, materials & plans	4 years	Paper and/or electronic	
WS.HUM.003	Leave Use Forms	4 years	Paper	
WS.HUM.004	Legal Drug/alcohol tests, accident reports, ADA, FMLA, whistle blower investigation reports	6 years after settlement and appeals exhausted ¹	Paper and/or electronic	
WS.HUM.005	Organizational & Position Management/Salary & Benefit Administration Position classification studies, job descriptions, layoff information, organizational charts, posting of changes, Benefit studies & surveys etc.	4 years	Paper and/or electronic	
WS.HUM.006	Personnel Files ID Badges, pay adjustments, applications (hired), performance management, medical (non-safety), licenses, permits, employment eligibility documents, individual pay history, performance evaluations, disciplinary actions, probation, medical, training, settlement agreements, unemployment insurance claims, etc.	PERMANENT	Paper and/or electronic	
WS.HUM.007	Safety Medical exams - accidents, chemical exposure	30 years after employee termination	Paper and/or electronic	



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WS.HUM.008	Selection Recruitment, applications (when not hired), job postings, advertisements, background checks, references, employment tests, etc.	4 years	Paper and/or electronic	
	WASTEWATER SYSTEM: Industrial Services, Collection System, Treatment Plant, Biosolids, Laboratory, SCADA, Maintenance			
WS.WWO.001	Documentation of operations and compliance with state and federal permits requirements, records of analyses, reports, EPA correspondence, Departmental program files, maintenance & calibration records, logbooks, QA/QC records, SCADA records	10 Years	Paper and/or electronic	
WS.WWO.002	Operations & Maintenance Manuals, Training manuals	Until superseded, obsolete, or equipment is replaced or sold.	Paper and/or electronic	
WS.WWO.003	Biosolids Cumulative Pollutant Loading Rates	PERMANENT	Paper and/or electronic	
	WATER SYSTEM: Distribution System, Laboratory, SCADA, Maintenance			
WS.WAT.001	Documentation of operations and compliance with state and federal requirements, records of analyses, reports, EPA correspondence, Departmental program files, maintenance & calibration records, logbooks, QA/QC records, SCADA records	12 Years	Paper and/or electronic	
WS.WAT.002	Operations & Maintenance Manuals, Training manuals	Until superseded, obsolete, or equipment is replaced or sold.	Paper and/or electronic	
	LANDFILL			
WS.LAN.001	Landfill Closure Records	PERMANENT	Paper and/or electronic	



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Footnotes:

1. Completion of State Auditor's examination req. if monetary settlement.
2. If scanned to electronic format, paper format will be retained 12 months.
3. No RC-3 required.
4. Permits scanned to electronic format, paper format will be retained 7 years