



**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*

Robert B. Leventry Director

6/15/09

(signature of responsible official)

(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.

*x 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	<b>ELECTRONIC MAIL (E-MAIL)</b>	PERMANENT	Electronic	
	<b>ADMINISTRATIVE</b>			
WS.ADM.001	<b>Backup Data</b> 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	<b>Publications</b> Annual reports, newsletters, brochures	PERMANENT	Paper and/or electronic	
WS.ADM.003	<b>Correspondence – General</b> 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	<b>General Administrative Records</b> 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 <sup>3</sup>	Paper and/or electronic	



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	2 years after obsolete or superseded	Paper and/or electronic	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



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WS.ENG.003	<b>Projects &amp; Planning</b> 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	<b>Grants/Loans/Funding</b> 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	<b>Grants/Loans/Funding</b> Final reports	PERMANENT	Paper and/or electronic	
WS.ENG.006	<b>Permits</b> Permits issued	PERMANENT <sup>4</sup>	Paper and/or electronic	
WS.ENG.007	<b>Standard Specifications</b>	Dispose when no longer of administrative value or equipment is no longer in use	Paper and/or electronic	
<b>FINANCIAL MANAGEMENT</b>				
WS.FIN.001	<b>Accounts Payable</b> 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	<b>Accounts Receivable</b> Invoices, ledgers, pay-ins, vouchers, accrued fees, bank deposit records, cash receipts transmittals	5 years	Paper and/or electronic	
WS.FIN.003	<b>Auditing</b> Federal, state & internal, GAAP report	7 years	Paper and/or electronic	
WS.FIN.004	<b>Budgeting</b> Investments, revenue, expenditures, grants, subsidiary ledgers, reports, financial statements	6 years	Paper and/or electronic	
WS.FIN.005	<b>Claims</b>	Completion of State Auditor's examination, plus 6 years if monetary settlement	Paper and/or electronic	
WS.FIN.006	<b>Inventory</b> Fixed assets, CIP materials & equipment	5 years	Paper and/or electronic	



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WS.FIN.007	<b>Payroll</b> Reports, timesheets, accrued leave record & attendance reports, deduction authorization, leave-sharing authorization	PERMANENT	Paper and/or electronic	
	<b>HUMAN RESOURCES</b>			
WS.HUM.001	<b>Employee &amp; Labor Relations</b> 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 <sup>1</sup>	Paper and/or electronic	
WS.HUM.002	<b>Employee Development</b> Training notices, materials & plans	4 years	Paper and/or electronic	
WS.HUM.003	<b>Leave Use Forms</b>	4 years	Paper	
WS.HUM.004	<b>Legal</b> Drug/alcohol tests, accident reports, ADA, FMLA, whistle blower investigation reports	6 years after settlement and appeals exhausted <sup>1</sup>	Paper and/or electronic	
WS.HUM.005	<b>Organizational &amp; Position Management/Salary &amp; Benefit Administration</b> 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	<b>Personnel Files</b> 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	<b>Safety</b> Medical exams - accidents, chemical exposure	30 years after employee termination	Paper and/or electronic	



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WS.HUM.008	<b>Selection</b> Recruitment, applications (when not hired), job postings, advertisements, background checks, references, employment tests, etc.	4 years	Paper and/or electronic	
	<b>WASTEWATER SYSTEM:</b> 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	
	<b>WATER SYSTEM:</b> 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	
	<b>LANDFILL</b>			
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