Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

MAR 06 2019

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 Pataskala — Water and Sewer Billing Records

(local government entity) — (unit)

Stephanie Tallman — Utility Billing Manager — 3/6/2019

(signature of responsible official) — (name) — (title) — (date)

**Section B: Records Commission**

City of Pataskala — Records Commission — 740-927-5249

(telephone number)

621 West Broad Street Ste 1D — Pataskala — 43062 — Licking

(address) — (city) — (zip code) — (county)

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

stallman@d.pataskala.oh.us

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.

3/4/2019

Records Commission Chair Signature — Date

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

Signature — Title: State Archivist — Date: 3/13/2019

**Section D: Auditor of State**

Signature — Title: Records Mgr — Date: 3-28-19

*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 Pataskala — Water and Sewer Records

(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 |
|---|---|---|---|---|---|
| 08-00001 | General Correspondence: Subject matter may include information concerning the general administration of the City to include projects fiscal and personnel matters that may be received from either an internal or external source. | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00002 | Transient Correspondence | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00003 | Unsolicited Correspondence/Unsolicited Mail/Unsolicited E-Mail and similar unsolicited correspondence | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00004 | Copies – Reading, Informational and Reference | Retail until no longer of value | Paper or Electronic | | ☐ |
| 08-00005 | Drafts, Informal Notes, Reminder Notes | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00006 | Blank Forms | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00007 | Bulletins, Posters, General Notices and Displays | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00008 | Computer General Administrative and Fiscal Reports (Non-specific) | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00009 | Voice mail, text messages, caller ID, logs, paper messages | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00010 | General administrative files | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00011 | Electronic Mail System (E-mail) | Retain 2 years then delete | Electronic | | ☐ |
| 08-00012 | Backup Data (Not duplicated on desktops, laptops and PDAs) | Retain 2 system backup cycles then delete | Electronic | | ☐ |
| 08-00013 | Facsimile Logs/Cover Sheets/Confirmation Notices and Buffer Printouts | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00014 | Awards, Newspaper Articles and Clippings | 4 years then appraise for Administrative or Historical value | Paper or Electronic | | ☑ |
| 08-00015 | Press and news releases | 4 years then appraise for Administrative or Historical value | Paper or Electronic | | ☑ |
| 08-00016 | General Photographs, Negatives and Electronic Images | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00017 | Business Cards – Rotary, Rolodex and applicable software files | Retain until no longer of value | Paper or Electronic | | ☐ |

# Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

City of Pataskala
(local government entity)

Water and Sewer Records
(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 |
|---|---|---|---|---|---|
| 08-00018 | 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 | Paper or Electronic | | ☐ |
| 08-00019 | Hourly/Daily/Weekly/Monthly/Annual Appointment Books, Records, Calendars, Schedules, Organizers and Planners | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00020 | Lists/Rosters/Informal Directories containing employee contact information | Continually maintained, purged and updated | Paper or Electronic | | ☐ |
| 08-00021 | Material Safety Data Sheets | Maintain until revised, obsolete, or superseded, then destroy | Paper | | ☐ |
| 08-00022 | Anonymous or Unfounded Complaints | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00023 | Professional and Trade Magazines, Catalogs, Reference Publications and Directories | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00024 | Professional Organization and Association Files | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00025 | Equipment Operating and Maintenance Manuals | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00026 | Equipment Maintenance and Repair Records | Retain until no longer of value | Paper or Electronic | | ☐ |
| 08-00027 | Laws, Regulations and Rules (Local, County, State and Federal) | Maintain until revised or rescinded | Paper or Electronic | | ☐ |
| 08-00028 | Policies, Procedures, Rules and Regulations | Maintain until revised or rescinded | Paper or Electronic | | ☐ |
| 08-00029 | Public Record Request Forms | 1 year | Paper or Electronic | | ☐ |
| 08-00030 | Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 Forms) | 25 years after revised, superseded, or discontinued | Paper | | ☐ |
| 08-00031 | Water and Sewer Deposit Records | 2 years after audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-00032 | Water and Sewer Contracts & Agreements | Ten years after expiration | Paper or Electronic | | ☐ |

# Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

City of Pataskala — Water and Sewer Records

(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 |
|---|---|---|---|---|---|
| 08-00033 | Delivery/packing slips | Retain until no longer of Administrative value | Paper or Electronic | | ☐ |
| 08-00034 | Invoices (paid) | Retain until no longer of Administrative value | Paper or Electronic | | ☐ |
| 08-00035 | Leave requests (sick & vacation) | Retain until no longer of Administrative value | Paper or Electronic | | ☐ |
| 08-00036 | Purchase order (copies) | Retain until no longer of Administrative value | Paper or Electronic | | ☐ |
| 08-00037 | W & S receipt books | 2 years after audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-00038 | Applications for service (this record is no longer created) | 1 year provided audited | Paper or Electronic | | ☐ |
| 08-00039 | Water and Sewer Billing adjustments | 2 years after audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-00040 | Daily work orders | Retain until no longer of Administrative value | Paper or Electronic | | ☐ |
| 08-00041 | Project Files | 10 years after completed project | Paper or Electronic | | ☐ |
| 08-00042 | Rate schedule | Until superseded | Paper or Electronic | | ☐ |
| 08-00043 | Sewer taps | Permanent 1968-72 | Paper | | ☐ |
| 08-00044 | Equipment inventories | 1 year | Paper | | ☐ |
| 08-00045 | Water and Sewer billing journals | 2 years after audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-000046 | Meter Reading reports | Until audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-000047 | Disconnection reports | Until audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-000048 | Water and Sewer billing stubs | Until no longer of Administrative value | Paper or Electronic | | ☐ |

Audited means the years of compassed 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.

# Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.*

City of Pataskala — Water and Sewer Records

(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 |
|---|---|---|---|---|---|
| 08-000049 | Shut-off lists | Until audited by the State of Ohio | Paper or Electronic | | ☐ |
| 08-000050 | Water and Sewer usage reports | 3 years | Paper | | |
| | | | | | |

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.