



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

For State Archives - LGRP Use Only

Date Reviewed:

Form Scanned: \_\_\_\_\_

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Bellbrook

Water Department

(local government entity)

(unit)

*Dale Wilson*

Dale Wilson

Service Superintendent

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

City of Bellbrook Records Commission

(937)848-4666

Records Commission

(telephone number)

15 E. Franklin St.

Bellbrook

45305

Greene

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address:  
m.schlagheck@cityofbellbrook.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.

*Rob L. Bell*

*10-8-2012*

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

*[Signature]*

*Electronic Records Assistant*

*10/17/2012*

Signature

Title

Date

### Section D: Auditor of State

*Martin E. March*

*11-2-12*

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



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**Section E: Records Retention Schedule**

**City of Bellbrook**

**Water 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	(6) RC-3 Require d by OHS- LGRP
WAT-01	Water Testing Reports (Bacterial Analysis, Boil Advisory Bacterial, Chemical Analysis, etc.)	10 Years	Paper, Electronic		<input type="checkbox"/>
WAT-02	Correspondence	No Longer of Administrative Value	Paper, Electronic		<input type="checkbox"/>
WAT-03	Maps & Plans	10 Years	Paper		<input type="checkbox"/>
WAT-04	Fluoride Logs	5 Years	Paper		<input type="checkbox"/>
WAT-05	Monthly Operating Logs	10 Years	Paper		<input type="checkbox"/>
WAT-06	Monthly System Reports to EPA	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
WAT-07	Project Files	10 Years	Paper		<input type="checkbox"/>
WAT-08	Purity Bacterial Reports	No Longer of Administrative Value	Paper		<input type="checkbox"/>
WAT-09	Water System Maps	Permanent	Paper		<input checked="" type="checkbox"/>
WAT-10	Water Table Records	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
WAT-11	Well Capacity Test Records	Permanent	Paper		<input checked="" type="checkbox"/>
WAT-12	Well Test Logs	Permanent	Paper		<input checked="" type="checkbox"/>
WAT-13	Utility Location Records (OUPS)	3 Years	Paper, Electronic		<input type="checkbox"/>

