



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APR 13 2021

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Huber Heights

Water and Sewer Division (Water Plant Operations) – Suez Water

(Local Government Entity)

(Unit)

[Handwritten Signature]

Jeffrey Van Meter

Plant Operator

3/31/2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Huber Heights Public Records Commission

(937) 233 - 1423

(Telephone Number)

6131 Taylorsville Road

Huber Heights

45424

Montgomery/Miami

(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.

Anthony C. Rodgers / KR
 Records Commission Chair Signature

4/08/21
 Date

Section C: Ohio History Connection - State Archives

Amanda Risher
 Signature

Local Government Records Archivist
 Title

4/20/21
 Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Huber Heights****Water and Sewer Division (Plant) – Suez Water**

(Local Government Entity)

(Unit)

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*

(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
SW-01	Analytical Data Sheet for Water Pollution Control Facility (Daily wastewater discharge conduct flow logs, Tri-Cities North Regional Wastewater Authority Solids Reports and Invoices)	Retain 10 Years	Multi		<input type="checkbox"/>
SW-02	Bacterial Analysis Records (Wells)	Retain 10 Years	Multi		<input checked="" type="checkbox"/>
SW-03	Daily Chlorination Reports (Consolidated into monthly state reports)	Retain 10 Years	Multi		<input type="checkbox"/>
SW-04	Distribution System Bacteriological Sampling Records (includes address and location of sample collection point and total and free chlorine residuals)	Retain 10 Years	Multi		<input type="checkbox"/>
SW-05	Total Coli Form Reports	Retain 10 Years	Multi		<input type="checkbox"/>
SW-06	Flow Charts (Elevated storage tower levels – WTP influent, effluent flows, and distribution system pressure)	Retain 10 Years	Multi		<input type="checkbox"/>
SW-07	Monthly Laboratory Testing Summary Reports (including fluoride, Iron manganese and turbidity, etc. Consolidated onto monthly state report.)	Retain 10 Years	Multi		<input type="checkbox"/>
SW-08	Records of Chemical Analyses (SOC, VOC'S, THM'S, lead and copper, etc.)	Retain 10 Years	Multi		<input checked="" type="checkbox"/>
SW-09	Violations (Notice of violations, public notification, actions take to correct violation, and all communications involved with a violation of state primary drinking water rules)	Retain 3 Years after last action taken with respect to the particular violation involved.	Multi		<input type="checkbox"/>
SW-10	Water Quality Annual Reports	Permanent	Multi		<input checked="" type="checkbox"/>

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

See instructions before completing this form.

City of Huber Heights

Water and Sewer Division (Plant) – Suez Water

(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
					<input checked="" type="checkbox"/>
SW-11	Well Record Book	Permanent	Multi		✓ <input checked="" type="checkbox"/>
SW-12	Well Test Logs	Permanent	Multi		✓ <input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>