



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

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A: Local Government Unit

Northwestern Water and Sewer District

(local government entity)	Jerry Greiner	(unit) President	January 11, 2018
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Records Commission			
			(telephone number)
12560 Middleton Pike	Bowling Green	43402	Wood
(address)	(city)	(zip code)	(county)

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

_lobrien@nwwsd.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.

Records Commission Chair Signature	Date
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Section C: Ohio History Connection – State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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.

(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
	OPERATIONS				<input type="checkbox"/>
2017-1a	Bacteriological Analysis (water system testing reports)	Retain until scanned	Electronic		<input type="checkbox"/>
2017-1b	Bacteriological Analysis (water system testing reports)	5 Years	Electronic		<input type="checkbox"/>
2017-2a	Water usage Reports (EPA monthly operating reports)	Retain until scanned	Paper		<input type="checkbox"/>
2017-2b	Water usage Reports (EPA monthly operating reports)	Permanent	Electronic		<input type="checkbox"/>
2017-3a	Fire Hydrant Maintenance (all repairs or maintenance records on hydrants)	Retain until scanned	Paper		<input type="checkbox"/>
2017-3b	Fire Hydrant Maintenance (all repairs or maintenance records on hydrants)	3 years	Electronic		<input type="checkbox"/>
2017-4	Hydrant Use Permits (permits issued for the use of hydrant meters)	3 years	Paper		<input type="checkbox"/>
2017-5a	Laboratory logs every 5 years wastewater testing bench sheets	Retain until scanned	Paper		<input type="checkbox"/>
2017-5b	Laboratory logs every 5 years wastewater testing bench sheets	Follow EPA guidelines	Electronic		<input type="checkbox"/>
2017-6a	Regulatory Agency MOR's wastewater 5 years, monthly operating reports	Retain until scanned	Paper		<input type="checkbox"/>
2017-6b	Regulatory Agency MOR's wastewater 5 years, monthly operating reports	5 years	Electronic		<input type="checkbox"/>
2017-7a	Pumping Station Files (maintenance and repair reports of pumping stations)	Retain until scanned	Paper		<input type="checkbox"/>
2017-7b	Pumping Station Files (maintenance and repair reports of pumping stations)	Permanent	Electronic		<input type="checkbox"/>
2017-8a	Chemical Analysis (chemical testing reports for water and sewer systems)	Retain until scanned	Paper		<input type="checkbox"/>
2017-8b	Chemical Analysis (chemical testing reports for water and sewer systems)	10 years	Electronic		<input type="checkbox"/>
2017-9	Collection Sheets (collection sheets used for daily testing)	Until Audited	Paper		<input type="checkbox"/>
2017-10	Inspection Reports (water & sewer tap inspections)	2 years after inspection	Paper		<input type="checkbox"/>

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2017-11a	Violation/Correction Orders (orders received from EPA)	Retain until scanned	Paper		
2017-11b	Violation/Correction Orders (orders received from EPA)	5 years	Electronic		
2017-12a	Hazardous/Toxic Waste Records (records for any hazardous material being disposed of)	Retain until scanned	Paper		
2017-12b	Hazardous/Toxic Waste Records (records for any hazardous material being disposed of)	Permanent	Electronic		
2017-13a	Excavations/Restorations (landscaping, leak repairs, and sewer cave-ins)	Retain until scanned	Paper		
2017-13b	Excavations/Restorations (landscaping, leak repairs, and sewer cave-ins)	3 years	Electronic		
2017-14	Emergency Contingency Plans-Action plans in case of emergency at plant or distribution	Until Superseded	Paper		
2017-15a	Environmental Protection Agency Permits- (Documents under which the department operates its Water/Wastewater Treatment Plant Systems)	Retain until Scanned	Paper		
2017-15b	Environmental Protection Agency Permits- (Documents under which the department operates its Water/Wastewater Treatment Plant Systems)	10 Years	Electronic		
2017-16a	Sludge Hauling & Disposal Records-Documents generated by the transportation and disposal of sludge from Waste Water Treatment Plants.	Retain until scanned	Paper		
2017-16b	Sludge Hauling & Disposal Records-Documents generated by the transportation and disposal of sludge from Waste Water Treatment Plants	Permanent	Electronic		
2017-17	Consumer Confidence Reports-yearly report required by the EPA to be mailed to all customers. Gives testing data and a brief summary of plant operations.	10 years	Electronic		
2017-18a	Lead & Copper monitoring results	Retain until scanned	Paper		
2017-18b	Lead & Copper monitoring results	12 years	Electronic		
2017-19	Vehicle Maintenance Records	Ownership of vehicle	Paper/ electronic		
2017-20a	Backflow testing (results of backflow testing/inspection)	Retain until scanned	Paper		
2017-20b	Backflow testing (results of backflow testing/inspection)	Permanent	Electronic		

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2017-21	MSDS Sheets (Material safety data sheets)	30 yrs. after last use of chemical	Paper/ Electronic		
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(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
	FINANCE				<input type="checkbox"/>
2017-30a	Damage Claims/Reimbursement (any insured/non-insured damage reimbursement)	Retain until scanned	Paper		<input type="checkbox"/>
2017-31b	Damage Claims/Reimbursement (any insured/non-insured damage reimbursement)	2 years	Electronic		<input type="checkbox"/>
2017-32	Final Assessments (final assessments certified to taxes for complete projects)	2 years after assessment is paid prov. Audited	Paper		<input type="checkbox"/> <input type="checkbox"/>
2017-33a	Grant Project Funding/Files (all files associated with grant funding)	Retain until scanned	Paper		<input type="checkbox"/>
2017-33b	Grant Project Funding/Files (all files associated with grant funding)	50 years	Electronic		<input type="checkbox"/>
2017-34a	Accounts Receivable ledger & documents (eden)	Retain until Scanned	Paper		<input type="checkbox"/>
2017-34b	Accounts Receivable ledger & documents (eden)	4 FY after paid prov. Audited	Electronic		<input type="checkbox"/>
2017-35a	Annual Budgets	Retain until scanned	Paper		<input type="checkbox"/>
2017-35b	Annual Budgets	50 years	Electronic		<input type="checkbox"/>
2017-36	Annual Reports-CAFR (Activity, Statistical, financial, etc. reports showing governmental units efforts throughout calendar or fiscal	50 years	Electronic		<input type="checkbox"/> <input type="checkbox"/>
2017-37	Audit Reports	5 Fiscal Years	Paper		<input type="checkbox"/>
2017-38	Bank Statements & Reconciliations (ORC 1304.29)	4 years after end of FY prov. Audited	Paper		<input type="checkbox"/> <input type="checkbox"/>
2017-39	Cancelled Checks Reports	4 years after end of FY prov. audited	Paper		<input type="checkbox"/> <input type="checkbox"/>
2017-40	Cash Books and Cash Journals (ORC 311.11) (Inhance)	4 FY prov. Audited	Paper		<input type="checkbox"/>
2017-41	Check Registers (Orc 1304.29)	4 FY prov. Audited	Paper		<input type="checkbox"/>

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(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
2017-42	Claims & Litigation Records-paperwork and correspondence related to insurance claims and litigation	5 years after case is closed and appeals exhausted	Paper		<input type="checkbox"/> <input type="checkbox"/>
2017-43	Insurance policies (ORC 2305.10) Agreements/contracts and documentation of active coverage. Administrative and legal	2 years after exp. Prov. All claims have been settled	Paper		<input type="checkbox"/> <input type="checkbox"/>
2017-44	Inventories (Annual or Property)-Annual and monthly test counts of inventory items	4 FY prov. Audited	Paper		<input type="checkbox"/>
2017-45a	Invoices (Paid)-copies of paid invoices and related documents	Retain until scanned prov. audited	Paper		<input type="checkbox"/> <input type="checkbox"/>
2017-45b	Invoices (Paid)-copies of paid invoices and related documents	4 FY prov. Audited	Electronic		<input type="checkbox"/>
2017-46	Time Sheets, Leave Requests (Sick & Vacation)	10 FY prov. Audited/CIP closed	Paper		<input type="checkbox"/>
2017-47	Payroll Records- (records that contain time input worksheets, base and net salary, leave balances & al withholdings of employees excluding OPERS, Payroll checks posting, voucher posting report, deductions billback, direct deposit magnetic report).	4 FY prov. Audited	Paper		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2017-48a	Personnel Files-Arranged by employee. Individual records of employment maintained throughout the period of service. Includes applications/resumes, sign-off sheets, training certifications, wage memos, evaluations, disciplinary documents, eligibility for unemployment, tax information, retirement records, semi-annual attendance roster, letter of resignation, change of status forms, exit interviews, leave balance letters, letters of commendation, proof of prior service,	Retain until scanned	Paper		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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2017-48b	Personnel Files-Arranged by employee. Individual records of employment maintained throughout the period of service. Includes applications/resumes, sign-off sheets, training certifications, wage memos, evaluations, disciplinary documents, eligibility for unemployment, tax information, retirement records, semi-annual attendance roster, letter of resignation, change of status forms, exit interviews, leave balance letters, letters of commendation, proof of prior service, etc.	Permanent	Electronic		
2017-49	Purchase Orders-Receiving Documents	4 FY prov. Audited	Electronic		
2017-50	Receipt Documents-copies of related documents for accounts receivable	4 FY prov. Audited	Paper		
2017-51	Travel Expense Reports (expenses incurred by staff for travel)	4 FY prov. Audited	Paper		
2017-52	General Ledger Documents-Support documents for entries to general ledger	4 FY prov. Audited	Paper		
2017-53	Trust Payables-Monies collected on behalf of others.	6 FY prov. Audited	Paper		
2017-54	Fixed Assets-Purchase detail and inventory records	4 FY prov. Audited	Paper		
2017-55	Financial Statement Work Papers-Support papers and details used to prepare statements	4 FY prov. Audited	Paper		
2017-56a	Payroll Liabilities- PERS members app for refund, PERS reports, IRS 941 Form, W-4 (State, Local, School), IRS Form W-2, Employer Withholding Tax Records (State, Local, School).	Retain until scanned prov. audited	Paper		
2017-56b	Payroll Liabilities- PERS members app for refund, PERS reports, IRS 941 Form, W-4 (State, Local, School), IRS Form W-2, Employer Withholding Tax Records (State, Local, School), garnishment orders	50 years	Electronic		
2017-57a	Payroll Benefits- (Quarterly Reports from CCAO & OPEDCP, OBES Report concerning employee contributions, Worker's Compensation case files, Leave balance/Reports, Employee sick leave and vacation benefits (excel attendance spreadsheet).	Retain until scanned prov. audited	Paper		

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2017-57b	Payroll Benefits- (Quarterly Reports from CCAO & OPEDCP, OBES Report concerning employee contributions, Worker's Compensation case files, Leave balance/Reports, Employee sick leave and vacation benefits (excel attendance spreadsheet).	50 years	Electronic		
2017-58a	Payroll Processing Report- (Payroll checks posting, Activity run sheet/tie out spreadsheet, direct deposit report, leave balances/reports, employee sick leave and vacation balances.	Retain until scanned prov. audited	Paper		
2017-58b	Payroll Processing Report- (Payroll checks posting, Activity run sheet/tie out spreadsheet, direct deposit report, leave balances/reports, employee sick leave and vacation balances.	50 years	Electronic		

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	ENGINEERING				
2017-60	Easement Files/Deeds (easement information received for projects)	Permanent	Electronic		
2017-61	Flow Test Results (records on hydrant flow test)	15 years	Paper/electronic		
2017-62	Location & Profile Blueprints (plan & profile drawings of water and sewer projects).	Permanent	Electronic		
2017-63a	Sewer and Waterline Files (all project files related to water and sewer construction)	Retain until Scanned	Paper		
2017-63b	Sewer and Waterline Files (all project files related to water and sewer construction)	Permanent	Electronic		
2017-64a	Tap Records (records for water and sewer taps)	Retain until scanned	Paper		
2017-64b	Tap Records (records for water and sewer taps)	Permanent or until abandoned	Electronic		
2017-65a	Bids (successful) Original-Arranged by projects/subject; documents presented by potential contractors-bonding information, specification sheets, bid forms and amounts, references.	Retain until scanned	Paper		
2017-65b	Bids (successful) Original-Arranged by projects/subject; documents presented by potential contractors-bonding information, specification sheets, bid forms and amounts, references.	Permanent	Electronic		
2017-66a	Bids (Unsuccessful)-Arranged by projects/subject; documents presented by potential contractors-bonding information, specification sheets, bid forms and amounts, references.	3 FY after letting of contract prov. Audited	Paper		
2017-66b	Rate Studies-Studies used to set water and sewer rates	6 FY	Paper		
2017-67	Accommodation Tap Agreements	Permanent	Electronic		
2017-68	Developer Agreements	Permanent	Electronic		
2017-69	Statement of Qualifications	3 FY prov. Audited	Paper		

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2017-70	Engineering reports/studies (I & I, water loss, system dev. Fees, etc.)	50 years	Paper/ electronic		
2017-71	Pre-construction video of existing surface conditions	5 Years	Electronic		
2017-72	Pre-construction video of water and sewer pipe conditions	1 year	Electronic		
	CUSTOMER SERVICE				
2017-80	Consumer Ledgers	Until Audited	Paper		
2017-81	Meter Books (these have been replaced with electronic software)	2 years prov. Audited	Electronic		
2017-82	Work Orders-Daily Customer Service Work Orders	1 year after end of FY	Paper		
2017-83	Sewer & Water Permit Records (Permits for water and sewer aps)	1 year after date of final approval of that system	Electronic		
2017-84	Bank Deposit Receipts	4 yrs. after FY prov. Audited	Paper		
2017-85	Utility Billing (A/R Reports/Payment Stubs/Daily & monthly Activity Reports/Payment Reports)	4 FY prov. Audited	Paper		
2017-86a	Checks (paper checks received for utility payments)	4 months	Paper		
2017-86b	Checks (paper checks received for utility payments)	4 yrs. after FY prov. Audited	Electronic		
2017-87	Certification Information (information regarding yearly certification of delinquent utility bills to property taxes).	4 yrs. after FY prov. Audited	Paper		
2017-88	Billing Correspondence/credit requests/returned payment information	4 yrs. after FY prov. Audited	Paper		

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	ADMINISTRATION				
2017-95a	Contracts (any contracts entered into)	Retain until scanned	Paper		
2017-95b	Contracts (any contracts entered into)	30 years or until expired	Electronic		
2017-96	Policies (current District policies)	Until Superseded	Electronic		
2017-97a	Safety Committee Records-Monthly meeting minutes and agendas	Retain until scanned	Paper		
2017-97b	Safety Committee Records-Monthly meeting minutes and agendas	3 years	Electronic		
2017-98a	Safety Training Records Employee Training (All training completed by District staff)	Retain until scanned	Paper		
2017-98b	Safety Training Records Employee Training (All training completed by District staff)	3 years	Electronic		
2017-99	Sewer Tapper's Licenses (licenses that contractor's hold with the District to do sewerline work)	Until license expires	Paper		
2017-100	Accident Reports-Arranged chronically; report of personal injury or property damage involving a District vehicle	2 years after end of FY	Paper		
2017-101	Application for employment (all applications filed with the District that were not hired, seeking employment who were not selected)	1 year after receipt	Paper		
2017-102	Copies-Extra copies, photocopies, etc.	Destroy when no longer of value	Paper		
2017-103	Correspondence-Letters, memos, faxes, e-mail messages, communications, etc.	1-5 years	Paper/Electronic		
2017-104	Job Descriptions-Arranged by position; outlines requirements and responsibilities of job.	Until superseded or classification abolished	Paper/Electronic		
2017-105	Digital Recordings-Board of Trustees meeting recordings	After transcription of minutes approved	Electronic		

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2017-106	Random Alcohol and drug testing results for CDL holders (Copy of 3 rd party random alcohol and drug testing results for CDL holders only)	1 year	Paper		
2017-107a	Board Resolutions-resolutions passed by the board of trustees	Retain paper until scanned	Paper		
2017-107b	Board Resolutions-resolutions passed by the board of trustees	Permanent	Electronic		
2017-108	Annual System/Server Backup Tapes	1 yr.	Electronic		