



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

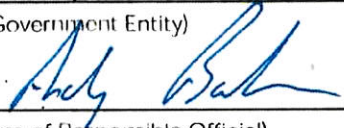
JUNE 28 2024

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 Bexley (Local Government Entity)	Service (Unit)		
 (Signature of Responsible Official)	Andy Bashore (Name)	Director (Title)	6/4/2024 (Date)

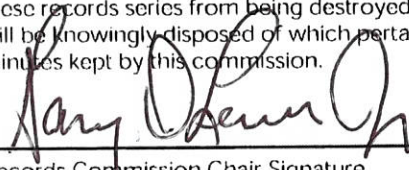
Section B: Records Commission

City of Bexley	Records Commission	614-559-4200 (Telephone Number)	
2242 E. Main Street (Address)	Bexley (City)	43209 (Zip Code)	Franklin (County)

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

glewis@bexley.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	6/4/2024 Date
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Section C: Ohio History Connection - State Archives

Signature	Government Records Archivist Title	7/11/2024 Date
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Section D: Auditor of State

Signature	Records Manager 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

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

SERVICE

SERVICE Schedule Number	Records Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
SERV 24-001	Analytical Data, EPA Reports, Water Quality Reports		5 years	Paper and/or Digital	
SERV 24-002	Damage Claims/Complaints		2 Years provided resolved with no pending action or allowable appeals	Paper and/or Digital	
SERV 24-003	Equipment Inventories		3 Years	Paper and/or Digital	
SERV 24-004	Equipment Maintenance Records		For Life of Equipment	Paper and/or Digital	
SERV 24-005	Final Project Report/Rendering/Documentation		Permanent	Paper and/or Digital	
SERV 24-006	Fuel Usage Records		3 Years	Paper and/or Digital	
SERV 24-007	Hazardous Materials Emergency Response Requests / Logs		30 Years	Paper and/or Digital	
SERV 24-008	Herbicide & Pesticide Records		3 years	Paper and/or Digital	
SERV 24-009	Hydrant Maintenance & Repair Records		2 years after no longer in service	Paper and/or Digital	
SERV 24-010	Infrastructure Plans/Maps/Drawings		Continually maintained, updated, purged	Paper and/or Digital	
SERV 24-011	Invitation to Bid		2 Years	Paper and/or Digital	
SERV 24-012	Material Safety Sheets		Until superseded	Paper and/or Digital	
SERV 24-013	Meter and Valve location record		Permanent	Paper and/or Digital	RC-3 Required
SERV 24-014	Project Files		3 Years after completion of project	Paper and/or Digital	
SERV 24-015	Proposal for Street Projects		Until approved or rejected	Paper and/or Digital	
SERV 24-016	Road Records		Continually maintained, updated, purged	Paper and/or Digital	
SERV 24-017	Sanitary Sewer Maps/Plats		Permanent	Paper and/or Digital	RC-3 Required

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

SERVICE

SERV 24-018	Sewer Repair Sheets		10 Years	Paper and/or Digital	
SERV 24-019	Sidewalk Project Records		5 years	Paper and/or Digital	
SERV 24-020	Special Sewer Authorizations/Hookups, Test Boring Records		Permanent	Paper and/or Digital	
SERV 24-021	Street Lighting Petitions		3 Years	Paper and/or Digital	
SERV 24-022	Street Lighting Pole Location		Until changed	Paper and/or Digital	
SERV 24-023	Street Repair Records and Cost Summaries		3 Years provided audited if applicable	Paper and/or Digital	
SERV 24-024	Water Main, Water and Sewer Tap Location Record		Permanent	Paper and/or Digital	RC-3 Required
SERV 24-025	Water Testing Records		5 years	Paper and/or Digital	
SERV 24-026	Work Orders		3 years	Paper and/or Digital	

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