

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

To : CITY OF BEXLEY Records Commission (614) 235-8694 Telephone Number
2242 E. Main St. BEXLEY 43209 FRANKLIN
(Address) (City) (Zip Code) (County)

From CITY OF BEXLEY WATER DEPARTMENT
(Political Subdivision Name) (Unit)
Janet Mercurio Manager 4/20/2007
(Signature Of Responsible Official) (Name) (Title) (Date)

CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained 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 this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on 04/09/2007 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

Signature Date

Subject to selection upon receipt of a
 Certificate of Records Disposal (RC-3)

For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

For the Ohio Auditor of State Date

Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00001	Policies, Procedures, Rules & Regulations	6 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value, (RC-3 Not Required)	Multi	
07-00002	Ohio Public Records Compliance File (RC-1, RC-2, RC-3)	25 Year(s) After Revised, Superseded or Discontinued and no longer of an Admin. or Legal Value, (RC-3 Not Required)	Multi	
07-00003	Executive Correspondence - Correspondence of the Department Head and the executive staff dealing with significant aspects of the administration of the Department. This correspondence includes information concerning the Department's policies, programs, fiscal and personnel matters.	3 Year(s) And no longer of an Admin. or Legal value.	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00004	General Correspondence - This includes both internal and external correspondence; also, correspondence requesting information pertaining to the Water Department and other miscellaneous inquiries. This correspondence is informative, it does not attempt to influence the policies of the Department.	1 Year(s) And no longer of an Admin. value	Multi	
07-00005	Routine Correspondence - This includes referral letters, requests for routine information or publications provided to the public by the Water Department that are answered by standard form letters.	6 Month(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00006	Transient Records - Including telephone message slips \ books \ logs, Post Its, Notes, Notices and other records which serve to convey information of temporary importance in lieu of direct oral communication.	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00007	Unsolicited Correspondence \ Unsolicited Mail \ Unsolicited E- Mail and Similar Unsolicited Communications	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00008	Copies - Reading\ Informational & Reference. All Media	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00009	Drafts \ Informal Notes \ Reminder Notes \ Preliminary Drawings & Renderings	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00010	Bulletins \ Posters \ General Notices & Displays	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	

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07-00011	Blank Forms - All Media	Until Revised, Obsolete or Superseded, then destroy. (RC-3 Not Required)	Multi	
07-00012	Departmental Awards \ Newspaper Articles & Clippings \ Photographs \ Negatives & Scrapbooks	25 Year(s) Provided of No Administrative Value.	Multi	
07-00013	Professional Magazines \ Publications and Reference Materials	Retain until no longer of an Administrative Value, then destroy (RC-3 Not Required)	Multi	
07-00014	Professional Organizations & Association Files	1 Year(s) And no longer of an Admin. value	Multi	
07-00015	General Administrative Files	Until no longer of an Admin. or Legal Value, then destroy. (RC-3 Not Required)	Multi	
07-00016	Annual Report - Departmental	25 Year(s)	Multi	
07-00017	Annual Department Budget (Departmental Copy)	3 Year(s) Provided Audited	Multi	
07-00020	Hydrant Maintenance & Repair Records	2 Year(s) After sold, scrapped or no longer owned by the Municipality. (RC-3 Not Required).	Multi	
07-00021	Reference Publications & Directories - All Media & Types	Until Revised, Superseded or Obsolete. (RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00022	Laws \ Regulations & Rules (Local, County, State & Federal)	Continually Updated, Revised or Superseded. (RC-3 Not Required)	Multi	
07-00023	Computer Generated Reports - Administrative & Financial Reports - Periodic	Until no longer of an Admin. or Fiscal Value, then destroy (RC-3 Not Required)	Multi	
07-00024	Computer Generated Reports - Administrative & Financial (Annual)	Until no longer of Admin. or Fiscal Value	Multi	
07-00025	Inter Office Communications (IOCs) \ Memos \ Memoranda	2 Year(s) And no longer of an Admin. or Legal value.	Multi	
07-00026	Voice Mail \ Cell Phones \ Pagers \ Telephone Answering Machines - Messages \ Recordings & Data	Erase or delete when no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00027	Business Card \ Rotary & Rolodex Files - All Media	Until obsolete or superseded, then destroy (RC-3 not required)	Multi	
07-00028	Planning \ Scheduling \ Calendar \ Training Information & Data on : Display Boards \ Erasable & Dry- Erase Boards \ Chalkboards \ Easel Pads and Electronic Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	
07-00029	Daily, Weekly \ Monthly & Yearly : Appointment Books \ Calendars \ Schedules \ Organizers \ Planners - All Media	Continually Updated, Revised or Erased (RC-3 Not Required)	Multi	
07-00031	Facsimile Logs \ Cover Sheets \ Confirmation Notices \ Buffer Printouts	Until no longer of an Admin. or Fiscal Value, then destroy (RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor o State or OHS-LGRP
07-00032	Purchase Orders \ Vouchers \ Supply Requisitions \ Receiving \ Reports \ Related Invoices & Statements (Departmental \ Office Copy)	3 Year(s) Provided Audited	Multi	
07-00036	Lists \ Rosters \ Informational Directories \ Address & Telephone Number Records - All Media & Types	Continually Maintained and Updated. (RC-3 Not Required)	Multi	
07-00037	Press Releases	2 Year(s)	Multi	
07-00041	Professional Certifications \ Professional Licenses \ Required Licenses \ Certificates of Training and Similar Documents.	Place copy in Individual's Personnel Records	Multi	
07-00042	Physical & Inventory of Fixed Assets - Departmental	3 Year(s) After Revised or Superseded. (RC-3 Not Required)	Multi	
07-00043	Anonymous \ Unfounded Complaints	Until no longer of Administrative Value.(RC-3 Not Required)	Multi	
07-00044	Strategic Plan (Municipal & Departmental)	Until Revised or Rescinded. (RC-3 Not Required)	Multi	
07-00045	Office \ Departmental Reports \ Records \ Printouts: Not Specifically Scheduled	3 Year(s) And no longer of Administrative Value (RC-3 Not Required)	Multi	
07-00048	Contracts \ Service Agreements - Departmental	7 Year(s)	Multi	
07-00049	Unsolicited Reports \ Plans \ Drawings \ Renderings \ Maps \ Images or Proposals.	Return to Submitter or Destroy when No Longer of Administrative Value. (RC-3 Not Required)	Multi	

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Schedule Number	Records title and description,	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
07-00050	Customer Contracts \ Agreements for: Water \ Sanitation \ and Sewer.	5 Year(s) After Service Disconnected \ Account Closed and No Outstanding Balances remain.(RC-3 Not Required)	Multi	
07-00051	Utility Ordinances \ Resolutions \ Rate Schedules	Until Revised or Superseded.(RC-3 Not Required)	Multi	
07-00052	Meter Books	Permanent	Multi	
07-00053	Water and Sewer Tap \ Curb Box Location \ Meter & Valve Records. (Curt's Box)	Permanent	Multi	
07-00054	Shut Off Lists	1 Year(s)	Multi	
07-00055	Termination Notice Journals and Lists	5 Year(s)	Multi	
07-00056	Receipts \ Receipt Books	3 Year(s)	Multi	
07-00057	Daily Work Orders - Original Copy	Until work completed. (RC-3 Not Required)	Multi	
07-00058	Daily Work Orders - Completed Copy	3 Year(s)	Multi	
07-00059	Customer Master Index	Database continually maintained and updated. (RC-3 Not Required)	Multi	
07-00060	Customer Billing Stubs	3 Year(s)	Multi	
07-00061	Customer Meter Reading Records - Computer	5 Year(s) then Delete from Computer and all Databases. (RC-3 Not Required)	Multi	
07-00062	Customer Bankruptcy Claim Files	5 Year(s)	Multi	
07-00063	Debt Write Off Records	5 Year(s)	Multi	
07-00064	Bad Check File	3 Year(s)	Multi	

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07-00065	Billing Records - Computer	Database continually maintained and updated. (RC-3 Not Required)	Multi	
07-00066	Utility Billing Adjustments \ Cash Adjustment Records	5 Year(s)	Multi	
07-00067	Billing Reports - All Types	5 Year(s)	Multi	
07-00068	Utility Billing Aging Trial Balance Records	5 Year(s)	Multi	
07-00069	Balance Sheets	5 Year(s)	Multi	
07-00070	Month End Report - Printout	5 Year(s)	Multi	
07-00071	Journals - All Types	5 Year(s)	Multi	
07-00072	Billing Journal - Monthly \ Quarterly	Automatically Erased when printed out. (RC-3 Not Required)	Multi	
07-00073	Customer Complaints or Compliments	1 Year(s)	Multi	
07-00074	Bank Records: Cancelled Checks \ Check Stubs \ Carbons \ Check Registers \ Voided Checks \ Checking Account Statements \ Bank Statements \ Deposit Slips & Records \ Deposit Advices \ Bids for Banking Services \ Wire Transfer Records and Account Reconciliation Records	3 Year(s) Provided Audited	Multi	
07-00075	Maps \ Plans \ Water Main Location Records	Permanent	Multi	
07-00076	Water & Sewer Receipt Books	3 Year(s)	Multi	
07-00077	Meter Test Records	3 Year(s)	Multi	
07-00078	Meter Books	4 Year(s) After inventory. (RC-3 Not Required)	Multi	
07-00079	Customer Meter Reading Cards	2 Year(s)	Multi	
07-00080	Monthly Account Register	10 Year(s)	Multi	
07-00081	Billing Ledger cards	3 Year(s)	Multi	
07-00082	Delinquent Account Records	6 Year(s)	Multi	

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07-00083	Employee Leaves Balances - Vacation	Continually Updated & Revised. (RC-3 Not Required)	Multi	
07-00085	Public Records Request Forms	2 Year(s) And no longer of an Admin. or Legal Value. (RC-3 Not Required)	Multi	