



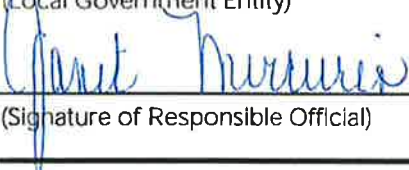
Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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OHIO HISTORY CONNECTION
 APRIL 22 2024
 STATE AND LOCAL
 GOVERNMENT RECORDS

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		Water
(Local Government Entity)		(Unit)
	Janet Mercurio	Manager
(Signature of Responsible Official)	(Name)	(Title)
		3/28/2024
		(Date)


Section B: Records Commission

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

	3/28/24
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	5/1/2024
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
Signature	Title	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

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

WATER

WATER Schedule Number	Record Series	Description	Retention Period	Media Type	For use by State Auditor or LGRP
WAT 24-001	Consumer Confidence Reports		Permanent	Paper and/or Digital	
WAT 24-002	Customer Master Index	Database	Continually maintained and updated	Paper and/or Digital	
WAT 24-003	Customer Meter Reading Records		5 years	Paper and/or Digital	
WAT 24-004	Debt Write-off Records		5 years	Paper and/or Digital	
WAT 24-005	Delinquent Account Records		5 years	Paper and/or Digital	
WAT 24-006	Meter Books		Permanent	Paper and/or Digital	RC-3 Required
WAT 24-007	Meter readings, water surveys, water test records		4 Years	Paper and/or Digital	
WAT 24-008	Meter Test Records		3 years	Paper and/or Digital	
WAT 24-009	Month End Reports		5 years	Paper and/or Digital	
WAT 24-010	Monthly Account Register		5 years	Paper and/or Digital	
WAT 24-011	Monthly water account register		5 Years	Paper and/or Digital	
WAT 24-012	Monthly water collection & water usage reports		5 Years	Paper and/or Digital	
WAT 24-013	Termination Notice	Journals and lists	5 years	Paper and/or Digital	
WAT 24-014	Utility Billing Aging Trial Balance Records		5 years	Paper and/or Digital	
WAT 24-015	Utility Billing/Cash Adjustment Records		5 years	Paper and/or Digital	
WAT 24-016	Utility Ordinances/resolutions/rate schedules		Until revised or superseded	Paper and/or Digital	
WAT 24-017	Water & Sewer Receipts		3 years	Paper and/or Digital	
WAT 24-018	Water Shut Off Lists		3 Years provided audited	Paper and/or Digital	

CITY OF BEXLEY RECORDS RETENTION SCHEDULE

WATER

WAT 24-019	Water/sewer bills or payment stubs/receipts		3 Years provided audited	Paper and/or Digital	
WAT 24-020	Water/Sewer rate schedules		Until superseded	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