



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

**For State Archives - LGRP Use Only**

Date Reviewed: \_\_\_\_\_

Form Scanned: \_\_\_\_\_

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

(To complete this form online, use "tab" key to jump from box to box.)

City of Bellbrook

Utilities Billing

(local government entity)

(unit)

*m. seyll*

Mark Schlagheck

City Manager

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

City of Bellbrook Records Commission

(937)848-4666

Records Commission

(telephone number)

15 E. Franklin St.

Bellbrook

45305

Greene

(address)

(city)

(zip code)

(county)

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

m.schlagheck@cityofbellbrook.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.

*Rob B*

*10-8-2012*

Records Commission Chair Signature

Date

### Section C: Ohio Historical Society - State Archives

*[Signature]*

*Electronic Records Assistant*

*10/17/2012*

Signature

Title

Date

### Section D: Auditor of State

*Martin E. Mueh*

*11-2-12*

Signature

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**



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**Section E: Records Retention Schedule**

**City of Bellbrook**

**Utilities Billing Department**

(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 OHS- LGRP	(6) RC-3 Require d by OHS- LGRP
UTL-01	Application for Water Permits	5 years	Paper		<input type="checkbox"/>
UTL-02	Backflow Certifications	5 years	Paper		<input type="checkbox"/>
UTL-03	Bad Check or Bad Debt Files	2 years after settlement	Paper		<input type="checkbox"/>
UTL-04	Complaints	1 year after settlement	Paper		<input type="checkbox"/>
UTL-05	Customer Service Change	5 years	Paper		<input type="checkbox"/>
UTL-06	Daily Work Orders	5 years	Paper		<input type="checkbox"/>
UTL-07	Meter Reading Reports	5 years	Paper, Electronic		<input type="checkbox"/>
UTL-08	Monthly Billing Reports	5 years	Paper, Electronic		<input type="checkbox"/>
UTL-09	Daily Deposit Detail	5 years	Paper		<input type="checkbox"/>
UTL-10	Electronically Deposited Checks	No Longer of Administrative Value	Paper		<input type="checkbox"/>
UTL-11	Daily Deposit Reports	5 years	Paper, Electronic		<input type="checkbox"/>
UTL-12	Payment Plans	2 years	Paper		<input type="checkbox"/>
UTL-13	Postal Receipts	3 years	Paper		<input type="checkbox"/>