



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

OHIO HISTORY CONNECTION

JUL 10 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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Geneva

Utility Billing

(Local Government Entity)

(Unit)

Traci Welch (Signature)

Traci Welch (Name)

Finance Director (Title)

6/17/24 (Date)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 - ORC149.412 for Records Commission information

City of Geneva

Records Commission

(440) 466-4675

(Telephone Number)

44 North Forest Street

Geneva

44041

Ashtabula

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address: finance@genevaohio.gov

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

6/17/24

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

7/26/2024

Signature

Title

Date

Section D: Auditor of State

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

See instructions before completing this form

City of Geneva

Utility Billing

(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 Required by OHS- LGRP
UB2400001	Executive Correspondence: Correspondence of the head of the agency and their executive staff dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.	2 Year(s) And no longer of an administrative or legal value.	Multi		<input type="checkbox"/>
UB2400002	General Correspondence: Includes both internal and external correspondence; also, correspondence from various individuals, companies, and organizations requesting information pertaining to the agency and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence agency policy).	1 Year(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
UB2400003	Routine Correspondence: Includes referral letters, requests for routine information or publications provided to the public by agency which are answered by standard form letters.	6 Month(s) And no longer of an administrative value.	Multi		<input type="checkbox"/>
UB2400004	Transient Correspondence & Communication Records; Unsolicited Correspondence / Unsolicited Mail / Unsolicited Email and Similar Unsolicited Communications: Includes text messages, telephone messages, telephone message books/logs and other limited documents that serve to convey information of temporary importance in lieu of oral communication.	Retain until no longer of an administrative value, then destroy.	Multi		<input type="checkbox"/>
UB2400005	Drafts, Informal Notes, Reminder Notes.:	Retain until no longer of Administrative Value, Then Destroy	Multi		<input type="checkbox"/>
UB2400006	Blank Forms:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
UB2400007	Bulletins, Posters, General Notices and Displays:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
UB2400008	Computer Generated Administrative & Fiscal Reports (Non-specific):	Retain until no longer of an Administrative Value, then Destroy	Multi		<input type="checkbox"/>
UB2400009	Voice Mail, Text Messages, Caller ID Logs, Pager Messaging:	Erase or delete when no longer of Administrative Value	Multi		<input type="checkbox"/>
UB2400010	General Administrative Files:	Maintain until no longer of an Administrative, Fiscal, Legal or Historical Value	Multi		<input type="checkbox"/>
UB2400011	Electronic Mail System (E-mail):	Retain EMail that has a significant Administrative, Fiscal, Legal or Historical Value. Maintain according to content (Refer to RC-2). Erase E- Mail that has no significant value.	Multi		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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Utility Billing

(Local Government Entity)

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UB2400012	Backup Data (Not Duplicated) on Desktops,Laptops and PDA's:	Retain for 2 System Backup Cycles then Delete, Erase or Destroy Data. Reuse Media if possible.	Computer		<input type="checkbox"/>
UB2400013	Facsimile Logs/Cover Sheets/Confirmation-Notices and Buffer Printouts:	Maintain Until No Longer of an Administrative or Fiscal Value	Multi		<input type="checkbox"/>
UB2400014	Awards,Newspaper Articles and Clippings:	25 Year(s) And no longer of a Historical Value	Multi		<input checked="" type="checkbox"/>
UB2400015	Press and News Releases:	3 Year(s) then appraise for administrative or historical value	Multi		<input type="checkbox"/>
UB2400016	General Photographs,Negatives and Electronic Images:	Retain images that have significant Legal, Fiscal, Administrative or Historical value. Maintain significant images according to content. Refer to corresponding RC-2. Erase images that have no significant value	Multi		<input checked="" type="checkbox"/>
UB2400017	Business Cards - Rotary, Rolodex and applicable software files:	Retain until no longer of Administrative Value,Then Destroy	Multi		<input type="checkbox"/>
UB2400018	Planning / Scheduling / Calendar / Training Information and Data on: Display Boards, Erasable and Dry-Erase Boards, Chalkboards, Easel Pads and Electronic Media:	Continually Updated, Revised, Completed, Superseded or Erased	Multi		<input type="checkbox"/>
UB2400019	Hourly / Daily / Weekly / Monthly and Annual Appointment Books, Records, Calendars, Schedules, Organizer and Planner:	Maintain until no longer of a Admin. or Historical Value.	Multi		<input type="checkbox"/>
UB2400020	Lists / Rosters /Informational Directories containing employee contact information:	Continually Maintained, Purged and Updated.	Multi		<input type="checkbox"/>
UB2400021	Complaint Files:	2 Year(s) Provided no actions pending.	Multi		<input type="checkbox"/>
UB2400022	Anonymous or Unfounded Complaints:	Maintain until no longer of an Administrative or Legal value	Paper		<input type="checkbox"/>
UB2400023	Professional and Trade Magazines, Catalogs, Reference Publications and Directories:	Retain until no longer of Administrative Value.	Multi		<input type="checkbox"/>
UB2400024	Professional Organization and Association Files:	1 Year(s) After revised or rescinded	Multi		<input type="checkbox"/>
UB2400025	Equipment Operating & Maintenance Manuals:	Maintain until equipment sold, scrapped, or no longer the property of the City	Multi		<input type="checkbox"/>
UB2400026	Equipment Maintenance & Repair Records:	Maintain until equipment sold, scrapped or no longer the property of the City.	Multi		<input type="checkbox"/>

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UB2400027	Laws, Regulations and Rules (Local, County, State and Federal):	Maintain until Revised or Rescinded	Multi		<input type="checkbox"/>
UB2400028	Policies, Procedures, Rules and Regulations:	6 Year(s) After Revised, Superseded or Discontinued.	Multi		<input type="checkbox"/>
UB2400029	Public Record Requests:	2 Year(s) Provided audited.	Multi		<input type="checkbox"/>
UB2400030	Ohio Public Records Compliance Folder (May contain appropriate RC-1, RC-2 or RC-3 forms):	25 Year(s) After Revised, Superseded or Discontinued.	Paper		<input type="checkbox"/>
UB2400031	Copies-Reading, Informational & Reference:	Retain until no longer of Administrative Value, Then Destroy	Paper		<input type="checkbox"/>
UB2400032	Account Transfer Form:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400033	ACH Payments:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400034	Adjustment Forms & Journals:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400035	Assessment Records:	Until paid and audited	Paper		<input type="checkbox"/>
UB2400036	Bankruptcy Notifications & Lists:	5 Year(s)	Paper		<input type="checkbox"/>
UB2400037	Cass Certification:	until replaced	Paper		<input type="checkbox"/>
UB2400038	Cross Reference Reports:	1 Month(s)	Paper		<input type="checkbox"/>
UB2400039	Delinquent Account Notifications:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400040	Estimates List:	until replaced	Paper		<input type="checkbox"/>
UB2400041	High Read Letters:	1 Year(s)	Paper		<input type="checkbox"/>
UB2400042	Meter Problem Letters:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400043	Month End Reset Journal:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400044	Monthly High-Low Report:	3 Year(s)	Paper		<input type="checkbox"/>

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UB2400045	Monthly Collection Report:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400046	Move In / Move Out Form:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400047	NSF Check Notifications & Lists:	6 Year(s)	Paper		<input type="checkbox"/>
UB2400048	Outstanding Final Bill Report:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400049	Penalty Posting Journal:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400050	Pool Credit Forms & Lists:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400051	Receipts Input Journal:	Until no longer administratively necessary	Multi		<input type="checkbox"/>
UB2400052	Receipts Posting Journal:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400053	Sales & Consumption Report:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400054	Sherriff Sale Notifications & Lists:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400055	Tax Duplicates:	Until superseded	Multi		<input type="checkbox"/>
UB2400056	Temp Away Forms & Lists:	until replaced	Paper		<input type="checkbox"/>
UB2400057	Thirty (30) Day Disconnect Letters:	1 Year(s)	Paper		<input type="checkbox"/>
UB2400058	Title Co. Delinquency Search Requests:	3 Year(s)	Multi		<input type="checkbox"/>
UB2400059	Trial Balance Report:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400060	Updated Reports:	until replaced	Paper		<input type="checkbox"/>
UB2400061	Utility ACH Transaction:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400062	Utility Bill Stub:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400063	Utility Billing Journals (Active & Final):	3 Year(s)	Paper		<input type="checkbox"/>

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UB2400064	Utility Billing Upload:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400065	Utility Rate Ordinance:	Retain Permanently	Paper		<input checked="" type="checkbox"/>
UB2400066	Utility Rate Schedule:	Until superseded	Paper		<input type="checkbox"/>
UB2400067	Utility Receipt Books:	2 Year(s)	Paper		<input type="checkbox"/>
UB2400068	Utility Shut Off Lists:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400069	Vouchers for Payment Assistance:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400070	Water Leak Credit Form:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400071	Water Leak Lists:	5 Year(s)	Paper		<input type="checkbox"/>
UB2400072	Work Orders:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400073	Write Off Letters:	3 Year(s)	Paper		<input type="checkbox"/>
UB2400074	Application for Service:	3 Year(s)	Paper		<input type="checkbox"/>

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