



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

Jan 26 2021

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 Trenton	Service Department		
(Local Government Entity)	(Unit)		
<i>Robert C. Leichman</i>	Rob Leichman	Service Director	01-25-2021
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Trenton Records Commission	513-428-0159		
	(Telephone Number)		
11 East State Street	Trenton	45067	Butler
(Address)	(City)	(Zip Code)	(County)

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

mengel@ci.trenton.oh.us

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.

<i>Wendell E. Engel</i>	<i>1-25-2021</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	1/28/2021
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	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

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

See instructions before completing this form.

City of Trenton		Service 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 LGRP	(6) RC-3 Required by LGRP
S-0001	Transient letters/memos including notes, text messages, phone messages, voicemail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
S-0002	General Correspondence	2 Years	Paper or Electronic		<input type="checkbox"/>
S-0003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
S-0004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
S-0005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
S-0006	Agendas Originating in Department	6 Years	Paper or Electronic		<input type="checkbox"/>
S-0007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0008	Copies of Agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
S-0009	Audio and video recordings of meetings	1 Year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
S-0010	Council Communications (Council Reports)	Retain until City Clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
S-0011	Payroll Records (including time sheets, comp time records, leave forms)	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
S-0012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
S-0013	Travel Requests/Expense Reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
S-0014	Contracts/Agreements for Equipment and Services	8 Years after contract expiration	Paper or Electronic		<input type="checkbox"/>

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S-0015	Index to Burial Plots	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0016	Plat Maps	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0017	Register of Interments	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0018	Bridge Plans	Life of Bridge	Paper or Electronic		<input checked="" type="checkbox"/>
S-0019	Bridge Inspection Reports	10 years	Paper or Electronic		<input type="checkbox"/>
S-0020	Index of City Property	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0021	Contractors' Prevailing Wage Record	5 years	Paper or Electronic		<input type="checkbox"/>
S-0022	Project Files (Contracts, Specifications, Change Orders, etc.)	15 years after completion of project	Paper or Electronic		<input checked="" type="checkbox"/>
S-0023	Project Inspection Reports	Include in project files	Paper or Electronic		<input type="checkbox"/>
S-0024	Sanitary Sewer Records	Permanent	Paper or Electronic		<input type="checkbox"/>
S-0025	Sewer Testing Records	5 years	Paper or Electronic		<input type="checkbox"/>
S-0026	Blueprints, Maps and Plans	Life of infrastructure, then appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
S-0027	Haul Tickets	2 years, provided audited	Paper or Electronic	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.	<input type="checkbox"/>
S-0028	Pesticide Application Records	5 years	Paper or Electronic		<input type="checkbox"/>
S-0029	Bid Proposals for Street Improvement	Until approved or rejected	Paper or Electronic		<input type="checkbox"/>
S-0030	Right of Way Permit	3 years	Paper or Electronic		<input type="checkbox"/>
S-0031	Street Repair Cost Summary	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
S-0032	Street Repair Record	3 years	Paper or Electronic		<input type="checkbox"/>

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S-0033	Snow Removal Record	3 Years	Paper or Electronic		<input type="checkbox"/>
S-0034	Vehicle & Equipment Maintenance Records	Until vehicle or equipment is sold or destroyed	Paper or Electronic		<input type="checkbox"/>
S-0035	Plans of Park Property	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0036	Analytical techniques	As long as method is used in lab	Paper or Electronic		<input type="checkbox"/>
S-0037	Record Maintenance – Chemical analyses, copies of decisions, reports, monitoring plans and certifications developed by the system, or agent of the system.	10 years	Paper or Electronic		<input type="checkbox"/>
S-0038	Retain records of action taken by Public Water System to correct violations	3 years after last action taken with particular violation	Paper or Electronic		<input type="checkbox"/>
S-0039	Maintain copies of written reports, summaries or communications relating to sanitary surveys	10 years after completion of survey	Paper or Electronic		<input type="checkbox"/>
S-0040	Keep copies of public notices and certifications demonstrating notices issued.	3 years after issued	Paper or Electronic		<input type="checkbox"/>
S-0041	Ground Water Rule – reporting and record keeping for ground water systems. Maintain documentation of corrective actions	10 years	Paper or Electronic		<input type="checkbox"/>
S-0042	Keep documentation of public notices as required in OAC rule 3745-81-43	3 years	Paper or Electronic		<input type="checkbox"/>
S-0043	Retain records of decisions on complying with source water monitoring requirements [OAC rule 3745-81- 42(A)(5)(b)] or records of invalidation of fecal indicator-positive ground water source samples(OAC rule 3745-81-21).	5 years	Paper or Electronic		<input type="checkbox"/>

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S-0044	Consecutive systems maintain documents of notification to wholesale system(s) of total coliform rule (OAC rule 3745-81-21).	5 years	Paper or Electronic		<input type="checkbox"/>
S-0045	PWSs, including wholesale systems required to conduct compliance monitoring [OAC 3745-81-43(B)], maintain records of director-specified minimum disinfectant residual	10 years	Paper or Electronic		<input type="checkbox"/>
S-0046	PWSs, including wholesale systems required to conduct compliance monitoring [OAC 3745-81-43(B)], keep records of lowest daily residual disinfectant concentration, and date and duration of any failure to maintain director-prescribed minimum concentration for period of more than 4 hours	4 years	Paper or Electronic		<input type="checkbox"/>
S-0047	Monitoring for compliance with secondary maximum contaminant levels. Keep daily record of amount of fluoride compound added and the fluoride content of water as delivered to customers.	10 years recommended in accordance with OAC 3745-81-33	Paper or Electronic		<input type="checkbox"/>
S-0048	Contingency Plans. Keep 3 copies of updated contingency plan at various accessible, secure locations in the service area.	Keep until replaced with new plans or revisions; plans required to be updated annually	Paper or Electronic		<input type="checkbox"/>
S-0049	Renewal of laboratory certification – Maintain microbiological records.	5 years	Paper or Electronic		<input type="checkbox"/>
S-0050	Renewal of laboratory certification – Maintain lead and copper records.	12 years	Paper or Electronic		<input type="checkbox"/>
S-0051	Renewal of laboratory certification – Maintain chemical and all other records not mentioned.	10 years	Paper or Electronic		<input type="checkbox"/>

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S-0052	Well Maintenance & Field Logs	10 years after well is capped	Paper or Electronic		<input type="checkbox"/>
S-0053	Backflow prevention devices – Maintain inventory of installations and inspections of an approved connection between an auxiliary water system and PWS.	Keep until replaced with new inventory.	Paper or Electronic		<input type="checkbox"/>
S-0054	Consumer Confidence Reports (CCR), report delivery and record keeping	3 years	Paper or Electronic		<input type="checkbox"/>
S-0057	Fats, Oils, and Grease (FOG) Program for Food Service Establishments - Maintain inventory of establishments with grease traps, interceptors and oil and water separators; and inspection records.	3 years	Paper or Electronic		<input type="checkbox"/>
S-0059	Monthly Laboratory Testing Summary Reports	25 years	Paper or Electronic		<input type="checkbox"/>
S-0060	Septic Tank Hauler Record	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
S-0061	Well Maintenance and Field Logs	10 years after well is capped	Paper or Electronic		<input type="checkbox"/>
S-0062	Hydrant Location Record	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
S-0063	Hydrant Maintenance Record	3 years after test date	Paper or Electronic		<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