



OCTOBER 14 2022

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 Trotwood – Department of Finance, Utility Division

(Local Government Entity)

(Unit)

Chris Peeples, Finance Director

10/11/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

*See ORC 149.38 – ORC 149.412 for Records Commission information*

Records Commission, City of Trotwood

937-854-7212

(Telephone Number)

3035 Olive Road, Trotwood, 45426; Montgomery County

(Address)

(City)

(Zip Code)

(County)

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

[klandis@trotwood.org](mailto:klandis@trotwood.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.

10/13/2022

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Government Records Archivist

10/26/2022

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

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

*See instructions before completing this form.*

City of Trotwood – Department of Finance, Utility Division

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description                                            | (3)<br>Retention<br>Period                | (4)<br>Media Type          | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--------------------------------------------------------------------------------|-------------------------------------------|----------------------------|-----------------------------------------------------|---------------------------------------|
| UTY-01                    | Acceptance of Utility Rate Ordinance Notices                                   | Permanent                                 | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-02                    | Accounts Receivable Ledger                                                     | 3 Years<br>and Audited                    | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-03                    | Special Assessment Records<br>(Water, Sewer, Trash, and Storm Water)           | Until Paid<br>and Audited                 | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-04                    | Bad Check or Bad Debt Records<br>(Bankruptcy/Write-offs)                       | 2 Years<br>After Payment<br>or Settlement | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-05                    | Cash Receipts and Billing Stubs                                                | 3 Years<br>and Audited                    | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-06                    | Cash Register Tapes/Records                                                    | 2 Years<br>and Audited                    | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-07                    | Chargeback Reports and<br>Returned Checks Reports                              | 3 Years<br>and Audited                    | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-08                    | Financial Reports<br>(Monthly, Quarterly, Semiannual, Annual)                  | Until<br>Superseded                       | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-09                    | Client Payment Files: Copy of<br>Checks and/or Money Orders                    | 3 Years                                   | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-10                    | Cash Received Reports: Logs for Online,<br>Counter, Mail, and Lockbox Payments | 3 Years<br>and Audited                    | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-11                    | Application for Service<br>(Completed with Meter Reader Sheets)                | Until Service<br>Terminated               | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-12                    | Billing Adjustment Books                                                       | Until Audited                             | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-13                    | Customer Meter Reader Sheets                                                   | 2 Years<br>and Audited                    | Paper and/or<br>Electronic |                                                     | <input type="checkbox"/>              |
| UTY-14                    | Daily Over and Short Reports                                                   | 3 Years<br>and Audited                    | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-15                    | Rate Schedules                                                                 | Until<br>Superseded                       | Electronic                 |                                                     | <input type="checkbox"/>              |
| UTY-16                    | Shut Off Lists                                                                 | 3 Years                                   | Electronic                 |                                                     | <input type="checkbox"/>              |

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

*See instructions before completing this form.*

City of Trotwood – Department of Finance, Utility Division

(Local Government Entity)

(Unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description                                 | (3)<br>Retention<br>Period                    | (4)<br>Media Type          | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP                                                                                                                                  | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|---------------------------------------------------------------------|-----------------------------------------------|----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| UTY-17                    | Checks Written Incorrectly Letters                                  | 2 Years                                       | Electronic                 |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-18                    | Homestead Discount Form                                             | 2 Years<br>and Audited                        | Paper and/or<br>Electronic |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-19                    | Zero Consumption – Property Occupied<br>Notification                | 2 Years                                       | Paper and/or<br>Electronic |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-20                    | Water History Consumption Profiles                                  | 2 Years                                       | Electronic                 |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-21                    | Check Received on Paid Inactive Account                             | 1 Year                                        | Electronic                 |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-22                    | High Water Usage Letter                                             | 2 Years                                       | Electronic                 |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-23                    | Meter Test Records: Meter Work Orders<br>to and from City of Dayton | 3 Years                                       | Paper and/or<br>Electronic |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-24                    | Payment Arrangements/Disallowed<br>Payment Arrangements             | 2 Years<br>and Audited                        | Paper                      |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-25                    | Trash Suspension Documentation                                      | Until no longer of<br>administrative<br>value | Paper and/or<br>Electronic |                                                                                                                                                                                      | <input type="checkbox"/>              |
| UTY-26                    | Water Reconnect Form                                                | 2 Years<br>and Audited                        | Paper                      | Audited means: the years<br>encompassed by the records<br>have been audited by the<br>Auditor of State and the<br>audit report has been<br>released pursuant to<br>Sec. 117.26 O.R.C | <input type="checkbox"/>              |
| UTY-27                    | Returned Mail                                                       | 2 Years<br>and Audited                        | Paper                      |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |
|                           |                                                                     |                                               |                            |                                                                                                                                                                                      | <input type="checkbox"/>              |