



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

## 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 Oberlin

(local government entity)

Oberlin Municipal Light and Power System

(unit)

  
(signature of responsible official)

Steve Dupee  
(name)

OMLPS Director  
(title)

5-7-12  
(date)

### Section B: Records Commission

Records Commission

(440) 775-7203

(telephone number)

85 S. Main Street  
(address)

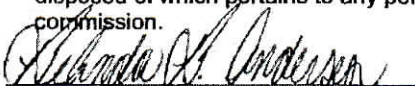
Oberlin  
(city)

OH  
(zip code)

Lorain  
(county)

To have this form returned to the Records Commission electronically, include an email address: [banderson@cityofoberlin.com](mailto:banderson@cityofoberlin.com)

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

5-10-12  
Date

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

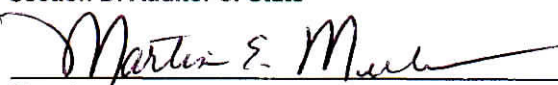
  
Signature

Title

Govt Records Archivist - LGPP

5/25/12  
Date

### Section D: Auditor of State

  
Signature

6-6-12  
Date



Section E: Records Retention Schedule

City of Oberlin

Oberlin Municipal Light and Power

(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
2012-1-LP	<u>Accounts Payable Check Registers (copies)</u>	2 years.	Paper		<input type="checkbox"/>
2012-2-LP	<u>American Municipal Power (AMP) Weekly Updates</u>	2 years or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-3-LP	<u>Annual Report – OMLPS Utility Operations</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-4-LP	<u>Annual Reports– Received by Director</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-5-LP	<u>Annual Reports - Required by Energy Information Administration</u>  Includes reports sent to the Federal Regulatory Agency including annual reports, power system statement and gas reports.	Permanent.	Paper		<input checked="" type="checkbox"/>
2012-6-LP	<u>Appointment Logs</u>	4 years or until no longer of administrative value.	Electronic*		<input type="checkbox"/>
2012-7-LP	<u>Audio/Video/Digital Recordings</u>	5 years or until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-8-LP	<u>Audit Reports (Copies)</u>	2 years.	Paper Electronic*		<input type="checkbox"/>



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2012-9-LP	<u>Awards File – consists of paper certificates, plaques, newspaper accounts, etc.</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-10-LP	<u>Bids- Successful</u>	15 years after project completion.	Paper		<input type="checkbox"/>
2012-11-LP	<u>Bids-Unsuccessful</u>	2 years after contract let.	Paper		<input type="checkbox"/>
2012-12-LP	<u>Blank Forms</u>	Until revised.	Paper Electronic*		<input type="checkbox"/>
2012-13-LP	<u>Blueprints</u>	Permanent.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-14-LP	<u>Budgets – Working Files</u>	5 years.	Paper Electronic*		<input type="checkbox"/>
2012-15-LP	<u>Bulletins &amp; Notices to Employees</u>	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-16-LP	<u>Certificates for Training</u>	2 years after separation.	Paper		<input type="checkbox"/>
2012-17-LP	<u>City and Utility Policies, Procedures, Rules &amp; Regulations</u>	6 years after revised.	Paper Electronic*		<input type="checkbox"/>
2012-18-LP	<u>City Council, Minutes of (Copies)</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>



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2012-19-LP	<u>Compliance Reports, all Types</u> Records documenting regulatory compliance and used to ensure compliance with environmental regulations. Includes memos, letters, budgets, environmental regulations and other information and resources needed to assist staff to comply with environmental regulations.	5 years.	Paper Electronic*		<input type="checkbox"/>
2012-20-LP	<u>Contracts &amp; Agreements</u>	15 years after expiration of termination.	Paper Electronic*		<input type="checkbox"/>
2012-21-LP	<u>Correspondence and Inquiries</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-22-LP	<u>Correspondence (Email)</u>	Retain for 6 months. File with related records if content requires longer retention.	Paper Electronic*		<input type="checkbox"/>
2012-23-LP	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-24-LP	<u>Divisional Reports (all utility divisions)</u>	5 years and until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-25-LP	<u>Drawings (includes as built, etc.)</u>	Until superseded; appraise for administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-26-LP	<u>Easements</u>	Permanent.	Paper		<input checked="" type="checkbox"/>





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2012-27-LP	<u>Electric Load Data – City Electrical Consumption</u>	Permanent.	Paper		<input checked="" type="checkbox"/>
2012-28-LP	<u>Electric Load Data – Technical Services Report (paper)</u>	5 years.	Paper		<input type="checkbox"/>
2012-29-LP	<u>Electric Load Data – Technical Services Report (Electronic)</u>	Until no longer of administrative value.	Electronic*		<input type="checkbox"/>
2012-30-LP	<u>Electric Meter Change Slips</u>	Permanent.	Paper		<input type="checkbox"/>
2012-31-LP	<u>Electric Meter Readings – Paper Books</u>	6 years.	Paper		<input type="checkbox"/>
2012-32-LP	<u>Electric Meter Test Records</u>	20 years.	Paper		<input type="checkbox"/>
2012-33-LP	<u>Employee Applications –Successful (Copies)</u>	Employee separation plus 2 years.	Paper		<input type="checkbox"/>
2012-34-LP	<u>Employee Applications – Unsuccessful</u>	2 years.	Paper		<input type="checkbox"/>
2012-35-LP	<u>Environmental Protection Agency (EPA) Generator Reports (Quarterly, Semiannual, and Annual)</u>	Life of Equipment.	Paper Electronic*		<input type="checkbox"/>
2012-36-LP	<u>Environmental Protection Agency (EPA) Transactions (all Levels of Government)</u>	10 years, appraise for historical and legal value.	Paper Electronic*		<input checked="" type="checkbox"/>



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2012-37-LP	<u>Environmental Protection Agency (EPA) Transactions (PTO water)</u>	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-38-LP	<u>Environmental Protection Agency (EPA) Transactions (PTO wastewater)</u>	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-39-LP	<u>Environmental Protection Agency (EPA) Transactions (Title V)</u>	10 years.	Paper Electronic*		<input type="checkbox"/>
2012-40-LP	<u>Equipment Manuals and Repair/Test Logs</u>	Life of Equipment.	Paper		<input type="checkbox"/>
2012-41-LP	<u>Expense Reports</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-42-LP	<u>Financial Reports, Monthly (Copies)</u>	5 years.	Paper		<input type="checkbox"/>
2012-43-LP	<u>Incident/Accident Reports</u>	6 years.	Paper Electronic*		<input type="checkbox"/>
2012-44-LP	<u>Inventory of Equipment &amp; Materials</u>	Until revised and audited.	Paper Electronic*		<input type="checkbox"/>
2012-45-LP	<u>Invoices Billed by American Municipal Power (AMP) for AMP Services (Copies)</u>	1 year.	Paper		<input type="checkbox"/>
2012-46-LP	<u>Invoices Billed by OMLPS for Utility Services</u>	3 years provided audited.	Paper		<input type="checkbox"/>

Audited records: 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.



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2012-47-LP	<u>Invoices Received (Copies)</u>	1 year.	Paper		<input type="checkbox"/>
2012-48-LP	<u>Invoices Received (Originals)</u>	2 years provided audited.	Paper Electronic*		<input type="checkbox"/>
2012-49-LP	<u>Leases, Equipment</u>	2 years after expiration.	Paper		<input type="checkbox"/>
2012-50-LP	<u>Leave Requests</u>	2 years.	Paper		<input type="checkbox"/>
2012-51-LP	<u>Legal Case Files (Copies)</u>	10 years.	Paper		<input type="checkbox"/>
2012-52-LP	<u>Municipal Annual Budget (Copy)</u>	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-53-LP	<u>Municipal Publications &amp; Press Releases (Copies)</u>	Until superseded or no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-54-LP	<u>Newsletters (External)</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-55-LP	<u>Ohio Municipal Electric Generation Association (OMEGA) Joint Ventures</u>	25 years or until no longer of administrative value.	Paper Electronic*		<input checked="" type="checkbox"/>
2012-56-LP	<u>OMLPS Staff Meeting Minutes</u>	4 years.	Paper Electronic*		<input type="checkbox"/>

Audited records: 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.





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2012-57-LP	<u>OUPS (Ohio Utility Protection Service) Underground Service Location Requests</u>	3 years.	Paper		<input type="checkbox"/>
2012-58-LP	<u>Personnel Files (Copies)</u>	2 years after separation. Original in ACM/HR Department.	Paper Electronic*		<input type="checkbox"/>
2012-59-LP	<u>Photographic/Digital Image Files</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-60-LP	<u>Postal Receipts</u>	1 year.	Paper		<input type="checkbox"/>
2012-61-LP	<u>Power Plant Generation Daily Engine Logs</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-62-LP	<u>Power Plant Generation Daily Station Logs</u>	10 years.	Paper		<input type="checkbox"/>
2012-63-LP	<u>Power Plant Generation Daily Work Log</u>	4 years.	Paper		<input type="checkbox"/>
2012-64-LP	<u>Power Plant Generation Engine Inspections</u>	6 years.	Paper Electronic*		<input type="checkbox"/>
2012-65-LP	<u>Power Plant Generation Fuel/Oil Storage Inspection Sheets</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-66-LP	<u>Power Plant Generation Fuel Reports, Monthly</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>





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2012-67-LP	<u>Power Plant Generation Logs (Internal Use Only)</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-68-LP	<u>Power Plant Generation Peak Shaving and PJM (Pennsylvania, Jersey, Maryland Regional Transmission Organization) Demand Response Reports</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-69-LP	<u>Power Plant Generation Fuel Oil &amp; Lube Oil Storage Data</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-70-LP	<u>Power Plant Generation Usage Meter Confirmation Data (Natural Gas)</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-71-LP	<u>Project Files (All Divisions)</u>	15 years after project completion.	Paper		<input type="checkbox"/>
2012-72-LP	<u>Public Power News Publication - American Municipal Power</u>	Until no longer of administrative value	Paper Electronic*		<input type="checkbox"/>
2012-73-LP	<u>Public Utilities Commission (PUC) Minutes (Copies)</u>	5 years provided permanent copy is held by City Clerk.	Paper		<input type="checkbox"/>
2012-74-LP	<u>PUC Minutes – Audio Tape of PUC Meetings</u>	6 months provided meeting minutes have been approved.	Audio		<input type="checkbox"/>
2012-75-LP	<u>PUC Minutes Meeting Packets</u>	5 years.	Paper		<input type="checkbox"/>
2012-76-LP	<u>PUC Minutes – Reference Copies</u>	3 years.	Electronic*		<input type="checkbox"/>



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2012-77-LP	<u>Purchase Orders/Requisitions for Utility Services and Materials</u>	4 years.	Paper Electronic*		<input type="checkbox"/>
2012-78-LP	<u>Purchase Orders (Copies)</u>	3 years.	Paper Electronic*		<input type="checkbox"/>
2012-79-LP	<u>Record Requests (External)</u>	2 years.	Paper Electronic*		<input type="checkbox"/>
2012-80-LP	<u>Record Retention Compliance Forms</u> RC1, RC2, RC3, Inventory forms.	25 years after superseded. Permanent copy kept on file in Clerk's office.	Paper Electronic*		<input type="checkbox"/>
2012-81-LP	<u>Reference Publications &amp; Directories</u>	Until revised, superseded or obsolete.	Paper Electronic*		<input type="checkbox"/>
2012-82-LP	<u>Safety Meeting Agendas, Minutes &amp; Attendance Lists</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-83-LP	<u>Service Call Slips</u>	5 years.	Paper		<input type="checkbox"/>
2012-84-LP	<u>Spill Prevention Containment Control (SPCC) Plan Files</u>	Until superseded.	Paper		<input type="checkbox"/>
2012-85-LP	<u>Spill Prevention Containment Control (SPCC) Inspection Forms</u>	5 years.	Paper		<input type="checkbox"/>
2012-86-LP	<u>Studies (all utility divisions)</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>



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2012-87-LP	<u>Subject Files</u> This record series documents various projects, issues, programs, and activities overseen or managed by the office including but not limited to correspondence, printed emails, plans, proposals, presentations reports, and memoranda.	2 years, appraise for historical value.	Paper		<input checked="" type="checkbox"/>
2012-88-LP	<u>Supervisory Control And Data Acquisition (SCADA) Monthly Reports</u>	10 years.	Paper		<input type="checkbox"/>
2012-89-LP	<u>Telephone Logs &amp; Messages</u>	Until no longer of administrative value	Paper Electronic*		<input type="checkbox"/>
2012-90-LP	<u>Temporary Contracts</u> This record series consists of short-term or annual contracts including MOU's.	Retain until life of contract and audit has been completed and no action is pending.	Paper		<input type="checkbox"/>
2012-91-LP	<u>Test Questions &amp; Scores</u>	10 years, or when no longer of administrative value.	Paper		<input type="checkbox"/>
2012-92-LP	<u>Time Sheets</u>	1 year.	Paper		<input type="checkbox"/>
2012-93-LP	<u>Training Materials (All Formats)</u>	Until no longer of administrative value.	Paper Electronic*		<input type="checkbox"/>
2012-94-LP	<u>Trouble Call Reports (Call in Report) – Reports Prepared by Standby Personnel and Oberlin Police Department Related to After Hours Utility Requests</u>	5 years.	Paper		<input type="checkbox"/>
2012-95-LP	<u>Vehicle Inspections – Distribution</u>	Life of Equipment.	Paper		<input type="checkbox"/>



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2012-96-LP	<u>Vendor Files</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2012-97-LP	<u>Warehouse Inventory &amp; Material Issue Report – Monthly Inventory Reports of Materials Received and Issued.</u>	Until audited.	Paper Electronic*		<input type="checkbox"/>
2012-98-LP	<u>Water Treatment Inspections of Power Plant Cooling Towers</u>	Life of structure.	Paper		<input checked="" type="checkbox"/>
2012-99-LP	<u>Wholesale Power Invoices- American Municipal Power (AMP)</u>	10 years.	Paper		<input type="checkbox"/>
2012-100-LP	<u>Work Orders</u>	2 years.	Paper Electronic*		<input type="checkbox"/>

\*Retain electronic copy as long as intact and fully accessible.

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