



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

OHIO HISTORY CONNECTION
 JUNE 18 2024
 STATE AND LOCAL
 GOVERNMENT RECORDS

This retention schedule supersedes all previous retention schedules for the Electric Department approved by the Oberlin City Records Commission prior to June 18, 2024

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

Oberlin Municipal Light and Power

(local government entity)

(unit)

Drew Skolnicki

OMLPS Director

06/14/2024

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission
 Oberlin City Records Commission

440-775-7203

Records Commission

(telephone number)

Oberlin City Hall 85 South Main St.

Oberlin

44074

Lorain

(address)

(city)

(zip code)

(county)

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

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.

06-18-2024

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Government Records Archivist

6/27/2024

Signature

Title

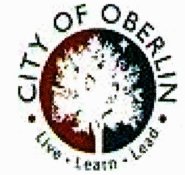
Date

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

City of Oberlin

(local government entity)

Electric Department

(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
2024-1-LP	<u>Annual Report – OMLPS Utility Operations</u>	Permanent.	Paper Electronic		<input checked="" type="checkbox"/>
2024-2-LP	<u>Annual Reports– Received by Director</u>	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-3-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"/>
2024-4-LP	<u>Audit Reports (Copies)</u>	2 years.	Paper Electronic		<input type="checkbox"/>
2024-5-LP	<u>Awards File – consists of paper certificates, plaques, newspaper accounts, etc.</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2024-6-LP	<u>Bids- Successful</u>	15 years after project completion.	Paper		<input type="checkbox"/>
2024-7-LP	<u>Bids-Unsuccessful</u>	2 years after contract let.	Paper		<input type="checkbox"/>
2024-8-LP	<u>Blueprints</u>	Permanent.	Paper Electronic		<input checked="" type="checkbox"/>



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2024-9-LP	<u>Budgets – Working Files</u>	5 years.	Paper Electronic		<input type="checkbox"/>
2024-10-LP	<u>Bulletins & Notices to Employees</u>	2 years.	Paper Electronic		<input type="checkbox"/>
2024-11-LP	<u>Certificates for Training</u>	2 years after separation.	Paper		<input type="checkbox"/>
2024-12-LP	<u>City and Utility Policies, Procedures, Rules & Regulations</u>	6 years after revised.	Paper Electronic		<input type="checkbox"/>
2024-13-LP	<u>City Council, Minutes of (Copies)</u>	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-14-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"/>
2024-15-LP	<u>Copies: Duplicates, Reading, Informational and Reference</u>	Retain until no longer of administrative value, then Destroy (No RC-4 Required)	Paper Electronic		<input type="checkbox"/>
2024-16-LP	<u>Contracts & Agreements</u>	15 years after expiration of termination.	Paper Electronic		<input type="checkbox"/>
2024-17-LP	<u>Correspondence and Inquiries</u>	Retain according to content if there is administrative value, if not then destroy	Paper Electronic		<input type="checkbox"/>



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2024-18-LP	<u>Correspondence (Unsolicited)</u>	Retain until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-19-LP	<u>Divisional Reports (all utility divisions)</u>	5 years and until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-20-LP	<u>Draft</u>	Until no longer of administrative value. (No RC-4 Required.)	Paper Electronic		<input type="checkbox"/>
2024-21-LP	<u>Drawings (includes as built, etc.)</u>	Until superseded; appraise for administrative value.	Paper Electronic		<input type="checkbox"/>
2024-22-LP	<u>Easements</u>	Permanent.	Paper		<input checked="" type="checkbox"/>
2024-23-LP	<u>Electric Load Data – City Electrical Consumption</u>	Permanent.	Paper		<input type="checkbox"/>
2024-24-LP	<u>Electric Load Data – Technical Services Report (paper)</u>	5 years.	Paper		<input type="checkbox"/>
2024-25-LP	<u>Electric Load Data – Technical Services Report (Electronic)</u>	Until no longer of administrative value.	Electronic		<input type="checkbox"/>
2024-26-LP	<u>Electric Meter Change Slips</u>	Permanent.	Paper		<input type="checkbox"/>
2024-27-LP	<u>Electric Meter Readings – Paper Books</u>	6 years.	Paper		<input type="checkbox"/>



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2024-28-LP	<u>Electric Meter Test Records</u>	20 years.	Paper		<input type="checkbox"/>
2024-29-LP	<u>Employee Applications –Successful (Copies)</u>	Employee separation plus 2 years.	Paper		<input type="checkbox"/>
2024-30-LP	<u>Employee Applications – Unsuccessful</u>	2 years.	Paper		<input type="checkbox"/>
2024-31-LP	<u>Environmental Protection Agency (EPA) Generator Reports (Quarterly, Semiannual, and Annual)</u>	Life of Equipment.	Paper Electronic		<input type="checkbox"/>
2024-32-LP	<u>Environmental Protection Agency (EPA) Transactions (all Levels of Government)</u>	10 years, appraise for historical and legal value.	Paper Electronic		<input type="checkbox"/>
2024-33-LP	<u>Environmental Protection Agency (EPA) Transactions (PTO water)</u>	10 years.	Paper Electronic		<input type="checkbox"/>
2024-34-LP	<u>Environmental Protection Agency (EPA) Transactions (PTO wastewater)</u>	10 years.	Paper Electronic		<input type="checkbox"/>
2024-35-LP	<u>Environmental Protection Agency (EPA) Transactions (Title V)</u>	10 years.	Paper Electronic		<input type="checkbox"/>
2024-36-LP	<u>Equipment Manuals and Repair/Test Logs</u>	Life of Equipment.	Paper		<input type="checkbox"/>
2024-37-LP	<u>Financial Reports, Monthly (Copies)</u>	5 years.	Paper		<input type="checkbox"/>



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2024-38-LP	<u>Incident/Accident Reports</u>	6 years.	Paper Electronic		<input type="checkbox"/>
2024-39-LP	<u>Inventory of Equipment & Materials</u>	Until revised and audited.	Paper 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"/>
2024-40-LP	<u>Invoices Billed by OMLPS for Utility Services</u>	3 years provided audited.	Paper		<input type="checkbox"/>
2024-41-LP	<u>Leases, Equipment</u>	2 years after expiration.	Paper		<input type="checkbox"/>
2024-42-LP	<u>Leave Requests</u>	2 years.	Paper		<input type="checkbox"/>
2024-43-LP	<u>Legal Case Files (Copies)</u>	10 years.	Paper		<input type="checkbox"/>
2024-44-LP	<u>Municipal Annual Budget (Copy)</u>	2 years.	Paper Electronic		<input type="checkbox"/>
2024-45-LP	<u>Municipal Publications & Press Releases (Copies)</u>	Until superseded or no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-46-LP	<u>Ohio Municipal Electric Generation Association (OMEGA) Joint Ventures</u>	25 years or until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-47-LP	<u>OMLPS Staff Meeting Minutes</u>	4 years.	Paper Electronic		<input type="checkbox"/>



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2024-48-LP	<u>OUPS (Ohio Utility Protection Service) Underground Service Location Requests</u>	3 years.	Paper		<input type="checkbox"/>
2024-49-LP	<u>Personnel Files (Copies)</u>	2 years after separation. Original in ACM/HR Department.	Paper Electronic		<input type="checkbox"/>
2024-50-LP	<u>Photographic/Digital Image Files</u>	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-51-LP	<u>Power Plant Generation Daily Engine Logs</u>	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-52-LP	<u>Power Plant Generation Daily Station Logs</u>	10 years.	Paper		<input type="checkbox"/>
2024-53-LP	<u>Power Plant Generation Daily Work Log</u>	4 years.	Paper		<input type="checkbox"/>
2024-54-LP	<u>Power Plant Generation Engine Inspections</u>	6 years.	Paper Electronic		<input type="checkbox"/>
2024-55-LP	<u>Power Plant Generation Fuel/Oil Storage Inspection Sheets</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2024-56-LP	<u>Power Plant Generation Fuel Reports, Monthly</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2024-57-LP	<u>Power Plant Generation Logs (Internal Use Only)</u>	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>



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2024-58-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"/>
2024-59-LP	<u>Power Plant Generation Fuel Oil & Lube Oil Storage Data</u>	3 years.	Paper Electronic		<input type="checkbox"/>
2024-60-LP	<u>Power Plant Generation Usage Meter Confirmation Data (Natural Gas)</u>	3 years.	Paper Electronic		<input type="checkbox"/>
2024-61-LP	<u>Project Files (All Divisions)</u>	15 years after project completion.	Paper		<input type="checkbox"/>
2024-62-LP	<u>Public Power News Publication - American Municipal Power</u>	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
2024-63-LP	<u>Public Utilities Commission (PUC) Minutes (Copies)</u>	5 years provided permanent copy is held by City Clerk.	Paper		<input type="checkbox"/>
2024-64-LP	<u>PUC – Audio and Visual Recording of Meetings</u>	Until minutes have been approved and are no longer of administrative value	Electronic		<input type="checkbox"/>
2024-65-LP	<u>PUC Minutes Meeting Packets</u>	5 years.	Paper		<input type="checkbox"/>
2024-66-LP	<u>PUC Minutes – Reference Copies</u>	3 years.	Electronic		<input type="checkbox"/>



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2024-67-LP	<u>Purchase Orders/Requisitions for Utility Services and Materials</u>	4 years.	Paper Electronic		<input type="checkbox"/>
2024-68-LP	<u>Purchase Orders (Copies)</u>	3 years.	Paper Electronic		<input type="checkbox"/>
2024-69-LP	<u>Record Requests (External)</u>	2 years.	Paper Electronic		<input type="checkbox"/>
2024-70-LP	<u>Record Retention Compliance Forms RC1, RC2, RC3, RC4</u>	Permanent	Paper Electronic		<input type="checkbox"/>
2024-71-LP	<u>Record Retention Compliance Forms Inventory Forms</u>	Until revised, obsolete, or superseded	Paper Electronic		<input type="checkbox"/>
2024-72-LP	<u>Reference Publications & Directories</u>	Until revised, superseded or obsolete.	Paper Electronic		<input type="checkbox"/>
2024-73-LP	<u>Service Call Slips</u>	5 years.	Paper		<input type="checkbox"/>
2024-74-LP	<u>Spill Prevention Containment Control (SPCC) Plan Files</u>	Until superseded.	Paper		<input type="checkbox"/>
2024-75-LP	<u>Spill Prevention Containment Control (SPCC) Inspection Forms</u>	5 years.	Paper		<input type="checkbox"/>
2024-76-LP	<u>Studies (all utility divisions)</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>



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2024-77-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 type="checkbox"/>
2024-78-LP	<u>Supervisory Control And Data Acquisition (SCADA) Monthly Reports</u>	10 years.	Paper		<input type="checkbox"/>
2024-79-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"/>
2024-80-LP	<u>Test Questions & Scores</u>	10 years, or when no longer of administrative value.	Paper		<input type="checkbox"/>
2024-81-LP	<u>Training Materials (All Formats)</u>	Until no longer of administrative value.	Paper Electronic		<input type="checkbox"/>
2024-82-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"/>
2024-83-LP	<u>Vehicle Inspections – Distribution</u>	Life of Equipment.	Paper		<input type="checkbox"/>
2024-84-LP	<u>Vendor Files</u>	Until no longer of administrative value.	Paper		<input type="checkbox"/>
2024-85-LP	<u>Warehouse Inventory & Material Issue Report – Monthly Inventory Reports of Materials Received and Issued.</u>	Until audited.	Paper Electronic		<input type="checkbox"/>



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2024-86-LP	<u>Water Treatment Inspections of Power Plant Cooling Towers</u>	Life of structure.	Paper		<input type="checkbox"/>
2024-87-LP	<u>Work Orders</u>	2 years.	Paper Electronic		<input type="checkbox"/>