Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION
DEC 10 2025
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: Local Government Unit ***(To complete this form online, use "tab" key to jump from box to box.)***

Clermont County Water Resources Department – Customer Service	8524
(Local government entity)	(Unit)

Kara Philpot	Kara Philpot	Supervisor	9/11/25
(Signature of responsible official)	(Name)	(Title)	(Date)

Section B: Records Commission

Clermont County Records Commission	(513) 735-8660
Records Commission	(Telephone number)

2425 Clermont Center Drive	Batavia	45103	Clermont
(Address)	(City)	(Zip code)	(County)

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

Claire B. Corcoran	12/3/2025
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

Connie Conner Digitally signed by Connie Conner Date: 2026.02.02 12:28:14 -05'00'	Government Records Archivist	
Signature	Title	Date

Section D: Auditor of State

Martin E. Meeks Digitally signed by Martin E. Meeks Date: 2026.02.13 15:03:25 -05'00'		
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

Schedule of Records Retention and Disposition

Water Resources-Customer Service (Local government entity)

8524 (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
8524-01	Applications for Water & Sewer Service	Permanent	Paper/Electronic		☐
8524-02	Bankruptcy Records	1 year after lien paid / discharged	Paper/Electronic		☐
8524-03	Billing Adjustments	2 years	Paper/Electronic		☐
8524-04	Billing Summaries	2 years	Paper/Electronic		☐
8524-05	Cash Receipts	2 Years	Paper/Electronic		☐
8524-06	Certification Records (Copy & Computer printout)	Until Certification Expires Original at the Auditors	Paper/Electronic		☐
8524-07	Customer Database – Includes name, billing information, service address, account transactions, daily summaries, and daily receipts	Continually updated	Electronic		☐
8524-08	General Application for Permit & plan (water & sewer tap records)	Permanent	Prior to 2020 – Paper/Microfilm 2021 to Current – Electronic (EnerGov database)		☐
8524-09	Work Orders	2 years	Paper/Electronic		☐