

**CITY OF CINCINNATI  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	Commission Chairman	Ohio Historical Society Representative	Ohio Auditor of State Representative
Buildings & Inspection			80-1	ACCIDENT REPORTS-ELEVATORS (report of accidents occurring in/on elevators in the city)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-1	ACCIDENT REPORTS-ELEVATORS (report of accidents occurring in/on elevators in the city)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-10	CASE FILES - BOARD OF HOUSING APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-10	CASE FILES - BOARD OF HOUSING APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-12	CITY BULLETINS (record copy in Municipal Library)	Current year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-13	CLAIM VOUCHERS (of this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-14	COMPLAINTS (written complaints from citizens - regarding which no orders were issued by inspectors)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-15	DECISIONS - BOARD OF ZONING APPEALS (formal decisions on cases issued by Zoning Appeals Board)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-15	DECISIONS - BOARD OF ZONING APPEALS (formal decisions on cases issued by Zoning Appeals Board)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-16	DECISIONS - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS (formal decision of Director regarding zoning cases)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-16	DECISIONS - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS (formal decision of Director regarding zoning cases)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-17	INSPECTION REPORTS - ELEVATORS (includes inspection reports on passenger and freight elevators and safety reports)	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-17	INSPECTION REPORTS - ELEVATORS (includes inspection reports on passenger and freight elevators and safety reports)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-18	MINUTES OF THE ZONING APPEALS BOARD	Permanent	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-19	MONTHLY REPORTS (summary of activity - permits issued, inspections completed, etc. on a monthly basis)	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-19	MONTHLY REPORTS (summary of activity - permits issued, inspections completed, etc. on a monthly basis)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-2	ACTIVITY REPORTS (employees reports of activity or work accomplished)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-20	ORDERS AND PERMITS FILES (includes permit applications, permits, correspondence, inspectors' notes and sketches, may include certificate of occupancy)	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-20	ORDERS AND PERMITS FILES (includes permit applications, permits, correspondence, inspectors' notes and sketches, may include certificate of occupancy)	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-21	PAYROLL VOUCHERS (of this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-22	PERMITS (filed by permit number)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-23	PERSONNEL FILES (for this department--file folders or card files regarding employees' employment records - record copy in Personnel Department)	1 year after termination of employment	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-24	PLANS (final approved plans of buildings for which permits have been issued) Note:All plans after 1968 should be placed on microfilm. Earlier plans have been reviewed separately and have been scheduled on a One Time Disposal Application for this department.	Until microfilmed, then destroy	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-24	PLANS (final approved plans of buildings for which permits have been issued) Note:All plans after 1968 should be placed on microfilm. Earlier plans have been reviewed separately and have been scheduled on a One Time Disposal Application for this department.	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-25	PURCHASE ORDERS (for this department - record copy in Purchasing Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-26	REQUISITIONS (for this department-record copy in Purchasing Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-27	SOLICITOR'S OPINIONS (for this department-record copy in Law Department)	Review for disposal after 5 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-28	SPECIAL PROGRAM INSPECTION RECORDS (inspection reports on special programs such as the Neighborhood Improvement Program where no construction work took place)	7 Years after termination of progress	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-29	TRAVEL EXPENSE REPORTS (for this department - record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-3	ANNUAL BUDGET (of this department)	Permanent	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-4	ANNUAL REPORT (of this department-record copy in Municipal Library)	5 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-48	GENERAL CORRESPONDENCE	1 Year then review for disposal	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-5	ANNUAL INSPECTION REPORTS - HOUSING (inspection reports of rooming houses, fraternity houses, etc.)	5 years, provided any and all violations have been corrected	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-6	ATTENDANCE REPORTS (of this department-record of employee attendance, vacation, and sick leave)	Current + 3 years	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-7	CASE FILES - BOARD OF ZONING APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-7	CASE FILES - BOARD OF ZONING APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-8	CASE FILES - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-8	CASE FILES - DIRECTOR OF BUILDINGS & INSPECTIONS HEARINGS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-9	CASE FILES - BOARD OF BUILDING STANDARDS & APPEALS	5 years, then microfilm.	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			80-9	CASE FILES - BOARD OF BUILDING STANDARDS & APPEALS	Permanent	Microfilm	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Buildings & Inspection			98 1	Orders and Permit Files	Until microfilmed, then destroy	Paper	05/08/1998	Langevin, William E.	Annett, Lawrence P.	Wildermuth, Jane	Meeks, Martin E.
Buildings & Inspection			98-1 A	Orders and Permit Files	Permanent	Microfilm	05/08/1998	Langevin, William E.	Annett, Lawrence P.	Wildermuth, Jane	Meeks, Martin E.
Buildings & Inspection			98-3	Plans-final approved plans of buildings for which permits have been issued.	Until microfilmed, then destroy	Paper	05/08/1998	Langevin, William E.	Annett, Lawrence P.	Wildermuth, Jane	Meeks, Martin E.
Buildings & Inspection			98-3 (Revised)	Plans - final approved plans of buildings and other structures for which permits have been issued.	Until scanned and saved to digital media. If identified for historical value, offered to the University of Cincinnati Archives	Paper	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas A.	Meeks, Martin E.
Buildings & Inspection			98-3 A	Plans - final approved plans of buildings and other structures for which permits have been issued.	Non specified, ergo perpetual	Digital media	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas A.	Meeks, Martin E.
Buildings & Inspection			98-3 A	Plans-final approved plans of buildings for which permits have been issued.	Permanent	Microfilm	05/08/1998	Langevin, William E.	Annett, Lawrence P.	Wildermuth, Jane	Meeks, Martin E.
Buildings & Inspection			98-4 A 1	Specifications to plans and permits	Until microfilmed, then destroy	Paper	05/08/1998	Langevin, William E.	Annett, Lawrence P.	Wildermuth, Jane	Meeks, Martin E.
Buildings & Inspection			98-4 A 2	Specifications to plans and permits	Permanent	Microfilm	05/08/1998	Langevin, William E.	Annett, Lawrence P.	Wildermuth, Jane	Meeks, Martin E.
Buildings & Inspection			98-4a 1 (Revised)	Specifications to plans and permits. All major plans identified for historical value will be offered to the University of Cincinnati Archives	Until scanned and saved to digital media. If identified for historical value, offered to the University of Cincinnati Archives	Paper	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas A.	Meeks, Martin E.
Buildings & Inspection			98-4a 2 (Revised)	Specifications to plans and permits. All major plans identified for historical value will be offered to the University of Cincinnati Archives	Non specified, ergo perpetual	Digital media	11/06/1998	Mercer, David	Annett, Lawrence P.	Burke, Thomas A.	Meeks, Martin E.
Cincinnati Park Board	Administration	Library	17-1	Accident Reports - Public Claims	2 years providing no claim pending	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-10	Bank Deposit Receipts	3 years provided audited. 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.	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-11	Bank Deposit Statements	3 years provided audited	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-12	Bank Statements	3 years provided audited	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-13	Cash Book - Receipts	3 yrs. After last entry provided audited. 10 Years after audit	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-14	Cash Statements	3 yrs. After last entry provided audited. 10 Years after audit	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-15	Cash Receipts Schedule	3 Years provided audited	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-16	City Council Reports (FYI, Responses)	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-17	Commissioners Emails	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-18	Commissioners Fund Report	3 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-19	Commissioners Reports RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-2	Accident and Injury Reports-Employees and Workers Compensation	3 years after separation from employment	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-20	Contracts/Leases	8 years after expiration	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-21	Official Correspondence; Routine Form Letters, Memorandums	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-22	Data/Documents - Electronic back-up for Department	2 years	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-23	Deeds RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board			17-24	Easement RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Cincinnati Park Board		17-25	Employee Personnel Files: (application/resume, compensation report, performance evaluations, employee greensheets, disciplinary action record, information file, retirement reports)	5 years after separation of employment	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-26	Encumbrance and Expenditure Journal	7 years provided audited	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-27	Equipment Inventories	2 years minimum plus complete lifecycle of equipment	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-28	Equipment Maintenance Record	Life of equipment	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-29	Facility Inventories and Assessments	2 years minimum plus complete lifecycle of equipment/building	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-3	Administrative Policies and Procedures	Until terminated or superseded	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-30	Facility Maintenance Records	Life of facility	Paper/Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-31	Facility Rental Permits	2 years	Paper/Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-32	Fuel Report	3 years	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-33	Grants and Grant Applications	3 years, provided audited	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-34	Incident Forms	2 years providing no pending claim	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-35	Job Orders	3 Years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-36	Legal notices (copies)	5 Years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-37	Legal Opinions	Until superseded	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-38	Liquor Permits (copies)	3 years after expiration	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-39	Magazines	Assess for historical value	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-4	Aerial Photographs route to Park Board Library RC-3 Required	Appraise for historical value	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-40	Maps and Plans of Park Property RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-41	Maintenance Orders/Requests	2 years/no action pending	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-42	Maintenance Records	2 years minimum plus complete lifecycle of equipment/building	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-43	Master Plans and Renderings RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-44	Medical Files	5 years after last contact with employee	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-45	Minutes of Board of Park Commissioners meeting RC-3 Required	Permanent	Electronic/Paper/ Microfiche	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-46	Monthly Reports/Meeting Packets to Park Board RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-47	Nature Education Program Materials and Reports RC-3 Required	Assess for historical value	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-48	Newsletters-Backyard Buzz RC-3 Required	Assess for historical value	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-49	Newspaper Clippings	Assess for historical value	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-5	Annual Budget - Park Department route to Park Board Library	5 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-50	Park Buildings, Facilities, Structures, & Utilities Plans RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-51	Parks Business Plan-Department's annual Goals/Objectives	5 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-52	Payroll Records (Employee Time Sheets, Form 25 Leave Forms, Overtime Forms, Temporary Transfer Forms)	3 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-53	Permits - Special Use parks/facility reservations.	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-54	Pesticide Application Records	5 years after application	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-55	Photographs, Negatives, Slides RC-3 Required	Appraise for historical value/none destroy	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-56	Planning Reports RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-57	Plant Inventories	Until revised	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-58	Press/News Releases	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-59	Project Files - Programs, Special Events	Appraise for historical value/none destroy	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-6	Park Board Issued Invoices	3 years provided audited	Electronic/Paper	05/14/2024	Barron, Jason			

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Cincinnati Park Board		17-60	Parks Project Files/Construction Documents RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-61	Project Maps and Plans and Master Plans RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-62	Project reports: Scout activities, Day Camp, Explorer Club, Special Programs RC-3 Required	Assess for historical value	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-63	Property Records (Leases, Inventories, Rights-of-Entry) RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-64	Purchase Order and Requisitions	3 years provided audited. 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.	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-65	RFQs/RFPs, Responses, Selection Material	2 years after project award	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-66	Receipt Books and Receipts	3 years provided audited	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-67	Record Requests	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-68	Reference Material	Until superseded or replaced	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-69	Reports - drafts, general notes	Until superseded/ finalized	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-7	Annual Financial Report - route to Park Board Library	5 years providing audited	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-70	Resolutions RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-71	Request for Legal Services Forms	2 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-72	Right of Entry Requests	1 year after expiration	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-73	Rules and Regulations	Until superseded	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-74	Safety - Information on Equipment	Life of equipment	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-75	Sales Tax Record	4 years provided audited	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-76	Scrap Books RC-3 Required	Assess for historical value	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-77	Site Plans/Landscape Plans RC-3 Required	Permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-78	Specifications "Projects"	8 years after completion	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-79	Statistical Reports	1 year, if incorporated into annual report, otherwise permanent	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-8	Annual Reports - route to Park Board Library RC-3 Required	Permanent	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-80	Street Planting Improvement Proposals	5 years after completion of final project	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-81	Temporary Easement	1 year after expiration	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-82	Unemployment Compensation Case Files	1 year after case closed	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-83	Public Engagement Surveys and Results	3 years	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-84	Social Media Content/Park Board Meeting Recordings	1 year	Electronic	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-85	Vehicle Maintenance Records	Life of vehicle	Electronic/Paper	05/14/2024	Barron, Jason			
Cincinnati Park Board		17-9	Urban Forestry Assessment Documents	5 Years	Electronic/Paper	05/14/2024	Barron, Jason			
Citizen Complaint & Internal Audit		14-010	Audit Working Papers	3 yrs from Audit issue or resolution of legal action	Paper and Electronic	9/9/2014	Glenn, Kenneth E.	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Citizen Complaint & Internal Audit		14-011	Audit Reports	10 years	Paper and Electronic	9/9/2014	Glenn, Kenneth E.	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Citizen Complaint & Internal Audit		14-015	Audit Work Plan	3 years from plan year	Paper and Electronic	9/9/2014	Glenn, Kenneth E.	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Citizen Complaint & Internal Audit		14-021	Continuing Education Records	2 Years from end of compliance period	Paper and Electronic	9/9/2014	Glenn, Kenneth E.	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Citizen Complaint Authority		23-001	Correspondence -- General Office Interdepartmental Memos	2 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority		23-002	Correspondence -- General Outside sources	2 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Citizen Complaint Authority			23-003	Payroll records bi-weekly	3 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-004	Vouchers	3 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-005	Investigative Files	5 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-006	Interview files	5 years	CD and Electronic Media	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-007	Investigative DVD/MVR/BWC	5 years	DVD/MVR and Electronic Media	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-008	Purchase Orders	3 years	Paper	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-009	Employee Travel Expense Records	3 years	Paper	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-010	Budget	3 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-011	Board Meeting Minutes	5 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-012	Manuals and Handbooks	Until obsolete	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-013	Records Request	2 years + current	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-014	Employee ID Badge	Destroy upon termination	Plastic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-015	Accident Report	3 years After claim is settled	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-016	Records Retention Documents	5 years	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citizen Complaint Authority			23-017	Cash Receipts	3 years Provided audited	Paper and Electronic	5/26/2023	Davis, Gabriel	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Council			17-013	Liquor License Requests	Current year plus 5	Paper/Electronic	06/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager	All departments, office, boards, commissions and locations		07-003	Form 13S - Telephone Message	Until no longer administratively necessary; Erase without Form RC-3	Paper	09/24/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	All departments, office, boards, commissions and locations		07-004	Public Records Request/Response forms	2 years plus the current year	Paper	09/24/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City of Cincinnati		09-001	Drafts	Until no longer administratively necessary. Destroy without RC-3E	All	11/13/2009	Dohoney, Milton Jr.	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
City Manager	City of Cincinnati		09-002	Copies - Reading/Informational/Reference	Until no longer administratively necessary. Destroy without RC-3E	All	11/13/2009	Dohoney, Milton Jr.	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
City Manager	City Planning Commission		86-1	Annual Report (of this department - record copy in Municipal Library)	5 years (send copy to Municipal Library)	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-10	Policies & Procedures (for this department - letters, memos, & other written directives)	Until superseded or revised	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-11	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-12	Requisitions (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager	City Planning Commission		86-13	Solicitor's Opinions (for this department - record copy in Law Department)	Review for disposal after 5 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-14	Travel Expense Reports (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-15	Correspondence - Chronological Files (letters also filed by subject in Project Files, Source Files, & Subject Files)	5 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-16	Calendar, Minutes, & Staff Reports (arranged chronologically and filed in binders, record of minutes of City Planning Commission and staff reports)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-17	Minutes of the City Planning Commission (bound volumes - record of City Planning Commission Meetings) Note: Volumes dating from 1918 to 1969 should be microfilmed for security purposes. The Calendar, Minutes, & Staff Reports (binder copies) cover the years after 1969.	Permanent	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-18	Index to Minutes (card file index to City Planning Commission Minutes)	Permanent	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-19	Project Files* (file folders arranged alphabetically by subject, containing information re: street dedications, street vacations, zone changes, street tree planing program, neighborhood studies & reports, minor streets privileges, property acquisition, building permits - staff reports, correspondence, & other CPC reports)* Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-2	Annual Budget (of this department)	5 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-20	Source Files * (file folders arranged alphabetically by subject, contains mostly informational materials - brochures, reports, correspondence, many concerning organizations, agencies outside city government) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-21	Street Files (file folders arranged alphabetically by name of street, shows interdepartmental correspondence, report of city engineer, copy of ordinance, report of CPC)	Permanent	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-22	Subject Files* (file folders arranged alphabetically by subject, may contain newspaper clippings, correspondence, newsletters re: various programs, proposals, & topics) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-23	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-24	Zoning Case Files (file folders arranged by section number, containing application for change, photograph of property, plat, CPC report, i.d. reports & correspondence, petitions, summary of hearings, correspondence, legal description)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-25	Zoning Case Files - Group Housing Modifications (zoning cases re: hospitals, schools, etc.)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-26	Zoning Maps	Permanent	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-27	Zoning Correspondence File* (miscellaneous letters and memos)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 5 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-28	Zoning Material File* (correspondence & reports re: development of city zoning ordinances)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal 5 years after completion of new zoning ordinances	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager	City Planning Commission		86-29	Division of Land Files - City (file folders arranged alphabetically by street name, containing application for division of land, sketch of proposed division)	Retain paper copy for 5 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-3	Attendance Report (for this department - shows employee's record of vacation, sick leave, & hours worked)	Current + previous 3 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-30	Division of Land Files - County (1924-1963)	Retain paper copy until microfilmed, then destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	Retain paper copy 5 years after case is closed, then microfilm (fiche). Then destroy paper copy, retain microfilm permanently.	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-32	Subdivision Files - County (1924-1963)	Retain paper copy until microfilmed, then destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-33	Maps, Drawings, Plans	Retain final copy of all approved (& utilized) plans & project drawings permanently. Microfilm for security. Other maps, drawings, plans should be reviewed by staff & archivist for preservation after 10 years.	Microfilm/Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-34	Studies & Reports (formal studies or reports on neighborhoods, transportation, city problems, etc.)	Retain two copies of each report/study permanently.	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-4	City Bulletin (for this department - record copy in Municipal Library)	Current year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-5	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-6	Correspondence (general letters and memos)	Review for disposal after 5 years	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-7	Newsletters (from organizations & agencies outside of city government)	Current + previous year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-8	Payroll Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Planning Commission		86-9	Personnel Files (for this department - record copy in Personnel Department)	Termination of employment + 1 year	Paper	03/10/1986	Illegible	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	City Records Commission		06-001	Forms RC-1 and RC-1E Application for One-Time Disposal of Obsolete Records	Current year plus previous 25	Paper	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-002	Forms RC-2 and RC-2E Schedule of Records Retention and Disposition	Current year plus previous 25	Paper	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-003	Forms RC-3 and RC-3E Certificate of Records Disposal	Current year plus previous 25	Paper	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-004	Forms RC-4 Department Log of Retention Schedules	Until Superseded	Magnetic Disk	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-005	Forms RC-5 City of Cincinnati Log of Retention Schedules	Until Superseded	Magnetic Disk	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-006	Meeting Agendas - City Records Commission	Current year plus previous 5	Magnetic Disk	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager	City Records Commission		06-007	Meeting Minutes - City Records Commission	Current year plus previous 25	Paper	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-008	Correspondence - Official	Current year plus previous 2	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-009	Correspondence - Routine	Current year plus previous 1	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	City Records Commission		06-010	Correspondence - Transitory	Until administrative purpose served	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, Lt. Stephen R.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager	Department of Economic Development		92-1	PROJECT FILES - public improvements, correspondence, budgets, grants, appraisals, acquisition, relocation (unless there is litigation pending)	3 Years after completion	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-10	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-11	FINANCIAL DOCUMENTS - budget working papers, purchase orders, requisitions, Community Budget Request Forms	3 Years provided audited if necessary	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-12	STATEMENT OF BALANCES	Current Year + 2 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-13	PUBLICATIONS AND REPORTS - issued by this department	3 Years - 1 copy each to Municipal Reference Library and PAMMS	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-14	CITY BULLETINS - department copy	3 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-15	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-16	MISCELLANEOUS - Department copy of Civil Service Commission minutes, job opportunity notices	6 Months	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-17	PERSONNEL FILES - Duplicated in Personnel Department	3 Years after termination, 1 Year after retiring	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-18	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-19	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports.	3 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager	Department of Economic Development		92-20	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Approved	10 Years from date of loan	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-20 A	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Rejected	1 Year after application	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-3	DAY LETTER FILES	Current Year + Previous Year	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-4	DEVELOPMENT AGREEMENTS - (Contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants	3 Years after completion of services	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-6	ENTERPRISE ZONE AGREEMENTS	3 Years after term of agreement	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-8	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications	10 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	Department of Economic Development		92-9	FINANCIAL REPORTS - monthly revenue and expense reports, fund status reports, cash receipts schedules	5 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Burke, Thomas A.	Brannick, John A.
City Manager	General Services	Parking Facilities	96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	General Services	Parking Facilities	96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Convention Center	94-1	Accounts Receivable Schedules	3 Years, provided payments received and audited.	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager	Public Utilities	Convention Center	94-10	Completed Event Files	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-11	Construction Contracts and Agreements	15 Years after expiration	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-12	Correspondence (general letters)	5 Years, review for disposal	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-13	Credit Card Receipts/Charges	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-14	Crowd Control - security form	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-15	Detail Entry Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-16	Employee Accidents/Injury Reports	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-17	Encumbrance Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-18	Exhibitor Service Files - usage of utilities by exhibitors by event	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-19	Expense Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-2	Bid & Bid Computations	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-20	First Aid Records - security form	10 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-21	Grievance Hearings	3 Years, until resolved	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-22	1971-1984 Guard Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-23	Interdepartmental Billing & Schedule	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-24	Invoices - sent to leasees and exhibitors	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-25	Job Opportunities - posted from City Hall Personnel Office	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-26	Maintenance Records	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-27	Municipal Garage Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-28	Objectives	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-29	Ogden Food Service	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-3	Blanket Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-30	Ordinances	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-31	Parking Record Sheets - 1977-1979 prior to expansion	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-32	Payroll	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-33	Personnel Records	5 Years after termination of employment	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-34	Photographs	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-35	Purchase Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-36	Requisitions	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-37	Revenue Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-38	Statement of Balances	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-39	Table of Organization	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-4	C.G. & E. Computer Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-40	Turnstiles	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-41	Vouchers	7 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-42	Vouchers Paid Report	5 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-43	Work Orders	3 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-5	Cancelled Event Contracts	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-6	Cancelled Event Options	2 Years	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-7	Cash Receipt Schedules	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager	Public Utilities	Convention Center	94-8	Cincinnati Concessions	Permanent	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Convention Center	94-9	City Bulletin	1 Year	Paper	11/08/1994	Lewis, Dave E.	Annett, Lawrence P.	Brannick, John A.	Williams, Joseph H.
City Manager	Public Utilities	Parking Facilities	96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Public Utilities	Parking Facilities	96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
City Manager	Research, Evaluation and Budget		86-1	CAPITAL IMPROVEMENT PROJECTS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	03/10/1986	Weg---, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	Research, Evaluation and Budget		86-2	COMMUNITY DEVELOPMENT RECORDS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	03/10/1986	Weg---, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	Research, Evaluation and Budget		86-3	CITY OF CINCINNATI ANNUAL REPORT, OPERATING BUDGET DOCUMENT, CD BUDGET DOCUMENT, CIP BUDGET DOCUMENT	2 COPIES PERMANENTLY. ONE SHELF COPY IN REB DIRECTOR'S OFFICE. ONE COPY TO MUNICIPAL REFERENCE LIBRARY	PAPER	03/10/1986	Weg---, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	Research, Evaluation and Budget		86-4	GENERAL CORRESPONDENCE (INCOMING LETTERS AND REPLIES OF R.E.B.)	3 YEARS	PAPER	03/10/1986	Weg---, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager	Research, Evaluation and Budget		86-5	REB INTERNAL ORGANIZATION RECORDS, INTERNAL FINANCIAL RECORDS, INTERNAL TIME SHEETS AND PAYROLL RECORDS	3 YEARS	PAPER	03/10/1986	Weg---, Thomas W.	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Manager's Office	Economic Development		2012-01	Sidewalk Vending Applications & Leases	5 Years	Paper	03/16/2012	Fischer, William S.	Combs, Cindy M.	Elizabeth Lombardo	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-01	Affidavit of Compliance (Prevailing Wage & Living Wage)	2 years after project is closed	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-02	Agendas - Staff Meetings	Current year plus previous 2 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-03	Appeals Files (Contract Compliance Advisory Board; Certification Advisory Board)	2 years after final City Manager determination	Electronic (Paper for cases that pre-date Jan 1, 2016)	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-04	Bodily Injury to Non-Employee Damage to Municipal Vehicle or Property	2 years after incident if no legal action was filed; 1 year after final resolution of litigation, including exhaustion of all appeals	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-05	Budget Preparation Documents (working papers)	Current year plus previous 3 years	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-06	Business Training Center Course Records: (Class Schedule, Syllabi, Course Materials, Presentations, Sign-in Sheets)	Current academic year plus previous 4	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-07	Cash Receipt Schedules (originals to Finance)	1 year	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-08	Certification Application Files (applications, questionnaires, notes, documents submitted in support of applications, decisions)	2 years after certification expires, is deactivated or is revoked	Paper or Electronic for applications submitted prior to 01/01/2016; Electronic for applications submitted on or after 01/01/2016.	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-09	Certification Revocation Files	2 years after certification is revoked	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Economic Inclusion	16-10	Complaints (Wage Theft, Living Wage, Prevailing Wage)	Current year plus previous 2 years	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-11	Contracts & Agreements	8 years after termination for contracts that terminate after 9/27/12; Contracts terminated between 9/28/05 and 9/27/12 will be retained until 9/28/2020	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-12	Correspondence - General (including emails but excluding spam or unsolicited bulk mail)	Current year plus previous 2 years	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-13	Correspondence - Spam or Unsolicited Bulk Mail (including emails)	Transitory - No retention	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-14	Council Reports: Annual and Quarterly SBE, MBE and WBE Reports (originals filed with Clerk of Council)	5 years	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-15	Council Reports: Living Wage Memoranda (originals filed with Clerk of Council)	3 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-16	Council Reports: Responses to Motions (originals filed with Clerk of Council)	2 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-17	Delivery Slips/Packing Slips	1 year	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-18	Determination of Underpayment	Current year plus previous 2 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-19	Disaster/Security Plans	Until superseded	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-20	Disparity Study Final Report (originals filed with Clerk of Council)	For the later of 10 years or until superseded by subsequent disparity study final report	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-21	EEO Forms	2 years after project is closed	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-22	Employee Records: Commendations, Promotions	Place in personnel files	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-23	Employee Records: Court Orders and Garnishment Orders	Until employee terminates, order expires, or order is rescinded	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-24	Employee Records: Disciplinary Action	Place in personnel files	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-25	Employee Records: Income Tax Withholding Certificate	3 years after termination of employment, provided audited	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-26	Employee Records: Injury Report	Place in personnel files	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-27	Employee Records: Leave Balances/Reports (Biweekly report of leave use and balances)	Until incorporated in annual leave balance report	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-28	Employee Records: Leave Balances/Reports (annual employee leave use/balance report)	Current year plus previous 5	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-29	Employee Records: Leave Balances/Report (individual employee)	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-30	Employee Records: Leave Requests (all types)	Current year plus previous 3, provided balances journalized	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-31	Employee Records: Letter of Appointment	Place in personnel files	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-32	Employee Records: Letter of Resignation	Place in personnel files	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-33	Employee Performance Evaluations	Place in personnel files	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-34	Employee Records: Personnel Files	Forward to new department if employee transfers within the City; otherwise, 2 years after termination, resignation or retirement.	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-35	Employee Records: Withholding Payment Record	Current year plus previous 6 years, provided audited	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-36	Encumbrance documents	Current year plus previous 3 years	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-37	Expense Records/Mileage Reports for Site Visits	Current year plus previous 2 years, provided audited	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-38	Goal Determination Sheets; Waiver Requests/Approvals	1 year following final payment under the contract, termination or expiration of the contract; 2 years for those that did not result in a contract	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-39	Interdepartmental Bills (originals to Finance)	1 year	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-40	Invoices & Supporting Documents	Current year plus previous 3 years	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-41	Memoranda (Other than Council Reports)	Current year plus previous 3 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-42	Minutes of Staff Meetings	Current year plus previous 2 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-43	Petty Cash Record	Current year plus previous 3 years, provided audited	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-44	Policies and Procedures Manual	Until superseded	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion	16-45	Presentations (non-Business Center Training Classes)	Current year plus previous 3 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Economic Inclusion		16-46	Prevailing Wage Certified Payrolls	3 years after project completion	Paper or Electronic (depending on form in which submitted)	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-47	Press/News Releases	Current year plus previous 3 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-48	Purchase Orders/Requisitions (original)	3 years	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-49	Receipts/Receipt Books	Current year plus previous 2 years, provided audited	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-50	Records Requests - Request (if written) and copies of records released	Current year plus previous 2 years	Paper or Electronic for requests submitted prior to 4/1/2016; Electronic for requests submitted on or after 4/1/2016	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-51	Report of cash received	Current year plus previous 3 years, provided audited	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-52	Regulations (CMC Chapters 317, 323, 324)	2 years after superseded	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-53	Requests for Legal Services (Originals to Law)	Current year plus previous 2 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-54	Requisitions	Current year plus previous 3 years	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-55	SBE Application Log Sheet (this record is now obsolete and no longer created)	2 years	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-56	Scorecards (Inclusion Metrics)	Current year plus previous 4 years	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-57	Software Test Reports	Until no longer administratively necessary	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-58	Solicitor Opinions	10 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-59	Subcontractor Forms (Approval Requests, Substitution, Intent to Self-Perform, etc.)	Current year plus previous 4 years	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-60	Table of Organization/Organizational Chart	Until superseded	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-61	Training Material	Until Information is superseded or obsolete	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-62	Travel Expense records	Current year plus previous 3 years	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-63	Voice Mail Messages	Until no longer administratively necessary	Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-64	Vouchers (original)	Current year plus previous 3 years, provided audited	Paper	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Economic Inclusion		16-65	Wage Determinations	2 years after the project is closed	Paper or Electronic	06/22/2017	Carter, Markiea L.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
City Manager's Office	Internal Audit		08-08	Audit Working Papers	3 yrs from Audit issue or resolution of legal action	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-32	Cash Receipts	3 years provided audited	Paper	11/19/2009	Long, Sheryl M.M.	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-01	Time Sheets	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-02	Employees Leave Request	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-03	Employee Personnel File (this division only)	3 years from when employee leaves this division	Paper	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-04	Payroll Sheets	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-05	Purchase Orders	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-07	Payment Vouchers (this division only)	3 years	Electronic/Paper	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-09	Audit Reports	5 years	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-10	Continuing Education Records	2 years from end of compliance period	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-11	Employee Travel Expense Records	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-12	Division Budget	5 years	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-16	Correspondence: Routine	one year	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-17	Correspondence: General	2 years	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-18	Correspondence with Legislative Branch	3 years	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-19	Correspondence with Executive Branch	5 years	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-20	Audit Committee Meeting Minutes	7 years	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-21	Inner office meeting notes	1 year	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-22	Audit Work Plan	3 years from plan year	Electronic	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-23	audit related phone messages - Record Deleted/Defer to citywide retention policy	3 years, working papers	In Working papers	5/15/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-24	Manuals & Handbooks	until obsolete (keep one file copy for 5 years)	Electronic/Paper	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-25	Records Request	2 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-26	Request for Proposal	2 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-27	Employee Performance Evaluation	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-28	Employee Disciplinary Action	3 years	Electronic	05/15/2024				
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-29	Employee ID Badge	Destroy upon termination w/o RC-3E	Plastic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-30	Accident Report (this division only)	3 years after claim is settled	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
City Manager's Office	Internal Audit Division	801 Plum St. Rm 138	08-31	Records Retention Documents	5 years	Electronic	05/15/2024				
City Manager's Office	Office of Budget & Evaluation		99CAPAD M000.BND	CAPITAL BUDGET/ADMINISTRATION/BONDS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPAD M000.STM	CAPITAL BUDGET/ADMINISTRATION/STATEMENT	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPAD M000.STM	CAPITAL BUDGET/ADMINISTRATION/STATEMENT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPANL 000.ANL	CAPITAL BUDGET/ANALYSIS/ANALYSIS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPANL 000.INS	CAPITAL BUDGET/ANALYSIS/INSTRUCTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPAP R000.ORD	CAPITAL BUDGET/APPROVAL/ORDINANCES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPAP R000.RPT	CAPITAL BUDGET/APPROVAL/REPORT	FINAL REPORT IN BUDGET OFFICE LIBRARY PERMANENTLY	PAPER	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPAP R000.RPT	CAPITAL BUDGET/APPROVAL/REPORT	HOST ON PUBLIC WEBSITE FOR 1 YEAR	ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPCH G000.ADJ	CAPITAL BUDGET/CHANGES/ADJUSTMENTS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPCH G000.ORD	CAPITAL BUDGET/CHANGES/ORDINANCES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPMO N000.FRM	CAPITAL BUDGET/MONITORING/FORMS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Office of Budget & Evaluation		99CAPMO N000.INS	CAPITAL BUDGET/MONITORING/INSTRUCTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPMO N000.ORD	CAPITAL BUDGET/MONITORING/ORDINANCES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPMO N000.OTB	CAPITAL BUDGET/MONITORING/ORDINANCE TABLES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPMO N000.RPT	CAPITAL BUDGET/MONITORING/REPORT	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPMO N000.RSP	CAPITAL BUDGET/MONITORING/RESPONSES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.CWP	CAPITAL BUDGET/PREPARATION/CAPITAL WORKING PLAN	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.DSK	CAPITAL BUDGET/PREPARATION/DISKETTE (ELECTRONIC)	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.INS	CAPITAL BUDGET/PREPARATION/INSTRUCTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.MAN	CAPITAL BUDGET/PREPARATION/MANUAL	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.RPJ	CAPITAL BUDGET/PREPARATION/RESOURCE PROJECTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.RQT	CAPITAL BUDGET/PREPARATION/REQUEST	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPPR E000.TAR	CAPITAL BUDGET/PREPARATION/TARGETS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPRE C000.MRD	CAPITAL BUDGET/RECOMMENDATION/MAKE READYS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPRE C000.NOT	CAPITAL BUDGET/RECOMMENDATION/NOTES/NOTICES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPRE C000.RPT	CAPITAL BUDGET/RECOMMENDATION/REPORT	FINAL REPORT IN BUDGET OFFICE LIBRARY PERMANENTLY	PAPER	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPRE C000.RPT	CAPITAL BUDGET/RECOMMENDATION/REPORT	HOST ON PUBLIC WEBSITE FOR 1 YEAR	ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Office of Budget & Evaluation		99CAPRE C000.RQT	CAPITAL BUDGET/RECOMMENDATION/REQUEST	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CAPRE C000.WKP	CAPITAL BUDGET/RECOMMENDATION/WORKING PAPERS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAM B000.APP	CONSOLIDATION PLAN/AMENDED BUDGET/APPROPRIATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	WALLER, JUDY	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAM B000.BUD	CONSOLIDATION PLAN/AMENDED BUDGET/BUDGET	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAM B000.ORD	CONSOLIDATION PLAN/AMENDED BUDGET/ORDINANCES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAM B000.REC	CONSOLIDATION PLAN/AMENDED BUDGET/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAM B000.YEC	CONSOLIDATION PLAN/AMENDED BUDGET/YEAR END CLOSE REPORT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAP R000.BUD	CONSOLIDATION PLAN/APPROVAL/BUDGET (APPROVED)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAP R000.HSD	CONSOLIDATION PLAN/APPROVAL/HUD SUBMISSION DOCUMENT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAP R000.LTR	CONSOLIDATION PLAN/APPROVAL/LETTERS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAP R000.NOT	CONSOLIDATION PLAN/APPROVAL/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAP R000.ORD	CONSOLIDATION PLAN/APPROVAL/ORDINANCES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPAP R000.RPT	CONSOLIDATION PLAN/APPROVAL/REPORT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPDE V000.FRM	CONSOLIDATION PLAN/DEVELOPMENT/FORMS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPDE V000.MMN	CONSOLIDATION PLAN/DEVELOPMENT/MEETING MINUTES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPDE V000.PHD	CONSOLIDATION PLAN/DEVELOPMENT/PUBLIC HEARING DOCUMENT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPDE V000.PKG	CONSOLIDATION PLAN/DEVELOPMENT/CDAB PACKAGE	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPDE V000.REC	CONSOLIDATION PLAN/DEVELOPMENT/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPHU D000.EML	CONSOLIDATION PLAN/CITY HUD CORRES/EMAIL (ELECTRONIC)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPHU D000.LTR	CONSOLIDATION PLAN/CITY HUD CORRES/LETTERS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPHU D000.NOT	CONSOLIDATION PLAN/CITY HUD CORRES/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR E000.CPP	CONSOLIDATION PLAN/PREPARATION/CITIZEN PARTICIPATION PLAN	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR E000.INS	CONSOLIDATION PLAN/PREPARATION/INSTRUCTIONS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR E000.TAR	CONSOLIDATION PLAN/PREPARATION/TARGETS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.AUD	CONSOLIDATION PLAN/PROGRAM MGMT/AUDIT MATERIALS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.CND	CONSOLIDATION PLAN/PROGRAM MGMT/CONTROL DOCUMENTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.CNS	CONSOLIDATION PLAN/PROGRAM MGMT/CENSUS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.

**CITY OF CINCINNATI  
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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.CPR	CONSOLIDATION PLAN/PROGRAM MGMT/COMPLIANCE REQUESTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.FRM	CONSOLIDATION PLAN/PROGRAM MGMT/FORMS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.GAG	CONSOLIDATION PLAN/PROGRAM MGMT/GRANT AGREEMENTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.IDS	CONSOLIDATION PLAN/PROGRAM MGMT/IDIS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.INL	CONSOLIDATION PLAN/PROGRAM MGMT/INCOME LIMITS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPPR M000.ROF	CONSOLIDATION PLAN/PROGRAM MGMT/RELEASE OF FUNDS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRE C000.BUD	CONSOLIDATION PLAN/RECOMMENDATION/BUDGET (RECOMMENDED)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRE C000.DEC	CONSOLIDATION PLAN/RECOMMENDATION/DECISION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRE C000.REC	CONSOLIDATION PLAN/RECOMMENDATION/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRPT 000.BAL	CONSOLIDATION PLAN/REPORTING/BALANCING	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRPT 000.COO	CONSOLIDATION PLAN/REPORTING/COORDINATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRPT 000.DTA	CONSOLIDATION PLAN/REPORTING/DATA GATHERING	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99CDPRPT 000.NOT	CONSOLIDATION PLAN/REPORTING/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	Walker, Judy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRANL 000.ANL	OPERATING BUDGET /ANALYSIS/ANALYSIS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRANL 000.BUP	OPERATING BUDGET /ANALYSIS/BACKUP DOCUMENTS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRANL 000.INS	OPERATING BUDGET /ANALYSIS/INSTRUCTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRANL 000.SUM	OPERATING BUDGET /ANALYSIS/SUMMARY	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRANL 000.SWS	OPERATING BUDGET /ANALYSIS/SALARY AND WAGE SCHEDULE	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRAP R000.APP	OPERATING BUDGET /APPROVAL/APPROPRIATION ORDINANCES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRAP R000.APR	OPERATING BUDGET /APPROVAL/APPROVED DOCUMENT	FINAL REPORT IN BUDGET OFFICE LIBRARY PERMANENTLY	PAPER	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRAP R000.APR	OPERATING BUDGET /APPROVAL/APPROVED DOCUMENT	HOST ON PUBLIC WEBSITE FOR 1 YEAR	ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRAP R000.CHG	OPERATING BUDGET /APPROVAL/CHANGES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRAP R000.MRD	OPERATING BUDGET /APPROVAL/MAKE READYS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRAP R000.PHD	OPERATING BUDGET /APPROVAL/PUBLIC HEARING DOCUMENTATION	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRCH G000.ADJ	OPERATING BUDGET /CHANGES/ADJUSTMENTS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRCH G000.FOR	OPERATING BUDGET/CHANGES/FORMS(e.g. 33s, TOs)	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.ADJ	OPERATING BUDGET /MONITORING/ADJUSTMENTS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.BMP	OPERATING BUDGET /MONITORING/BUDGET MONITORING PROJECTION	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.BSS	OPERATING BUDGET /MONITORING/BUDGET STATUS SUBMISSION	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.INS	OPERATING BUDGET /MONITORING/INSTRUCTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.MYR	OPERATING BUDGET /MONITORING/MID-YEAR REPORT	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.VEX	OPERATING BUDGET /MONITORING/VARIANCE REPORTS & EXPLANATION	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRMO N000.YEC	OPERATING BUDGET /MONITORING/YEAR END CLOSE REPORT	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.BWP	OPERATING BUDGET /PREPARATION/BUDGET WORKING PAPERS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.CON	OPERATING BUDGET /PREPARATION/CONVERSIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.EST	OPERATING BUDGET /PREPARATION/ESTIMATES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.INS	OPERATING BUDGET /PREPARATION/INSTRUCTIONS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.ISS	OPERATING BUDGET/PREPARATION/ISSUES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.RQT	OPERATING BUDGET /PREPARATION/REQUEST	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.TAR	OPERATING BUDGET /PREPARATION/TARGETS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.TRN	OPERATING BUDGET/PREPARATION/TRAINING	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRPR E000.TTP	OPERATING BUDGET /PREPARATION/TENTATIVE TAX PLAN	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.BAL	OPERATING BUDGET /RECOMMENDATION/BALANCING	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.CHG	OPERATING BUDGET /RECOMMENDATION/CHANGES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.MRD	OPERATING BUDGET /RECOMMENDATION/MAKE READYS	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.NOT	OPERATING BUDGET /RECOMMENDATION/NOTES/NOTICES	5 YEARS	PAPER or ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.REC	OPERATING BUDGET /RECOMMENDATION/RECOMMENDATION	FINAL REPORT IN BUDGET OFFICE LIBRARY PERMANENTLY	PAPER	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.REC	OPERATING BUDGET /RECOMMENDATION/RECOMMENDATION	HOST ON PUBLIC WEBSITE FOR 1 YEAR	ELECTRONIC	05/16/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Office of Budget & Evaluation		99OPRRE C000.REC	OPERATING BUDGET /RECOMMENDATION/RECOMMENDATION	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.	Annett, Lawrence P.	WALLER, JUDY	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Office of Contract Compliance	Centennial II	11-001	SBE Quarterly & Annual Compliance Reports to City Council	5 years	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-002	Prevailing Wage Payrolls	3 years after project completion	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-003	SBE Certification Files	3 years after certification is terminated	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-004	SBE Application Log Sheet	2 years	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-005	Solicitor's Opinion on SBE matters	15 years	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-007	Expense Records/Mileage Reports for SBE Site Visits	1 Year	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-008	Delivery Slips/Packing Slips	1 Year	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-009	Employee Injury Report	Place In personnel files	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Contract Compliance	Centennial II	11-010	Bodily Injury to Non-Employee Damage to Municipal Vehicle or Property	6 years provided non-action pending	Paper	04/15/2011	Holmes, David L.	Combs, Ltc C.M.	Vermillion, Kaylie	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-01	PROJECT FILES - brownfields, asbestos, recycling, energy, grants, property and building mangement,etc.	3 Years. Retain permenently if unable to convert to an electronic file.	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-02	PROJECT FILES - brownfields, asbestos, recycling, energy, grants, property and building mangement,etc.	Permanent	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-03	NON-PROJECT FILES - general correspondence, staff meeting minutes, news articles, committee minutes, council and committee reports, etc.	3 Years	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-04	NON-PROJECT FILES - general correspondence, staff meeting minutes, news articles, committee minutes, council and committee reports, etc.	3 Years	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-05	PROFFESIONAL SERVICE AGREEMENTS - engineers, environmental, testing, and other consultants.	8 Years after termination of contract.	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-06	PROFFESIONAL SERVICE AGREEMENTS - engineers, environmental, testing, and other consultants.	8 Years after termination of contract.	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-07	PLANS, DRAWINGS, AND SPECIFICATIONS - Project-related and otherwise.	3 Years. Retain permenently if unable to convert to an electronic file.	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-08	PLANS, DRAWINGS, AND SPECIFICATIONS - Project-related and otherwise.	Permanent	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-09	OFFICIAL CORRESPONDENCE	5 Years	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-10	OFFICIAL CORRESPONDENCE	5 Years	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.

**CITY OF CINCINNATI  
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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Office of Environment and Sustainability		15-11	ENVIRONMENTAL COMPLIANCE AUDITS - reports photos, notes, etc.	3 years. Retain permanently if unable to convert to an electronic file.	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-12	ENVIRONMENTAL COMPLIANCE AUDITS - reports photos, notes, etc.	Permanent	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-13	ENVIRONMENTAL APPROVALS FOR CITY PROPERTY ACQUISITIONS	Permanent	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-14	ENVIRONMENTAL REVIEW OF CUT/FILL PERMITS	5 Years	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-15	ENVIRONMENTAL REVIEW OF CUT/FILL PERMITS	5 Years	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-16	RECORD OF INFORMATION REQUESTS - FOIA requests, internal/external information requests, etc.	3 Years	Paper	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Office of Environment and Sustainability		15-17	RECORD OF INFORMATION REQUESTS - FOIA requests, internal/external information requests, etc.	3 Years	Electronic	09/12/2019	Duhaney, Patrick A.	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
City Manager's Office	Research, Evaluation and Budget		08-69	COMMUNITY DEVELOPMENT RECORDS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	02/13/2006	Weg---, Thomas W.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Research, Evaluation and Budget		86-1	CITY OF CINCINNATI ANNUAL REPORT, OPERATING BUDGET DOCUMENT, CD BUDGET DOCUMENT, CIP BUDGET DOCUMENT	2 COPIES PERMANENTLY. ONE SHELF COPY IN REB DIRECTOR'S OFFICE. ONE COPY TO MUNICIPAL REFERENCE LIBRARY	PAPER	02/13/2006	Weg---, Thomas W.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Research, Evaluation and Budget		86-2	GENERAL CORRESPONDENCE (INCOMING LETTERS AND REPLIES OF R.E.B.)	3 YEARS	PAPER	02/13/2006	Weg---, Thomas W.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Research, Evaluation and Budget		86-3	REB INTERNAL ORGANIZATION RECORDS, INTERNAL FINANCIAL RECORDS, INTERNAL TIME SHEETS AND PAYROLL RECORDS	3 YEARS	PAPER	02/13/2006	Weg---, Thomas W.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Research, Evaluation and Budget		86-4	PROJECT FILES - public improvements, correspondence, budgets, grants, appraisals, acquisition, relocation (unless there is litigation pending)	3 Years after completion	Paper	01/22/1992	Illegible	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-32	Birth Certificates	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-33	W4 Form	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-34	Health Care Form	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-35	Military Service Purchase	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-36	CRS monthly pension payroll benefit documentation	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-37	Member's Application for Retirement	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-38	Member's Return of Contribution Application	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-39	Spousal Waiver	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-40	Member's Affidavit for stop-payments	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-41	Deferred Comp bi-weekly payroll reports	5 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-42	Member's documents - benefit related	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-43	Member retirement Option form selection	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-44	OPF - member enrollment form & other benefit related documents	1 year after separation from service or death	Paper	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-45	OPF monthly payroll files	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-46	OPF monthly payroll files	15 years	Paper	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office	Retirement	801 Plum St. Rm 240	08-47	OPERS - member enrollment form & other benefit related documents	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-48	OPERS monthly payroll forms	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-49	OPERS monthly payroll forms	15 years	Paper	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-01	CRS Election Ballots	1 year	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-02	Bank Statements	6 years after audit	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-07	Division Budget	3 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-08	Payroll Sheets	5 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-09	ID Badges	destroy upon termination w/o RC-3E	plastic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-10	Personnel file (this division only)	3 years after employee terminates employment from Division	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-11	Accident Reports (this division only)	3 years after claim settled	Paper	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-12	Employee Time sheets	5 years	Paper	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-13	Requests for Proposals	2 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-14	Travel Expense Reports	3 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-15	Cash Receipts	5 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-16	Claim Vouchers/Invoices	5 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-17	Check Registers	5 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-18	Contracts	5 years	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-19	Member's Loan Documents	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-20	Member's Benefit Calculations	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-21	Member's Reciprocity -prior service credit and purchase documents	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-22	Member's Beneficiary Forms	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-23	Member's Payroll Deductions (garnishments / child support)	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-24	Member's Disability Application and associated documentation	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-25	Member's Enrollment Cards	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-26	Member's Medicare and Health Care documents	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-27	Member's Medical Records	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-28	Member's Direct Deposit	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-29	Member's Election Form	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-30	Member's Death Claim Form	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	801 Plum St. Rm 240	08-31	Member's Death Certificate	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	RC-3 Required	08-03	Committee minutes and All Associated Attachments and Reports	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	RC-3 Required	08-04	Board of Trustees Minutes and All Associated Attachments and Reports	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	RC-3 Required	08-05	Actuary Reports	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office	Retirement	RC-3 Required	08-06	Investment Reports	Permanent	electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
City Manager's Office			07-001	Agendas	Current year plus previous 6	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-002	Attendance reports/records	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-003	Audiovisual, PR & Training Material	Until information is superseded, obsolete, or replaced, then appraise for historical value	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-004	Budget Preparation Document (working papers)	Current year plus previous 4	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-005	City Manager's Journal	Permanent	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-006	Contracts & Agreements	15 years after expiration or termination	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office			07-007	Correspondence General	Current year plus previous 2	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-008	Correspondence Executive	Current year plus previous 5	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-009	Disaster Plans	Until updated or superseded	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-010	Fax logs	Current year plus previous 1	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-011	Fax messages	Current year plus previous 1	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-012	Mail	Until no longer administratively necessary	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-013	Memoranda	Current year plus previous 1	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-014	Minutes of meetings (approved hardcopy)	Permanent	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-015	Press/News Release	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-016	Receipts/Receipt Books	Current year plus previous 2, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-017	Records Retention Documents	Current year plus previous 25	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-018	Records Request	Current year plus previous 2	Paper, e-mail	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-019	Requisitions	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-020	Speeches/Presentations	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-021	Table of Organization/ Organizational Chart	Until superseded	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-022	Telephone Message-Telephone Records, Charges, Bills, Call Detail Records	Current year plus previous 2, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-023	Voice Mail Messages	Until no longer administratively necessary	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-024	Warranties	2 years after expiration	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-025	Report of cash received	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-026	Encumbrance documents	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-027	Invoices & supporting documents	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-028	Petty cash record	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-029	Purchase Orders (original)	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-030	Record of funds received	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-031	Travel expense records	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-032	Vouchers (original)	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-033	Court Orders	Until employee terminates or order rescinded	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-034	Employee Income Tax Withholding Certificate	3 years after terminations of employment, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-035	Withholding Payment Record	Current year plus previous 6, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-036	Garnishment Orders	Until employee terminates or order rescinded	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-037	Leave Balances/Reports (Biweekly report of leave use and balances)	Until incorporated in annual leave balances report	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-038	Leave Balances/Reports (Annual Employee Leave Use/Balance Report)	Current year plus previous 5	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-039	Leave Balances/Reports (Annual Leave Use and Balances by Muni Unit)	Current year plus previous 25	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-040	Leave Balances/Report (Individual Employee)	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-041	Reports to Retirement System	Current year plus previous 50	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-042	Tax Withholding Reports	Current year plus previous 6, provided audited	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-043	W-4 Forms	Until superseded or employee terminates	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-044	Commendations, Promotions	Place in personnel file	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-045	Employee Performance Evaluations	Current year plus previous 5	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Manager's Office			07-046	Employee Sick Leave and Vacation Balances	Continually maintained and updated in personnel file. Balances verified yearly and recorded in personnel file.	Computer	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-047	Leave Requests - all types, sick, vacation, overtime, etc.	Current year plus previous 3, provided balances journalized	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-048	Letter of Appointment	Place in personnel file	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-049	Letter or Resignation	Place in personnel file	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-050	Personnel File Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-051	Record of Disciplinary Action	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-052	Project Plans/Drawings/As Built	Life of project or obsolete then appraise for historical value	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Manager's Office			07-053	Project Reports	Current year plus previous 25, appraise for historical value	Paper	08/28/2007	Dohoney, Milton Jr.	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
City Planning Commission	Administrative Division		86-15	Correspondence -Chronological Files (letters also filed by subject in Project Files, Source Files, & Subject Files)	5 years	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-16	Calendar, Minutes, & Staff Reports (arranged chronologically and filed in binders, record of minutes of City Planning Commission and staff reports)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-17	Minutes of the City Planning Commission (bound volumes - record of City Planning Commission Meetings) Note: Volumes dating from 1918 to 1969 should be microfilmed for security purposes. The Calendar, Minutes, & Staff Reports (binder copies) cover the years after 1969.	Permanent	Microfilm/Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-18	Index to Minutes (card file index to City Planning Commission Minutes)	Permanent	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-19	Project Files* (file folders arranged alphabetically by subject, containing information re; street dedications, street vacations, zone changes, street tree planing program, neighborhood studies & reports, minor streets privileges, property acquisition, building permits - staff reports, correspondence, & other CPC reports)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-20	Source Files * (file folders arranged alphabetically by subject, contains mostly informational materials - brochures, reports, correspondence, many concerning organizations, agencies outside city government) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-21	Street Files (file folders arranged alphabetically by name of street, shows interdepartmental correspondence, report of city engineer, copy of ordinance, report of CPC)	Permanent	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-22	Subject Files* (file folders arranged alphabetically by subject, may contain newspaper clippings, correspondence, newsletters re various programs, proposals, & topics) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-23	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Administrative Division		86-24	Zoning Case Files (file folders arranged by section number, containing application for change, photograph of property, plat, CPC report, i.d. reports & correspondence, petitions, summary of hearings, correspondence, legal description)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Advanced Planning Records		86-33	Maps, Drawings, Plans	Retain final copy of all approved and utilized plans and project drawings permanently. Microfilm for security. Other maps, drawings, plans should be reviewed by staff & archivists for disposal or preservation after 10 years	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Advanced Planning Records		86-33	Maps, Drawings, Plans (final copy of all approved and utilized plans and project drawings)	Permanent	Microfilm	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Advanced Planning Records		86-34	Studies and Reports (formal studies or reports on neighborhoods, transportation, city problems, etc.) Two copies of each report/study.	Permanent	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-30	Division of Land Files - County (1924 - 1963)	Until microfilmed	Paper	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-30 A	Division of Land Files - County (1924 - 1963)	Permanent	Microfilm	03/10/1986	H ?????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.

**CITY OF CINCINNATI  
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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Planning Commission	Subdivision Records		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	5 years after cases is closed, then microfilm.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-32	Subdivision Files - County (1924 - 1963)	Until microfilmed	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-32	Subdivision Files - County (1924 - 1963)	Permanent	Microfilm	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-33	Maps, Drawings, Plans	Retain final copy of all approved (& utilized) plans & project drawings permanently. Microfilm for security. Other maps, drawings, plans should be reviewed by staff & archivist for preservation after 10 years.	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Subdivision Records		86-34	Studies & Reports (formal studies or reports on neighborhoods, transportation, city problems, etc.)	Retain two copies of each report/study permanently.	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-25	Zoning Case Files - Group Housing Modifications (zoning cases re: hospitals, schools, etc.)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-26	Zoning Maps	Permanent	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-27	Zoning Correspondence File* (miscellaneous letters and memos)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-28	Zoning Material File* (correspondence & reports re: development of city zoning ordinances)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal 5 years after completion of new zoning ordinances	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-29	Division of Land Files - City (file folders arranged alphabetically by street name, containing application for division of land, sketch of proposed division)	Retain paper copy for 5 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-30	Division of Land Files - County (1924-1963)	Retain paper copy until microfilmed, then destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	Retain paper copy 5 years after case is closed, then microfilm (fiche). Then destroy paper copy, retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission	Zoning Division		86-32	Subdivision Files - County (1924-1963)	Retain paper copy until microfilmed, then destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-1	Annual Report (of this department - record copy in Municipal Library)	5 years (send copy to Municipal Library)	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-10	Policies & Procedures (for this department - letters, memos, & other written directives)	Until superseded or revised	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-11	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-12	Requisitions (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-13	Solicitor's Opinions (for this department - record copy in Law Department)	Review for disposal after 5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-14	Travel Expense Reports (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-2	Annual Budget (of this department)	5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-3	Attendance Report (for this department - shows employee's record of vacation, sick leave, & hours worked)	Current + previous 3 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-4	City Bulletin (for this department - record copy in Municipal Library)	Current year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-5	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-6	Correspondence (general letters and memos)	Review for disposal after 5 years	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-7	Newsletters (from organizations & agencies outside of city government)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-8	Payroll Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Commission			86-9	Personnel Files (for this department - record copy in Personnel Department)	Termination of employment + 1 year	Paper	03/10/1986	H ????? G	Annett, Lawrence P.	Levine, David	Geoghegan, Michael J.
City Planning Department	Historic Conservation Office		00-01 (Ref. 86-16, 86-17, 86-18)	Historic Conservation Board Annual Calendars, Annual Indexes, Individual Meeting Agendas, Staff Reports and Minutes (arranged chronologically and filed in binders)	10 years, then scan to CDRom.	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-01A (Ref. 86-16, 86-17, 86-18)	Historic Conservation Board Annual Calendars, Annual Indexes, Individual Meeting Agendas, Staff Reports and Minutes (arranged chronologically and filed in binders)	Permanent	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
City Planning Department	Historic Conservation Office		00-02	Cassette-Tapes (recordings of HCB meetings)	Until tapes are transcribed, HCB approves minutes of that meeting and appeal period expires. <i>If a decision is appealed, retain tapes until case is settled and all appeal periods expire</i>	Audiotape	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-03	Oaths of Office (oaths of office, appointment letters, resumes, resignations for HCB members)	Expiration of term/resignation + 1 year	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-04 (Ref. 86-18)	Project Files* (file folders arranged alphabetically by street name containing information re; applications for COA, zoning variances, staff reports, correspondence, other HC reports and copies of building permit applications)	Review for disposal after 5 years; scan to CDRom	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-04 A (Ref. 86-18)	Project Files* (file folders arranged alphabetically by street name containing information re; applications for COA, zoning variances, staff reports, correspondence, other HC reports and copies of building permit applications)	Permanent <i>Original building permit applications retained by B&amp;I current + previous 3 years; since 1997 building permits are part of the City computer record.</i>	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-05	Source Files* (file folders arranged alphabetically by subject; may contain newspaper clippings, correspondence, nominations for historic designation, local history) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 5 years; scan to CDRom	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-05 A	Source Files* (file folders arranged alphabetically by subject; may contain newspaper clippings, correspondence, nominations for historic designation, local history) *Files should be reviewed by a trained archivist before disposal. Some of the material in	Permanent	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-06 (Ref. 86-15)	Chronological Files/Correspondence (letters also filed by subject in Project Files and Source Files)	Review for disposal after 5 years	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-07	Applications for DOE/106 Review (includes original photographs of buildings; records are duplicates of records maintained by DNS)	Current year + 3 years, or until audited by HUD, whichever comes first; review photographs for scanning of historic structures to CDRom; retain photographs on CDRom	Paper, photograph	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-07 A	Applications for DOE/106 Review (includes original photographs of buildings; records are duplicates of records maintained by DNS)	Permanent <i>DNS maintains the original working files; HC files contain only the application and photograph</i>	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
City Planning Department	Historic Conservation Office		00-08	Walk-Through Building Permits (copies)	Review for retention after 1 year; original on file in B&I. <i>Original building permit applications retained by B&amp;I current + previous 3 years; since 1997 building permits are part of the City computer record.</i>	Paper	10/26/2000	Blume, Elizabeth	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Citywide			07-001	All City records with a retention period less than or equal to one year	Destroy without Form RC-3 at expiration of retention period	All	10/3/2007	Milton Dohoney, Jr.	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Citywide			15-01	Telephone orders/quotes/bills	2 years	Electronic	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Citywide			15-02	Telephone orders/quotes/bills	6 months	Paper	06/25/2015	Black, Harry	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Citywide			19-001	Transitory text messages -- convey informal information or information of temporary importance	Until administrative purpose is served	Electronic	06/06/2019	Duhaney, Patrick	Sutter, Morgan	Hissong, Amy	Meeks, Martin E.
Citywide			19-002	Substantive text messages -- messages that are not merely transient and convey information of the public office	1 year	Electronic	06/06/2019	Duhaney, Patrick	Sutter, Morgan	Hissong, Amy C.	Meeks, Martin E.
Citywide			22-001	Transitory email messages -- created primarily for informal communication. Supersedes old #99-1	Until no longer administratively necessary.	Electronic	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-002	Routine Correspondence email messages -- Internal correspondence (letters; memos) and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquires. Supersedes old #99-2.	1 year	Electronic	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-003	Official correspondence email messages -- Messages that deal with significant aspects of the administration of the public office, including information concerning the office's policies, programs, and fiscal and personnel matters. Supersedes old #99-3.	2 years	Electronic	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-004	Email backup files -- for the purpose of system recovery, not for archiving messages. NOT A PUBLIC RECORD. Supersedes old #99-4.	3 months	Electronic	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-005	All City records with a retention period less than or equal to one year. Supersedes old # 07-001.	Destroy at expiration of retention period.	Media as identified on departmental retention schedules.	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-006	Voice messages. Supersedes old #07-002.	Until no longer administratively necessary.	Electronic	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-007	Telephone message (including Form 13-2. Supersedes old #07-003	Until no longer administratively necessary.	Paper	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-008	Public Records Request/Response Forms. Supersedes old #07-004.	2 years plus the current year.	Paper/Electronic	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-009	Drafts. Supersedes old #09-001.	Until no longer administratively necessary.	Media as identified on departmental retention schedules.	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Citywide			22-010	Copies -- Reading/informational/Reference purposes. Supersedes old # 09-002.	Until no longer administratively necessary.	Media as identified on departmental retention schedules.	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			22-011	All records on any City retention schedule that list "Media Type" as "Paper/Electronic" or "Paper and Electronic" or "Paper until scanned" or a similar combination of "Paper" and "Electronic."	For the retention period specified on the departmental retention schedule.	Retained as a paper record until scanned or otherwise copied electronically, then kept as an electronic record for the remaining balance of the retention period.	11/17/2022	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			24-001	Video from cameras owned by the City and mounted in or on buildings.	One week	Electronic	05/14/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			24-002	Video from cameras owned by the City and mounted in or on buildings.	One week	Video or film	05/14/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			24-003	Calendars -- Outlook or similar format	Current year or for the part of the current year until the employee or official leaves City employment or office.	Electronic	05/14/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			24-004	Calendars	Current year or for the part of the current year until the employee or official leaves City employment or office.	Paper	05/14/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			24-005	Records, including records requests, related correspondence, and records produced by the City, in the City's Public Records Request electronic systems (including the GovQA public records management system and any successor system)	Two years after the request is closed by the City.	Electronic	05/14/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			24-006	Records related to public records requests, including records requests, related correspondence, and records produced by the City, that are not in the City's Public Records Request electronic systems (including the GovQA public records management system and any successor system)	Two years after the request is closed by the City.	Electronic or paper	05/14/2024	Long, Sheryl M.M.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Citywide			25-01	Request for Proposals (FRPs) and submissions in response to RFPs	2 years following the end of the submission period	Electronic	05/07/2025	Long, Sheryl M.M.	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-32	Transaction Register	10 years	Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-33	Trial Balance	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-34	Voucher Registers	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-35	Vouchers (invoices & packing slips may be attached) - City wide	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-36	Annual Financial Report (CAFR)	Permanent	Paper through 2001; CD thereafter	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-37	Annual Financial Report (CAFR) - work papers	10 years	Paper through 2004; Electronic thereafter	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-38	Audit Report of State Examiner (Financial Audit and A133 Audit)	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-39	Certificate of Resources	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-40	Comparative Statement of Revenue & Expenditures	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-41	Fixed Asset Records	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-42	Tax Record (1099s)	7 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-43	Tentative Tax Budget	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-44	Payroll Registers (in CHRIS)	10 years	Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-45	W-2 Records (year-to-date payroll register in CHRIS)	Permanent	Paper through 1998; Electronic thereafter	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-01	Accident Reports (this division only)	3 years after claim is settled	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-02	ID Badges	Destroy upon termination w/o RC-3E	Plastic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-03	Correspondence (this division only)	5 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-04	Division Budget Information	3 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-05	Document Files & Index (includes deeds, easements, & leases)	Permanent	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-06	Employee Time Sheets	3 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-07	Invoices (this department only)	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-08	Travel Expense Records (this division only)	5 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-09	Ordinances & Resolutions (copies of city ordinances & resolutions - record copy in Clerk of Council's Office)	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Accounts and Audits	801 Plum St. Rm 246	08-10	Performance Bonds (bonds on City officials & employees - ORC 2305.12)	After project is successfully completed and accepted	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-11	Personnel Files (this division only)	3 years after employee leaves this division	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-12	Records Retention Documents	25 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-13	Records Requests	2 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-14	Requests for Proposals	2 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-15	Unemployment Compensation Records	3 years after audited	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-16	Accounting Journal	10 years	Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-17	Bids & Computations	3 years after audited	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-18	Cash Receipts & Cash Disbursements (daily, monthly, & distribution by department)	3 years provided audited	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-19	Classified Expense Report	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-20	Closed Projects	10 years	Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-21	Contracts (copies of all City contracts - ORC 2305.06)	15 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-22	Detail Purchase Order Report	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-23	Detail Receivable Report	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-24	Interdepartmental Billing Register (printout showing interdepartmental billings in City government)	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-25	Net Revenue Detail Report (print-out of city revenues)	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-26	Project Status Reports	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-27	Reconciliation Sheets - Bank Accounts	3 years provided audited	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-28	Reports - Interdepartmental Uploads (receipts & expenditures: gas disbursements report, register of interdepartmental billings, equipment rental billings, etc.)	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-29	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper or Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-30	Statement of Balances	10 years after audited	Paper through 2004; thereafter Electronic	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Accounts and Audits	801 Plum St. Rm 246	08-31	Tax Settlement Reports	3 years	Paper	1/4/2019	Zeno, Reginald	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-01	Employee's Leave Request	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-02	Employee's Personnel Record	3 years after termination of this division	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-03	Payroll Sheets	3 years	Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-04	Purchase Orders	3 years	Paper copy	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-05	Time Sheets	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-06	Payment Vouchers (this division only)	3 years	Paper copy	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-07	Employee Travel Expense Report	3 years from travel	Paper copy	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Director's Office	801 Plum St. Rm 250	08-08	Department Budget	5 years	Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-09	Records Requests	2 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-10	Records Retention Documents	25 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-11	Accident Reports (this division only)	3 years after claim is settled	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-12	Request for Proposals	2 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-13	Badges & IDs	Destroy upon termination w/o RC-3E	Plastic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-14	Cash Receipts	3 years provided audited	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-15	Miscellaneous Bond and Note Files	10 years after issue redeemed	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-16	Bond Transcripts	10 years after issue redeemed	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-17	Call Notes	10 years after issue redeemed	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Director's Office	801 Plum St. Rm 250	08-18	Official Statement	Permanent	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-19	Correspondence: Routine	1 year	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-20	Correspondence: General	2 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.		
Finance	Director's Office	801 Plum St. Rm 250	08-20	Correspondence: General	2 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-001	Accident Reports (this division only)	3 years after claim settled	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-002	Annual Budget	5 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-003	ID Badges	Destroy upon termination w/o RC-3E	Plastic	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-004	Cashier's Report	3 years provided audited	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-005	Cash Receipts	3 years provided audited	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-006	City Bulletins	current year	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-007	Compliance Files (ORC 718.06 -delinquent accounts)	Until paper is scanned	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-008	Compliance Files-Electronic	6 years	Electronic	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-009	Correspondence	5 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-010	Time Sheets	3 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-011	Income Tax Files	6 years	Paper/Electronic	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-012	Minutes of the Board of Review	Permanent	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-013	Payroll Sheets	3 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-014	Personnel Files (this division only)	3 years after employee leaves this division	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-015	Purchase Orders	Current & previous year	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-016	Records Requests	2 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-017	Record Retention Documents	25 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-018	Reports Quarterly & Monthly	5 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-019	Request for Proposals	2 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-020	Requisitions	Current & previous year	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-021	Solicitor's Opinions	Permanent	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-022	Payment Vouchers (this division only)	3 years	Paper	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Income Tax Division	805 Central Ave. Ste 600	08-024	W-2 Forms	6 years	Paper/Electronic	05/14/2024	Morton, Monica	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-32	Claim Vouchers	3 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-33	Public Record Requests	2 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-34	Invitation to Bid	2 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-35	Waivers - all types i.e. Admin Reg #25	7 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-36	Employee Time Sheets	3 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-01	Annual Vendor Registration	3 years	Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-02	Change Orders	7 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-03	Bids - Successful	15 years after completion of project	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-04	Bids - Unsuccessful	7 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-05	Attendance Reports, including timecards	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-06	City Bulletin	1 year	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-07	Contracts and Agreements	7 years after completion	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-08	Manuals, Handbooks	Until superceded	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-09	Payroll Sheets	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-10	Purchase Orders	3 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-11	Requisitions	3 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-12	Training Material	Until superceded	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-13	Accounts Payable	3 years after audit	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-14	Accounts Receivable	3 years after audit	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-15	Personnel Files (this division only)	3 years after employee leaves this division	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-16	Disaster Plan	Until superceded	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-17	Equipment Inventories	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-18	Employee Accident Reports	3 years after claim is settled	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-19	Travel Expense Records	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-20	Visitor Sign-In Sheets	Current year	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-21	Budget Working Papers	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-22	Record Retention Documents	25 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-23	Cash Receipts	3 years provided audited	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-24	ID Badges	Destroy upon termination w/o RC-3E	Plastic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-25	Request for Proposals (RFPs)	2 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-26	Bid Bonds/Successful Bidder	Return after the acceptance of successful bidder's performance bond is received provided no legal action pending	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-27	Bid Bonds/Unsuccessful Bidder	return after project awarded provided no legal action pending	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-28	Performance Bonds (all types)	Retain until after project is successfully completed provided no legal action pending	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-29	Insurance Policies	3 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-30	W-9s	3 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Purchasing Division	Two Centennial Plaza, Ste. 234	08-31	Sole Source Awards	7 years	Paper/Electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Retirement	801 Plum St. Rm 240	08-32	Birth Certificates	Permanent	electronic/paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Retirement	801 Plum St. Rm 240	08-36	Prior Service Buy-Back	Permanent	electronic/paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Retirement	801 Plum St. Rm 240	08-41	Record Retention Documents	25 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Retirement	801 Plum St. Rm 240	08-42	Record Requests	2 years	Paper	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Retirement	801 Plum St. Rm 240	08-01	CRS Election Ballots	1 year	electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Retirement	801 Plum St. Rm 240	08-02	Bank Statements	6 years after audit	electronic	11/19/2009	Creager, Kathleen	Combs, Ltc C.M.	PREVITS, FRED	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-1	Personnel Files (for this division)	3 years after employee leaves this division	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-2	Division Budget Information	3 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-3	Cash Receipts	3 years after audited	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-4	Payment Vouchers ( for this division only)	3 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-5	Payroll Sheets	3 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-6	ID Badges	Destroy upon termination w/o RC-3E	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-7	Records Retention Documents	25 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-8	Records Requests	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-9	Employee Timesheets	3 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-10	Accident Reports-RskMgmt Division Only	3 years after clam is settled	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-11	Requests for Proposals	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-12	Travel Expense Records	3 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-13	Workers' Comp Claims	10 years after date of final payment	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-14	Workers Comp Case Files	10 years after date of final payment	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-15	Employee Insurance Enrollment	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-16	Employee - Change to Insurance	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-17	City Insurance Policies	2 years following expiration provided no claims pending	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-18	City Insurance Policy Claims	6 years provided no action pending	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-19	Pre-employment Physicals	5 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-20	Employee Medical Records	5 years after last contact with patient	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-21	City-wide Accidents Reports- Employee Injury (91S or department equivalent)	6 years provided no action pending	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-22	City-wide Accidents Reports-municipal vehicle or property (90S and 92S)	6 years provided no action pending	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Risk Management	805 Central Ave. Ste 100	08-23	Nonemployee Accident Reports	6 years provided no action pending	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-24	City-wide accident Logs	15 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-25	Shakley Report/determination(or whatever company it is now)	6 years provided no action pending	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-26	Contracts with Flex Benefit Suppliers	2 years following expiration	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-27	Flex Benefits Enrollment Records	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-28	Flex Benefits Records	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-29	Change Requests Records for Flex Benefits	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-30	Flex Spending Enrollment Records	2 years	Paper or Electronic	5/15/2023	Alder, Karen	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Finance	Risk Management	805 Central Ave. Ste 100	08-31	Division Budget Information	3 years	Paper	11/19/2009	Creager, Kathleen	Dunn, Jayson	PREVITS, FRED	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-32	License Receipts	7 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-33	Licenses & Permits Applications	5 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-34	Licenses & Permits Insurance Documents	5 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-35	Denied License Records	10 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-36	Lost Check/Forgery Files Licenses & Permits	Permanent	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-37	Parking Lot Receipts & Stubs	Until audited	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-38	Parking Meter - Cashier's Daily Worksheet	1 year	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-39	Payroll Deductions (Court orders for payroll deductions, garnishments, etc) for all City employees	Until employee terminates or order rescinded	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-40	Purchase Orders	3 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-41	Special Assessments Street Lights	Until paid off	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-42	Special Assessments Sidewalk	Until paid off	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-43	Special Assessments Building & Demolition	25 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-44	Special Assessments Weedcutting	25 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-45	Transient Occupancy Tax Assessments	6 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-46	Transient Occupancy Tax Audit Reports	6 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-47	Exemption Certificates	Review Annually	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-48	Transient Occupancy Tax Registrations	Until Amended or Cancelled	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-49	Transient Occupancy Tax Returns	4 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-50	Treasury Investments - Custody ledger	Permanent	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-51	Transient Occupancy Tax Treasury Investments - Purchase Documentation	3 years after maturity/sale	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-54	Transient Occupancy Tax Treasury Vouchers	10 years	Paper	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-55	Unclaimed Funds	6 years after deposit	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-56	Unclaimed Funds	6 years after deposit	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-57	Personnel Files (Treasury only)	3 years after employee leaves Finance Department	Paper	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-58	Treasury Budget Information	3 years	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-59	Treasury Cash Receipts	3 years after audited	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Treasury	801 Plum St. Rm 202	08-60	Claim Vouchers	3 years after audited	Paper	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-61	Payroll Sheets	3 years	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-62	Leave Requests (vacation, sick, etc.)	3 years	Paper	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-63	ID Badges	Destroy upon termination w/o RC-3E	Plastic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-64	Records Retention Documents	25 years	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-65	Records Requests	2 years	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-66	Employee Time Sheets	3 years	Paper	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-67	Accident Reports	3 years after claim settled	Paper	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-68	Request for Proposals	2 years	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-69	Travel Expense Records	3 years	Paper/Electronic	11/13/2009	Creager, Kathleen	Combs, Ltc C.M.	Previts, Fred	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-01	Admissions Tax Records Applications	3 years after expiration	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-02	Admissions Tax Records Assessments	6 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-03	Admissions Tax Records Audit Reports	6 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-04	Admissions Tax Records Bonds	Permanent	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-05	Admissions Tax Records Exemptions	3 years after expiration	Paper	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-06	Admissions Tax Records Returns	4 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-07	Annual Report - Treasury Division	10 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-08	Armored Car Shipments	3 years	Paper	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-09	Bank Deposit Slips (validated)	3 years after audited	Paper	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-10	Bank Statements & Reconciliations	6 years after audited	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-11	Electronic Funds Transfer Records (ACH and wire transfers)	6 years after audited	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-13	Bond & Coupon Payments	4 years after issue is paid	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-14	Bond Transcripts	10 years after issue redeemed	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-15	Cash Journal	10 years, provided audited	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-16	General Account Cancelled Checks and Registers	15 years after audit	Paper through 2001; Electronic thereafter	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-17	Cancelled Checks & Registers Parking Facilities Account	15 years after audit	Paper	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-18	Payroll Accounts - Checks	6 years after audit	Paper through 2004; Electronic thereafter	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-19	Payroll Accounts - Registers	3 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-20	Cancelled Checks & Registers Retirement Account	6 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-21	Pension Payroll Account	6 years after audit	Paper through 2004; Electronic thereafter	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-22	Cancelled Checks & Registers Credit Card Accounts	6 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-23	Cancelled Checks & Registers All Other Bank Accounts	6 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-24	Contracts and Agreements	15 years after expiration	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-25	Correspondence	5 years	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-26	Daily Cash Receipts - Treasury	3 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-27	Daily Cash Receipts - Retirement	3 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-28	Daily Cash Reports	3 years after audit	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-29	Deceased Employees' Pay Disposition	Permanent	Paper	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-30	Delinquent Accounts	3 years after account is closed	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Finance	Treasury	801 Plum St. Rm 202	08-31	Garnishment Record (Form 107-33): for all City employees	1 year after completed	paper/electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Finance	Treasury	801 Plum St. Rm 202	08-12A	Bond Register/Record	Permanent	Paper/Electronic	1/4/2019	Reginald Zeno	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-001	APPLICATION FOR UNDERGROUND AND ABOVE STORAGE TANKS AND LOG	10 Years after tank is out of service	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-002	FIRE WORKS APPLICATION AND LOG	30 Days after expiration if no action is pending	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-003	COORDINATED REPORTS	3 Years	Electronic/e-mail	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-004	BUILDING PLANS LOG	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-005	MONTHLY REINSPECTION RECORDS	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-006	PERMITS ISSUED SHEETS	3 Years provided audited	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-007	PERMIT APPLICATIONS	3 Years provided audited	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-008	PERMITS, F-17	3 Years after expiration provided no action pending	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-009	RECORD OF ACCEPTANCE TEST (F120A)	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-010	RECORD OF ACCEPTANCE TEST (F- 239)	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-011	BILLING FOR FIRE SUPPRESSION ACCEPTANCE (F-262)	3 Years provided audited	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-012	VEHICLE MOVE IN REQUEST	3 Years provided audited	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-013	SPECIALIST CALENDARS	1 Year	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-014	EMS RECORDS	7 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-015	DISPATCH SHEET - RECORD OF RUNS	5 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-016	INFORMATION REQUEST (ENV ASSESS)	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-017	SUPPLY REQUISITIONS (F-27)	3 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-018	LADDER/ENG CO. F-47 (In Chief's Office)	5 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-019	GENERAL CORRESPONDENCE, NOTICES, MEMOS	Until superceded in Chief's Office	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-020	REFERRALS FROM COUNCIL	7 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-021	LOG SHEETS FOR RIGHT TO KNOW	2 Years after resolution of case	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-022	MISC RECORDS FOR RIGHT TO KNOW	7 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-023	DAILY STAFFING RECORDS	1 Year	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-024	FIRE INCIDENT REPORTS (F-902)	3 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-025	INSPECTION RECORDS, OCCUPANCY POSTING VIOLATION LETTERS	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-026	INSPECTION REQUESTS COMPLAINT FORM	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-027	F-37S CLAIM VOUCHER	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-028	F-10S CASH RECEIPT SCHEDULE	3 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-029	F-81S DEPOSIT IN CITY TREASURY	3 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-030	REQUISITIONS - F-1S	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-031	F-36S REQUISITIONS	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-032	F-70S TRAVEL REQUEST	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-033	F-19S ID BILLS	10 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-034	CASH RECEIPTS	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-035	CONTRACTS	15 Years after expiration	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-036	PURCHASE ORDERS	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-037	PAYROLL ATTENDANCE	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-038	VAC HOL SWP COMP BALANCES	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-039	CONSOLIDATION/EDIT REPORT	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Fire	Human Resources	18-CFD-040	GROSS PAY REGISTER	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-041	STATEMENT OF BAL APPR FUNDS	10 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-042	STATEMENT OF BALANCE RES FUNDS	10 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-043	NET REVENUE REPORT	10 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-044	CLASSIFIED REVENUE REPORT	10 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-045	CLASSIFIED EXPENSE REPORT	10 Years post-audit	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-046	DETAILED PURCHASE ORD REPORT	10 Years post-audit	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-047	VOUCHER PAID REPORT	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-048	OVERTIME AND ABOVE GRADE	10 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-049	SCHEDULE OF ACCTS REC	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-050	ACCIDENT REPORTS (VEHICULAR)	10 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-051	TABLE OF ORGANIZATION	10 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-052	F-227 Fire Hydrant Card, F-109 Inspection form	3 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-053	WATER SURVEYS	5 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-054	F-239 STANDPIPE TEST	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-055	F-46 C&M MULTIPLE ALARM	Permanent	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-056	PERSONNEL JACKETS - Current (Incl. Injury, Workmen's Comp reports, change of emp data (F-14), ratings, commendations, leaves of absence, disciplinary actions, misc. data)	Retain until termination of employee - then follow as separated personnel jacket for One Year.	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-057	PERSONNEL JACKETS - Separated Personnel (Incl above records)	Except for Leaves of Absence and change of employee data (F-14S) Permanent	Paper/Microfilm	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-058	INFORMATION REQUEST FOR RIGHT TO KNOW	7 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-059	RIGHT TO KNOW LOG SHEETS	2 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-060	RIGHT TO KNOW SUBMISSIONS (INVENTORY FORMS, DATA SHEETS, BLDG LAYOUTS)	7 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-061	RIGHT TO KNOW CORRESPONDENCE	7 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-062	DISTRICT CHIEF'S WORK SCHEDULE	1 Year	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-063	PHQI AND II (PERSONAL HISTORY QUESTIONNAIRE)	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-064	TRAINING RECORDS	Permanent	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-065	RECORDS OF THE BOARD OF REVIEW	3 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-066	BACKGROUND INVESTIGATION FILES (release forms, criminal history, pre-employment investigations, fingerprints, military service, educational transcripts, investigators notes)	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-067	RECORDS OF THE BOARD OF REVIEW	5 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-068	STEP UP SHEETS (SALARY STEP UP APPROVALS)	10 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-069	F-17 CASE SUMMARY	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-070	F-17 NOTIFICATION OF CANCELLATION/RESCHEDULING OF HEARINGS	1 Year	Electronic/e-mail	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-071	F-17 HEARING OFFICER'S LETTER OF RECOMMENDATION	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-072	CHARGE SHEET	6 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-073	HEARING BOOKLET	5 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-074	F-32 HEARING SUMMARY	5 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-075	F-66 NOTICE OF OFFICIAL REPRIMAND	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-076	CORRESPONDENCE FROM OTHER AGENCIES	5 Years	Electronic/e-mail	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources	18-CFD-077	CORRESPONDENCE TO OTHER AGENCIES FROM I.I.S.	5 Years	Electronic/e-mail	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.

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Fire	Human Resources		18-CFD-078	MEDICAL RELEASES	5 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-079	DRUG SCREENINGS	5 Years	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-080	CIVIL SERVICE APPEAL RULING	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-081	CASE RECORDINGS	5 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-082	COMPUTER FILES (H.D.)	Permanent	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-083	EMAIL CORRESPONDENCE	5 Years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-084	ANNUAL REPORT	Permanent	Electronic/Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-085	F-273B CITIZEN COMPLAINT REPORT	5 Years	Paper	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-086	SPECIAL EVENTS-DETAIL LOG	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-087	SPECIAL EVENTS-EMPLOYEE ELIGIBLTY LIST	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-088	SPECIAL EVENTS- VENDOR LIST	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-089	SPECIAL EVENTS- MONTHLY INVOICES	5 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-090	SPECIAL EVENTS-MONTHLY DETAIL ASSIGNMENTS	2 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-091	SPECIAL EVENTS-F214 AFTER ACTION REPORTS	2 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-092	SPECIAL EVENTS-OVERTIME REPORT	5 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-093	EOC-INCIDENT ACTION PLANS	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-094	EOC-F214 AFTER ACTION REPORTS	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-095	HSU-SCHOOL EMERGENCY PLANS	2 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-096	DISPATCH-NICE RADIO RECORDINGS	2 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-097	DISPATCH-DAILY ROSTER LINEUPS	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-098	DISPATCH-OVERTIME ROSTER	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-099	DISPATCH-TRAINING RECORDS	Permanent	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-100	DISPATCH-EMERGENCY DISPATCH QUALITY ASSURANCE REPORTS	Permanent	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-101	COMMUNICATIONS-RADIO PREVENTATIVE MAINTENANCE REPORTS	5 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-102	COMMUNICATIONS-RADIO INVENTORY	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-103	EOC-EVENT SPECIFIC SITUATIONAL UPDATES	Permanent	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-104	EOC-ACTIVATION ROSTERS	Permanent	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-105	EOC-INCIDENT/EVENT CONFERENCE CALL AGENDAS	5 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire	Human Resources		18-CFD-106	EOC-ACTIVATION NOTIFICATIONS	3 years	Electronic	01/04/2019	Winston, Roy E.	Dunn, Jayson	Hissong, Amy C.	Meeks, Martin E.
Fire			18-CFD-107	FIRE INVESTIGATIONS- ARSON CASES INVOLVING HOMICIDE -PENDING CASES	Permanent	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-108	FIRE INVESTIGATIONS- ARSON CASES INVOLVING HOMICIDE -CLOSED CASES	30 years after appeals exhausted	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-109	FIRE INVESTIGATIONS- ARSON CASES :PENDING CASES	Current year plus 20 years	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-110	FIRE INVESTIGATIONS- ARSON CASES:CLOSED CASES	Current year plus 5 years	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-111	FIRE INVESTIGATIONS- CRIMINAL DAMAGING CASES FELONY:PENDING CASES	Current year plus 20 years-provided no action pending	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-112	FIRE INVESTIGATIONS- CRIMINAL DAMAGING CASES FELONY:CLOSED CASES	Current year plus 20 years	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-113	FIRE INVESTIGATIONS- CRIMINAL DAMAGING CASES MISDEMEANOR :PENDING CASES	Current year plus 6 years	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Fire			18-CFD-114	FIRE INVESTIGATIONS- CRIMINAL DAMAGING CASES MIDEMEANOR :CLOSED CASES	Current year plus 2 years	Electronic/Paper	11/17/2022	Winston, Roy E.	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works	CS		08-061	Claims for Damages	2 years after case settled	Paper	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	E		08-160	Master Plan Files	Permanent	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works	EC	08-082	Correspondence - City Manager	5 years plus current	Paper	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	EC	08-083	Correspondence - From Council	3 years plus current	Paper	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	ECD	08-085	Correspondence - Outside/Citizens/Customers	Review Annually for Disposal	Paper	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	I	08-131	IT Consultant files (perf reviews, notes, schedules)	Until no longer administratively necessary	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	I	08-140	IT Strategic Plan	Permanent until revised	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	I	08-141	IT Systems Documentation	1 year after system is no longer operational	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	I	08-189	Operation Plans	Permanent	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	I	08-195	Pandemic Flu Plan	Permanent until revised	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	I	08-213	Policies and Procedures computer and security	Permanent until revised	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	W	08-028	Blue Print Drawings	Permanent	Paper	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	WS	08-060	Civil Service Minutes	Until no longer of administrative . value	Paper	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	WS	08-103	Enterprise Maintenance Planning and Control System (EMPAC) Asset Records	Permanent	Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	WS	08-161	Material Safety Data Sheets	Until revised	Paper/Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works	WS	08-200	Performance Measures	5 years	Electronic	11/23/2008	David Rager	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-001	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-002	Accident Files- Reports	7 years, provided no action pending	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-003	Accounts Ledger /Billing System Reports	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-004	Accounts Ledger /Billing System Reports	5 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-005	Accounts Payable Balance Listing	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-006	Accounts Receivable - Sundries	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-007	Accounts Receivable - Sundries	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-008	Accounts Receivable Ledger - General	3 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-009	Accounts Receivable Schedule	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-010	Accounts Receivable Schedule - ID Bills	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-011	Administrative Expense Records	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-012	Annual Budget	5 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-013	Annual Financial Report	20 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

**CITY OF CINCINNATI  
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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works		18-WW-014	Annual Report and Histories	Permanent	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-015	Annual Report - Source and Preparation Documents	4 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-016	Application for Subdivision or Multi-Service Water Tap Permits	1 year after final decision	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-017	Applications for New Service Branches	Until service terminated	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-018	Application for Change to Existing Service / Service Contract	Until service terminated	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-019	As Built Information including Blue Print Drawings	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-020	Auditor's Report (State Auditor)	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-021	Bad Check or Bad Debt Records/Files	2 years After Payment/Settlement	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-022	Balance Sheets	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-023	Bonds / Letters Of Intent	2 years after project completion & acceptance	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-024	Branch and Meter Projects (Files)	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-025	Budget Control Reports - Rev & Expenses	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-026	Budget Preparation Documents - Source and Preparation Documents	4 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-027	Building Permit Applications	2 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-028	Building Permit Letters	2 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-029	Building Permit Plans	5 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-030	Building Permits and Water Availability Application (WAA)	7 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-031	Business Plans ( Including Strategic Business Plans, Performance Standards, Engineering Master Plans, IT Strategic and Operating Plans, SCADA Master Plan)	Permanent until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-032	Call Center Customer Service and Dispatcher Recordings	1 year	Electronic or Disk	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-033	Capital Improvement Project (CIP) Planning Studies (include Retail Service Areas)	Until No Longer Necessary-Appraise for Historical Value	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034	Capital Project Files	100 years electronic 5 years paper	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-1	Bid Comparison Sheets	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-10	Correspondence	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-11	Customer Complaints & Resolution	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-12	Daily Activity Log/Progress Meeting Minutes	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-13	Department Requisition Form	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-14	Design Project Cost Estimate	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-034-15	Design Survey	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-16	EPA Approvals, where applicable	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-17	Final drawings, Specs./ as-built	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-18	PURCH 66 Affidavit of org or subcontractor (labor & material) ODD 104 Affidavit of contractor or subcontractor prevailing wages	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-19	Geotechnical Report	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034--2	Bids & Documents	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-20	In Progress Contract Administration	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-21	In-progress testing (Water Quality tests, Friction Co-efficient tests, Material tests, etc.)	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-22	Inspector's Daily Log	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-23	Inspector's Pay Item Summary Sheets	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-24	Inspector's Report	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-25	Lien related information and Release	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-26	Material Certifications	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-27	Material Failures & Investigations and Related Warranties	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-28	Material Paid in Full Affidavit	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-29	Misc. project information and correspondence	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-3	Bonding Company Issues	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-30	Notice of Contract (Notice to Proceed)	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-31	Original Bid document	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-32	Original Contract Design Plans	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-33	Payment History	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-34	Pre-construction Meeting Minutes/Notes	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-35	Prevailing Wage Affidavit	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-36	Product Specification Approvals,	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-37	Project Photos	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-38	Project Plan Documents	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-034-39	Punch Lists	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Greater Cincinnati Water Works		18-WW-034-4	Change Orders including Justification	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-40	Street Opening Permits (City, County, ODOT, etc.)	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-41	Subcontractor Approval Forms	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-42	Wage Determination Request	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-43	Project Site Conditions-Video	7 years	Video Tape or Electronic Disk	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-5	Consultant/Geotech/Permit Fees/Contractor	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-6	Contract, including insurance & surety	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-7	Contractor's Original Construction Schedules	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-8	Contractor's Safety Manual	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-034-9	Contractor's Updated Construction Schedules	Place in Project File	Paper or Microfilm or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-035	Capital Purchases, Office and Technical Equipment (OTEA)	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-036	Card Access	2 months	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-037	Cash Book	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-038	Cash Books/Cash Reports (Cashiers Daily Sheets)	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-039	Cash Receipt Reports	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-040	Cash Receipts & Disbursements	3 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-041	Cash Register Tapes/Records	2 years with internal controls	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-042	Cashier Journal Entries (All Five Cashier Forms)	5 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-043	Cashier Journal Entry (Recap Record of Daily Payments Received)	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-044	CCTV Inspections	Until information is no longer current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-045	Cell Phone Bills	3 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-046	CFS / Peoplesoft Balancing	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-047	CFS / Peoplesoft Balancing	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-048	Charge Sheets	6 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-049	Chargeback Reports/Records	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-050	Checks and Check Stubs (from Customers)	Until Audited	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-051	Checks Voided (from Customers)	Until Audited	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works		18-WW-052	Chemical Dose Sheets	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-053	Chemical Dose Sheets	10 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-054	Chemical Spills	5 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-055	City Council Reports and FYI Memos	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-056	Client Payment Files	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-057	Client Payment Files	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-058	Co-Funding Agreements e.g. American Water Works Association Research Foundation	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-059	Commissioner's Drawings	10 years	Linen	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-060	Community Development Studies	7 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-061	Compliance Reports - All Types	5 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-062	Computer Generated Financial Reports	Until replaced by next printout	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-063	Computer Generated Financial Reports	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-064	Computer Remote Access Forms	2 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-065	Computer Service Desk Requests	2 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-066	Confined Space Entry Permits	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-067	Construction / Meter Material Inventory Sheets	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-068	Construction / Meter Material Inventory Sheets	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-069	Construction Contracts & Capital Purchase Orders	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-070	Contracts - Outside Consultants	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-071	Contracts - Political Subdivisions/Hamilton County (ECD)	10 years after expiration	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-072	Contracts Excluding CIP and Consultant	6 years plus current after Audit	Paper or Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-073	Contracts/Vendors, e.g. Chemicals, Supplies	6 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-074	Coordinated Reports	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-075	Coordinated Reports and County Actions	7 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-076	Correspondence - Routine email and other Internal Correspondence (letters, memos) and correspondence from various individuals, companies and organizations requesting information pertaining to agency and legal interpretations and other miscellaneous inquires	* 1 year See Citywide Retention Schedule 99-2	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-077	Correspondence - Official email and other Messages that deal with significant aspects of the administration of the public office, including information concerning the office's policies, programs and fiscal and personnel matters.	* 2 years See Citywide Retention Schedule 99-3	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-078	Cost Control Reports	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-079	Court Orders for Payroll Deduction	Termination or order rescinded	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-080	Credit and Reference Memos	3 year plus audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-081	Curb Box Location Record	10 years	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-082	Customer Hearing/Reports/Files	4 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-083	Daily Work Orders	3 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-084	Damage Claims	2 years after Case Settled	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-085	Deeds & Easements	Deeds during City ownership, easements life of improvement, then evaluate for historic value	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-086	Director's Customer Service Corr./Customer Service Center Referrals	2 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-087	Disaster Recovery Documentation	* Until superseded See RCC-ETS 04-24	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-088	Disbursement Register	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-089	Disbursement Register	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-090	EEO Policies, Regulations & Forms	15 yrs. after expiration or Termination	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-091	Eligibility Lists	2 years after List expires	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-092	Emergency / Contingency Plans including appendix	Permanent until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-093	Emergency / Contingency Plans - Auxiliary Power & Operation Reports	Permanent until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-094	Emergency Response Plan - including Risk Management Plan (RMP), Process Safety Management Plan (PSM), Evacuation Plans and other Security / Safety Action plans	Permanent until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-095	Employee Surveys	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-096	Encumbrance Report	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-097	Encumbrance Report	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-098	End of Year Mileage Report	6 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-099	Environmental Records (Air Emission Tests & Chemical Spills)	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-100	Facility Data Sheets	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-101	Facility Manuals	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-102	Facility Standard Drawings	Until updated,superceded or obsolete, then evaluate for histoirc value	Electronic or Mylar or Linen or Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-103	Filter Profiles (Interim Enhanced Surface Water Treatment Rule )	3 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-104	Finals (Final Bill for Moving Customers)	6 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-105	Financial Audit Reports - City	5 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-106	Financial Audit Reports - Federal/State	5 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-107	Financial Statement and Audit Work papers	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-108	Fleet Billing	6 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-109	Flow Test	Until Obsolete	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-110	Frequent Flier forms	6 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-111	Fund Trial Balance Report - Finance	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-112	Fund Trial Balance Report - Finance	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-113	Garnishment Orders	Termination or order rescinded	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-114	General Engineering Drawings	Until updated, superseded, or obsolete, appraise for historical value	Linen	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-115	General Ledger	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-116	General Maps - Census, OKI, Flood, Plan	10 years then evaluate for historical value	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-117	Hazardous Waste Records	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-118	Hydrant Books	10 years	Linen	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-119	ID Bills (Bills from other City Agencies)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-120	ID Bills (Bills to other City Agencies)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-121	ID Bills (Bills to other City Agencies)	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-122	Ingress-Egress Card Reads	2 months	Electronic or Disk	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-123	Insurance-Property	2 years after expiration provided all claims settled	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-124	IT Client/Agency System Documentation	* Until Superseded See RCC-ETS 04-17	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-125	IT Computer Training Manuals	* Until Superseded See RCC-ETS 04-44	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-126	IT Guidelines and Policies	* Current + 2 years See RCC-ETS 04-33	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-127	IT Project Data Conversion Documentation (Reconciliation Documentation)	6 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-128	IT Project Documentation (Deliverables, Signoff Sheets)	6 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-129	IT Reference Manuals	* Until Superseded See RCC-ETS 04-39	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-130	IT Requirements Analysis Documentation	4 years after Post Implementation Review	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works		18-WW-131	IT Software Media	Until updated, superseded, or obsolete.	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-132	IT Software Registrations, Warranties, and Licenses	Until updated, superseded, or obsolete.	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-133	IT Source Programs	* Until Superseded See RCC-ETS 04-42	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-134	IT Testing Documentation	2 years after the Post Implementation Review	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-135	IT User Documentation	1 year after system is no longer operational	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-136	IT Vendor Information	*Life of Contract See RCC-ETS 04-46	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-137	IT Wide/Local Area Network Documents	* Current + 3 years See RCC-ETS 04-48	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-138	Job Folder (All paperwork of construction Jobs Plant Accounted)	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-139	Job Hazard Analysis	Until Superseded, obsolete or replaced	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-140	Job Order Status Report	Until Superseded	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-141	Journal Entries (Journal Voucher Sheet)	6 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-142	Journal Vouchers	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-143	Journal Vouchers	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-144	Kentucky Bacteriological Analysis Report	12 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-145	Kentucky GE Distribution Sampling	12 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-146	Kentucky MOR (Monthly Operating Report)	12 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-147	Key Cards and Employee ID Badges	Until employee terminated or assignment changes	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-1	Lab Records - Bacteria - Bench Sheets	5 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-10	Lab Records - Organics - Quality Assurance/ Quality Control (QA/QC) Reports	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-11	Lab Records - Water Quality Control Check Sample - Test Results	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-12	Lab Records - Wet Chem - Monitors Calibration	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-13	Lab Records- Wet Chem Bench - Sheets	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-14	Lab Records - Wet Chem Quality Assurance/Quality Control (QA/QC) Reports	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-2	Lab Records - Bacteria - Quality Assurance/Quality Control (QA/QC) Reports	5 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-3	Lab Records - Bacteria - Temperature	5 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-4	Lab Records - Inorganic Bench Quality Assurance/Quality Control (QA/QC) reports	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-5	Lab Records - Inorganic Bench Sheets	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works		18-WW-148-6	Lab Records - Lead Copper Rule - Results	12 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-7	Lab Records - Lead Copper Rule - Site Information	12 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-8	Lab Records - Organics - Bench Sheets	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-148-9	Lab Records - Organics - chromatograph data	10 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-149	Labor Distribution Reports (Cost Accounting Labor)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-150	Labor Distribution Reports (Cost Accounting Labor)	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-151	Lead Line - Project Files	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-151-1	Lead Line - Customer Agreements / Contracts	Place in Project File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-151-2	Lead Line - Correspondence including Grant Letters	Place in Project File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-151-3	Lead Line - Customer Complaints and Resolutions	Place in Project File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-152	Legal Notices - Proof of Publication	5 years, until all records destroyed	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-153	Legal Opinions - From City Solicitor	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-154	Maintenance Logs	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-155	Maps/Plans/Drawings	Life of Infrastructure, then appraise for historical value	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-156	Mason / HAMCO CIP Letters	5 Years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-157	Maximo Maintenance Planning and Asset Records	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-158	Meal Allowance Record	3 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-159	Memorandums of Understanding	Until Superseded, obsolete or replaced	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-160	Meter & Value Location Record	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-161	Meter Reading Cards	6 years, until all records destroyed	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-162	Meter Reading Records	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-163	Meter Reading Records	4 years, until all records destroyed	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-164	Meter Test Records	3 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-165	Misc. Project Files	Until Project is completed and final report issued	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-166	Misc. Billing for Water Main Repair	3 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-167	Misc. Memos	Until no longer of administrative value	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-1	OEPA - Limited Time OEPA Submissions	12 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works		18-WW-168-10	OEPA - Sample Submission Reports (5019) - Chemical SSR	12 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-11	OEPA - Sample Submission Reports (5211) - Microbiological/Coliform SSR	5 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-12	OEPA - Sanitary Survey Results	10 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-2	OEPA - Monthly Operating Reports	Until incorporated into Annual Report	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-3	OEPA - Monthly Operating Reports (5001)- Microbiological MOR	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-4	OEPA - Monthly Operating Reports (5002) Plant Distribution MOR	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-5	OEPA - Monthly Operating Reports (5011)- Fluoride Adjustment	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-6	OEPA - Monthly Operating Reports (5109) - Surface Water Plant MOR	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-7	OEPA - Monthly Operating Reports (5109-A) Addendum for individual Filter turbidity results	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-8	OEPA - Monthly Operating Reports (5114)- Chlorine Maximum Residual	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-168-9	OEPA - Monthly Operating Reports (5115)- Total Organic Carbon	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-169	Monthly Reports	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-170	Motorized Equipment Record Folder	One year after equipment is sold	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-171	National Pollutant Discharge Elimination System Application (NPDES)	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-172	National Pollutant Discharge Elimination System Monthly Reports (NPDES)	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-173	News Releases	2 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-174	Newspaper Articles	2 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-175	Non - Plant Disposals - Obsolete Sale Documentation	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-176	Ohio Utilities Protection Correspondence	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-177	Old Branch Books (50 scale)	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-178	Operator of Record Logs	3 Years	Bound Book or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-179	Ordinance - Water Works	Until Superseded	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-180	OUPS Tickets	3 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-181	Parking Stickers	Until vehicle changes or employee terminated	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-182	Papers and Presentations	Until no longer of administrative value	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-183	Payment Coupons	Until Paid & Audited	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-184	Payment Report	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-185-1	Employee Earning Record	Until termination	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-10	Payroll Journal - Annual Cumulative	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-11	Payroll Journal - Weekly, Monthly	3 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-12	Tax Withholding Reports	6 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-13	Temporary Transfer Pay	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-14	Time Cards/Time Sheets	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-2	Employee Income Tax Withholding Certificate	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-3	Employee Pay Records	Updated until termination	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-4	Employee Withholding Requests	Until replaced or revoked	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-5	Gross Pay Register	10 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-6	Leave Balances/Reports	2 years after termination	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-7	Overtime Authorization	2 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-8	Overtime Reports	2 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-185-9	Payroll Attendance Card (Record of Attendance, Vacation, & Sick Leave for Employees)	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186	Personnel File	Purge 2 years after employee leaves. Retain permanent records of service time, salary history, leaves, balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-1	Application for Employment- Not Hired	2 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-10	Employee Photos	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-11	Employee Training Records	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-12	Grievance Hearing Records	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-13	Grievance Hearing Records	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-14	Injury Reports	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-15	Interview Notes Transfer, New Hires Promotion	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-16	Leave Requests - All Types	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-17	Leave Requests - All Types	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-18	Letter of Appointment	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-186-19	Letter of Resignation	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-2	Application for Employment	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-20	Letters of Reference	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-21	PEAP Referrals	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-22	PEAP Referrals	10 years after separation	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-23	Personnel Actions (Form 14)	Place in Personnel File	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-24	Recognition Awards	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-25	Required Licenses, Certificates, renewals	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-26	Required Licenses, Certificates, renewals	10 years after separation	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-27	Notice of disciplinary action, separation or lay-off	4 years. If appealed, retain until all litigation is terminated.	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-28	W-2 Forms	6 years provided Audited	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-29	W-4 Forms	Until superseded or employee terminated	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-3	Audiometric Test Results	Place in Personnel File	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-30	Notification of Pay/Pay Step Increase	Place in Personnel File	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-4	Co-op/Seasonal Employee File	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-5	Co-op/Seasonal Employee File	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-6	Employee Medical File	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-7	Employee Medical File	Permanent	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-8	Employee Performance Evaluations and Measures	5 years after separation	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-186-9	Employee Photos	3 years after separation	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-187	Petty Cash Record	3 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-188	Photographs	Until information is no longer current, then appraise for historical value	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-189	Pitometer Reports	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-190	Planned Unit Development (PUD) Letters	5 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-191	Planning Staff Meeting Minutes	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-192	Plant (Fixed Asset) Disposals	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-193	Plant (Fixed Asset) Listing - Annual	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-194	Plant (Fixed Asset) Listing - Annual	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-195	Plant (Fixed Asset) Transaction	67 years electronic 5 years paper	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-196	Plant Record Sheets	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-197	Policies & Procedures Divisional	Until Information is superseded, updated or replaced	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-198	Policies and Procedures City	Permanent until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-199	Policies and Procedures Dept.	Permanent until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-200	Posting Sheets & Cards for Paid Bills	3 years, until all records destroyed	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-201	Preconstruction Meetings Audio Recordings	Until information is no longer current	Audio Tape	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-202	Preliminary Applications	Review Annually for Disposal	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-203	Pressure Regulator Drawings	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-204	Project Correspondence	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-205	Project files Including Submittals	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-206	Project folders from Primes and Subs.	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-207	Project Study Files	5 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-208	Property and Easements Records	10 years	Mylar or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-209	Property Files	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-210	Property Vouchers	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-211	Pump Station Plans and Specifications	10 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-212	Pump Station/Treatment Plant Files	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-213	Pumpage and Consumption Reports	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-214	Pumpage Rate Sheets	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-215	Purchase Orders (Excluding Capital)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-216	Purchase Orders (Excluding Capital)	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-217	Purchasing Documents (Miscellaneous, e.g. Receiving tickets, Requisitions, Receipts)	Until no longer of administrative . Value, 10 Yrs.	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-218	Rate Schedules	Until superseded	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-219	Receiving tickets - REMIT documents	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-220	Reconciliation Sheets, Bank Accounts	3 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-221	Record of Funds Received	3 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-222	Record Retention Documents	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-223	Records Requests/Responses	* 2 years plus current year See Citywide Retention Schedule 07-004	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-224	Records to Bureau of Employment Services	2 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-225	Refund Check Ledger	5 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-226	Register of Billing	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-227	Regulatory Policies/Energy	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-228	Report of Cash Received	3 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-229	Request for Information (RFIs)	2 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-230	Request for Proposals (RFPs) Successful/Unsuccessful	2 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-231	Request for Qualifications (RFQs), Successful/Unsuccessful	2 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-232	Requisitions	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-233	Requisitions	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-234	Safety Data Sheets	Until revised	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-235	Safety Equipment Maintenance Records	Life of Equipment	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-236	Sand Filter Cards	1 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-237	Sand Filter Cards (Supervisory Control And Data Acquisition, SCADA)	10 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-238	SCIP Applications	7 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-239	Security, system, and other alert logs	Permanent until revised	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-240	Service Branch Report	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-241	Service Branch Report	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-242	Shop Drawings	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-243	Shut-Off Lists	3 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-244	Special Permits (Cranes, Elevator, Halon, Fire)	Until renewed or after expiration	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-245	Special Projects, Studies and Reports	7 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-246	Standard Construction Specifications	10 years plus current	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-247	Standard Form Letters	1 year and until no longer of administrative value	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-248	Statement of Balances	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-249	Statement of Balances	6 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-250	Statistical Reports	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-251	Statistical Reports	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-252	Stores Balancing Documentation	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-253	Stores Balancing Documentation	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-254	Stores Cycle Count Sheets & Physical Inventory Records	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-255	Stores Cycle Count Sheets & Physical Inventory Records	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-256	Stores Reports (Stores Issues & Adjustments Report)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-257	Stores Reports (Stores Issues & Adjustments Report)	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-258	Stores Stock Status Reports	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-259	Stores Stock Status Reports	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-260	Stores/Supplies Request	Until no longer of administrative value	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-261	Stormwater Appurtenance Inspections	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-262	Stormwater Connection Inspections	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-263	Stormwater Contractor Workorders	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-264	Stormwater Customer Service Requests	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-265	Stormwater Notice of Code Violations	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-266	Street Improvement Responses	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-267	Street Improvement Reviews	7 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-268	Subsidiary Ledger	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-269	Subsidiary Ledger	6 years plus current after Audit	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-270	Summaries of agency disciplinary action hearings.	4 years. If appealed, retain until all litigation is terminated.	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-271	Survey Project Folders	10 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-272	Survey Projects	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-273	Telecommunication Billing Listing	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-274	Telecommunication Billing Listing	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works		18-WW-275	Tour / Visitors -Informational Flyers, Brochures	Until no longer of administrative value	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-276	Tour/Visitors log/sign in sheets and waivers	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-277	Training sign-in sheets	5 years	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-278	Travel Expense Records	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-279	Trial Balance Records	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-280	Turbidimeters Calibration	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-281	Underground Reports	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-282	Uniform Allowance Record	3 years plus current after Audit	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-283	Vehicle Commuting Sheets	6 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-284	Vehicle Daily Inspection before using (CDL vehicles)	2 year plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-285	Vehicle Inspection Reports	1 year plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-286	Vendor Files - Purchase Orders, Invoices, Receiving Slips and other documentation stored in REMIT	3 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-287	Vendor List	Until Superseded	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-288	Video (Surveillance)	30 days	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-289	Voucher (Capital Purchase Only)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-290	Voucher (Capital Purchase Only)	10 years	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-291	Voucher (Excluding Capital Purchases)	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-292	Voucher (Excluding Capital Purchases)	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-293	Voucher Registers	1 year plus current after audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-294	Voucher Registers	6 years plus current after Audit	Electronic or Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-295	Water Availability Studies (Water Availability/Branch Footage-WABF)	7 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-296	Water Billing Stubs	3 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-297	Water Billing Stubs	3 years provided Audited	Microfilm	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-298	Water Contract/Service Area Files	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-299	Water Main Agreements	10 years after expiration	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-300	Water Main Charges (Def Asses.)	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works		18-WW-301	Water Main Extension Payments (Contributions to Plant)	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Greater Cincinnati Water Works			18-WW-302	Water Main Location Record	10 years	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-303	Water System Expansion Files	10 years plus current	Paper or Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-304	Water Usage Reports	3 years plus current	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-305	Water Usage Reports	3 years provided Audited	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-306	Wing Wall maps 1000 Scale	10 years then evaluate for historical value	Mylar	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-307	Withholding Payment Record	6 years plus current after Audit	Paper	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Greater Cincinnati Water Works			18-WW-308	Work Order Records	For life of equipment	Electronic	11/17/2022	Cathy B. Bailey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health	All Health Dept		AL-001	General Correspondence	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-002	Commercially Published Magazines, Newspapers, and Journals	Daily Disposal	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-003	E-Mail Correspondence	Considered draft documents. Maintain until of no further administrative value. Email that needs to be kept for an extended period of time should be printed and stored with paper files.	Electronic	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-004	Correspondence Files stored on computer hard drive	Considered draft documents. Maintain until of no further administrative value. Files to be kept for an extended period should be printed and stored as hard copies or maintained in accordance with the City's electronic storage policies.	Electronic	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-005	Legal Opinions	5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-007	Minutes of staff, safety, and program meetings	2 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-008	Telephone Messages	Maintain until of no further administrative value. Daily disposal	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-009	Calendar	Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	All Health Dept		AL-010	Electronic Calendar	Current Year	Electronic	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Board of Health		BH-001	Official Records of Board of Health (agendas, minutes, and supporting materials)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Board of Health		BH-002	Audio and visual records of Board of Health meetings	Until official record is approved by the Board of Health	Recording Tape	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Board of Health		BH-003	Board of Health Regulations	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Board of Health		BH-004	Board of Health By-Laws	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Board of Health		BH-005	Board of Health Policies	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Central Laboratory		CL-001	Internal Test Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Central Laboratory		CL-002	Internal Quality Control Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Central Laboratory		CL-003	Internal Proficiency Records	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Central Laboratory		CL-004	Laboratory Procedures	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Central Laboratory		CL-005	Laboratory Procedures	Permanent	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Central Laboratory		CL-006	Laboratory Studies	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Central Laboratory		CL-007	Internal Test Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Central Laboratory		CL-008	Internal Quality Control Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Central Laboratory		CL-009	Laboratory Studies	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Central Pharmacy		1	Shipping Records - Cincinnati Health Department inventory cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy		2	Receiving Records-CHD Contract Cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy		4	Shipping Records - completed CHD requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.			
Health	Central Pharmacy		5	Receiving Records - Contracts	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Central Pharmacy	6	General Files - Central supply inventories	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	7	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.			
Health	Central Pharmacy	8	Prescriptions blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy.	3 Years	Paper	11/9/1983	Broadnax, Stanley E.			
Health	Central Pharmacy	1a	Shipping Records - Completed Cincinnati Health Dept. Requisitions (Form AXC)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.			
Health	Central Pharmacy	2a	Receiving Records-CHD Inventory Cards	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	2b	Receiving Records - Contracts	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	2c	Receiving Records - Purchase Orders	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	2d	Receiving Records - (Drug Enforcement Agency) DEA Controlled Substances Invoices for the clinic pharmacies kept in Central Records in Drug Laws of Ohio Section 1304.04	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	3a	General Files - Directives Incoming	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	3b	General Files - Directives Outgoing	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	3c	General Files - Price Lists (drugs, clinic supplies, dental supplies)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	3d	General Files - Inventories Central Pharmacy	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	3e	General Files - Inventories Clinic Pharmacies	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	3f	General Files - Requisitions (completed 1-S and completed 12-S and CHD-042)	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	5a	Receiving Records - Purchase Orders	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	6a	General Files - Completed 1S requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Central Pharmacy	6b	General Files - Completed 12-S requisitions	3 Years	Paper	11/9/1983	Broadnax, Stanley E.	Volpe, E.P.	Suchanek, Jeanne Ontko	Geoghegan, Michael J.
Health	Commissioner's Office	CO-001	Annual Report (HCO)	(O.R.C. 149.11) Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Commissioner's Office	CO-002	Administrative Memoranda and Policies and Procedures of the Health Department	Until superseded or terminated	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Commissioner's Office	CO-003	Audiovisual materials - includes exhibits, movies, PSA's and videotape productions	Until of no further administrative value	Audiovisual Medium	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Commissioner's Office	CO-004	Organizational Chart	Until superseded	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Commissioner's Office	CO-005	News Releases	2 Years + Current Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Community Health	CH-001	Home Health Client Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Community Health	CH-002	Home Health Client Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	AS400	05/14/2024	Mussman, Dr. Grant			
Health	Community Health	CH-003	Home Health Client Records	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Environmental Services	ES 15-1	Junk Motor Vehicle hearings and decision	5 years	Paper, Tape, CD	06/25/2015	Maseru, Noble	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Health	Environmental Services	ES-001	Construction Plans	After Closed + 1 Year	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-002	Retail Food establishment inspection reports (includes inspection reports, violations and follow-up inspections)	3 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-003	Food Program Complaint Investigation Reports (No illness)	3 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-004	Food Illness Investigation Report	5 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-005	Food Service Operations Inspection Reports (includes inspection reports, violations and follow-up inspections)	3 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-006	Food Service Operations Inspection Reports (With Illness Complaint Investigation)	5 Years provided no legal action is pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-007	Nuisance complaint investigation forms - includes pertinent information about filed health nuisance complaints, inspections, violations, follow-up, responses and resolutions	3 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-008	Pool plan review application (includes an application requesting CHD to review plans for a public pool. Record includes pertinent contractor information, construction plans, fees and application).	After Closed + 5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-009	Pool plan review application for pools Closed but Destroyed (Filled In)	When verification of destruction is obtained	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-010	Household Sewage Disposal System Reports	After Closed + 5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Environmental Services	ES-011	Animal Bite Investigation Reports (see Medical Director's Office for Positive results)	Three Years after case is closed	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Environmental Services	ES-012	Environmental Investigations of Lead	20 Years, provided no pending legal action	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-001	Accounts Receivable Record (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-002	Activity Reports (TRD)	2 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-003	Annual Appropriation Ordinances (TRD)	5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-004	Annual Budget (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-005	Audit Reports (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-006	Bank Deposit Slip	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-007	Bank Statement (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-008	Budget Working Papers (TRD)	5 Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-009	Cash Receipts Schedule (TRD)	Three Years after last entry, provided audited.	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-010	Check Register	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-011	Contracts and Agreements (TRD)	15 Years after expiration	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-012	Daily Report of Cash Received (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-013	Encumbrance and Expenditure Journal (TRD)	Seven Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-014	Incoming Funds Register (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-015	Insurance Policies (TRD)	Three Years after expiration, provided no claims pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-016	Leases (TRD)	Three Years after expiration, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-017	Licenses (TRD)	One Year after expiration	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-018	Monthly Statement of Balances (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-019	Performance Bonds (TRD)	After project terminates	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-020	Permits (TRD)	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-021	Purchase Orders	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-022	Receipt Books	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-023	Record of Fund Received	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-024	Requisitions	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fiscal	FI-025	Vouchers	Three Years, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Fleet Management	FM-001	Accident Reports (TRD)	3 Years, provided no claim pending	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Geriatric Services	80-1	Correspondence (General letters and memos or correspondence pertaining to conditions or patient care.)	Review annually for disposal, excepting correspondence pertaining to complaints regarding patient care, which should be kept at least 2 Years.	Paper	3/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Geriatric Services	80-2	Nursing Home Records (may include communicable disease reports, patient lists, annual renewal forms, inspection reports, face sheets, fire, sanitation, and building inspection reports, copies of menus, weekly time sheets, licensed personnel's orientation, sample plans of care, P.R. information distributed to the public by the home.) Copies of the forms to be retained and discarded are on file with the Cincinnati City Records Commission.	Review annually for disposal, retaining: communicable disease reports, patient lists, annual renewal forms, inspection reports, face sheets, and fire, sanitation, and building inspection reports.	Paper	3/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Geriatric Services	80-3	Variance Requests (requests from nursing homes for exceptions from Cincinnati Municipal Code Chapter 847 requirements. Includes: correspondence, proposed justification for variance, department response.)	Retain current + previous 2 Years	Paper	3/26/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Human Resources	1-00	Accident Reports, I-91 Form	Current + 5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	2-00	ADA Requests (Permanently maintained by Personnel Department)	5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	3-00	Application for Employment	Permanent, if employed; others One Year	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	4-00	Employee Personnel File containing Name, Address, Telephone Number, Emergency notification information, Copies of all previous Form 14-S (when Form 14 Requirement was in place), copies of corrective/disciplinary actions (to be removed in accordance with the applicable labor agreement), copies of Commendations, Copies of Performance Reviews, Copies of Tax Withholding information, Copies of Memorandums relating to the employee, Any other information which relates to the employee's job performance, Photo of employee, Pink employment record card, Outside Work notification, Exit Interviews	Permanent, unless permission is granted by the Director of Personnel Department	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	5-00	EEO Complaints Records	15 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	6-00	FMLA Requests	5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	8-00	Gross Pay Register (Maintained by Central Payroll for 15 Years)	1 Year	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	9-00	Leave of Absence, Compensatory Time	3 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	10-00	Letter of Reference	Permanent, if employed; others One Year	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	11-00	Letter of Resignation	Permanent	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Human Resources	12-00	OSHA related medical exams, toxic substance exposure and bloodborne pathogen exposure records	Current + 5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	13-00	Payroll Attendance Record	3 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	14-00	Statistical Reports: Training, EEO, Safety	5 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	15-00	Supervisor Held Employee Files	Kept until employee leaves service. Copies of forms are kept in the EE Personnel file can be disposed of. All other items one year after employee leaves service	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	16-00	Time Sheets	15 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	17-00	Training Request Sheets	10 Years	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	17A-00	Training Request Sheets	Permanent	Electronic Files (Computer)	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Human Resources	18-00	Workers Compensation Claim	10 Years after date of final payment	Paper	10/26/2000	Howard, Ricardo G.	Annett, Lawrence P.	Swift, Pari J.	Meeks, Martin E.
Health	Maintenance	MA-001	Equipment Inventories and related Reports (TRD)	Until Revised and Audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Maintenance	MA-002	Equipment Maintenance Record (TRD)	Life of Equipment	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Maintenance	MA-003	Maps and plans of Health Department property (TRD)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Maintenance	MA-004	Project Plans, drawings and Maps (TRD)	Life of Project	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Medical Director	MD-001	Animal Bite Records - Positive Bites	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-001	Shipping Records inventory cards	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-002	Shipping Records inventory cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-003	Shipping Records completed requisitions (form AXC)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-004	Shipping Records completed CHD requisitions	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-005	Receiving Records contract cards	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-006	Receiving Records contract cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-007	Receiving Records inventory cards	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-008	Receiving Records inventory cards	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-009	Receiving Records contracts	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-010	Receiving Records Purchase Orders	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-011	Receiving Records Drug Enforcement Agency controlled substance invoices (see Drug Laws of Ohio Section 1304.04)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-012	General Files Directives Incoming	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-013	General Files Directives Outgoing	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-014	General Files price lists (drugs, clinic supplies, dental supplies)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-015	General Files price lists (drugs, clinic supplies, dental supplies)	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-016	General Files Inventories Central Pharmacy and Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-017	General Files completed 1-S Requisitions Central Pharmacy and Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-018	General Files Completed 12-S & CHD-042 Requisitions Central Pharmacy	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-019	General Files completed 12-S Requisitions Central Supply	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-020	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-021	Requisitions showing medications received in the clinic pharmacy from suppliers (Cincinnati Health Department or other suppliers)	Three Years	Floppy disk	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-022	Prescription blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy	Three Years	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Pharmacy	PH-023	Prescription blanks and duplicate prescription labels showing medications dispensed from the clinic pharmacy	Three Years	AS400	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Primary Care	87-1	Health Center Encounter Form	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care	87-2	Health Center Encounter Form	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care	95-1	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care	95-1a	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Microfilm	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care	95-1b	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Primary Care		PC-001	Health Center Encounter Form	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-002	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-003	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Microfilm	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-004	Clinic Incident Reports	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-005	Patient Complaint Forms	One Year after Investigation Completed	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Primary Care		PC-006	Telephone Triage Documentation	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Paper until converted electronically	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-007	Health Center Encounter Form	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-008	Medical charts that contain history, immunizations, lab work, progress notes, referral to outside hospitals, permission forms and other documents	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-009	Clinic Incident Reports	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Primary Care		PC-010	Telephone Triage Documentation	10 Years after last activity; minimum 6 years after death; permanently if litigation involved	Electronic	05/14/2024	Mussman, Dr. Grant			
Health	Treatment Alternatives		81-1	Client Records - client files of the Treatment Alternatives to Street Crime Program (boxes 10-64)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.			
Health	Treatment Alternatives		81-2	Client Records - Client files of the Standards Implementation Program - Drug and Alcohol (boxes 1,2)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-3	Client Records - Client files of the Community Aftercare Program (boxes 5,6)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-4	Client Interview Forms - initial screening interviews of program volunteers (boxes 7,8)	3 Years	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Treatment Alternatives		81-5	Client Related Information - correspondence and scheduling information (boxes 3, 4, 9). Duplicate information is in client files.	Destroy Immediately	Paper	8/6/1981	Broadnax, Stanley E.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health	Vital Records		VR-001	Birth Certificates	Permanent	Microfilm (paper copy sent to Ohio Department of Health in Columbus)	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Vital Records		VR-002	Death Certificates	Permanent	Microfilm (paper copy sent to Ohio Department of Health in Columbus)	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Vital Records		VR-003	Birth and Death Certificate Index (Card File)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Vital Records		VR-004	Birth and Death Certificate Index (Volumes 1901-1938)	Permanent	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Vital Records		VR-005	Requests for Certificates	One Year, provided audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Vital Records		VR-006	Requests for Certificates (free copies and governmental agencies)	Until Audited	Paper	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health	Vital Records		VR-007	Requests for Certificates (free copies and governmental agencies)	Until Audited	E-mail	6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Health			21-001	Tobacco 21 Evidence Photo; Photo of underage buyer holding evidence obtained during the course of an Underage Buy Attempt	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-002	Tobacco 21 Evidence Photo: Photo of Store front at tobacco retail location taken at the time of Underage Buy Attempt	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-003	Tobacco 21 Evidence Photo; Photo of the item(s) purchased during an Underage Buy Attempt	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-004	Tobacco 21 Chain of Custody Form; Document verifying the chain of evidence custody for Underage Buy Attempts	5 years	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-005	Tobacco 21 Chain of Custody Form; Document verifying the chain of evidence custody for Underage Buy Attempts	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-006	Tobacco 21 Evidence Logbook; Book used to log all evidence checked into the Tobacco 21 evidence room	5 years from date of last entry	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-007	Tobacco 21 Receipts; Receipts of tobacco purchases from Underage Buy Attempts	5 years	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-008	Tobacco 21 Receipts; Receipts of tobacco purchases from Underage Buy Attempts	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-009	Tobacco 21 Underage Buyer Agreement Form; Document outlining Underage Buyer requirements signed by Underage Buyer and T-21 Program Manager	5 years	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-010	Tobacco 21 Underage Buyer Agreement Form; Document outlining Underage Buyer requirements signed by Underage Buyer and T-21 Program Manager	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-011	Tobacco 21 Underage Buyer Questionnaire; Document containing list of questions answered by the Underage Buyer before the on-boarding process to determine suitability for the position	5 years	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Health			21-012	Tobacco 21 Underage Buyer Questionnaire; Document containing list of questions answered by the Underage Buyer before the on-boarding process to determine suitability for the position	5 years	Digital file	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-013	Tobacco 21 Petty Cash Ledger; Logbook documenting any T-21 Fund withdrawals for an Underage Buy Attempt	5 years	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-014	Tobacco 21 Complaint Log; Log book documenting any formal complaints of tobacco retailers in violation of Tobacco 21 regulations	5 years from date of last entry	Digital	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-015	Tobacco Retail License Inspection Form; Form documenting a Tobacco 21 license and signage inspection	5 years	Digital	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-016	Tobacco Retail License Inspection Form; Form documenting a Tobacco 21 license and signage inspection	5 years	paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-017	Tobacco 21 Underage Buy Attempt Inspection Form; Form documenting the details of an Underage Buy Attempt	5 years	Paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-018	Tobacco 21 Underage Buy Attempt Inspection Form; Form documenting the details of an Underage Buy Attempt	5 years	Digital	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-019	Tobacco 21 Underage Buyer Pre-Compliance Check Statement; Document signed by the T-21 Sanitarian and Underage Buyer stating that the Underage Buyer does not possess tobacco products during the course of an Underage Buy Attempt	5 years	paper	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health			21-020	Tobacco 21 Underage Buyer Pre-Compliance Check Statement; Document signed by the T-21 Sanitarian and Underage Buyer stating that the Underage Buyer does not possess tobacco products during the course of an Underage Buy Attempt	5 years	Digital	11/17/2022	Mussman, Dr. Grant	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Health				See Drug Laws of Ohio Section 4729.37 Ohio State Board of Pharmacy; Section 1304.03 Drug Enforcement Administration			6/5/2003	Adcock, Malcolm	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Human Resources	Management Services & Civil Service		79-13	Employee Date File (print-out of basic statistics on each employee - record copy in Finance Department )	Until new print-out is issued	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-16	Examination Record Card (name, address, date of birth, exam date, exam, exam number, score, rank & expiration date - filed with Employment Record Card)	35 Years after termination of employment	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-17	Job Complement Sheet (sheet for computer changes indicating codes, additions, deletions, reclassifications, transfers, etc., copy sent to Finance Department - information also on Employment Record Card)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-18	Ordinance Book - Personnel Department (copies of ordinances pertinent to Personnel & Civil Service - record copy in Clerk of Council's Office)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-2	Annual Report (for this department - forward record copy to Municipal Library)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-20	Payroll Attendance Records (record of attendance, vacation, & sick leave for employees of this office only)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-26	Request for Unemployment Payments (applications for unemployment payments by City employees - copy sent to State Office)	2 Years, after date of application, provided no action is pending.	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-6	City Bulletins (department copy)	Current Year	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-8	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services & Civil Service		79-9	Correspondence (general letters & memos)	5 Years, then review for disposal	Paper	04/23/1979	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Management Services, Civil Service, Personnel Development, EEO		80-3	EEO computer print-outs (Dec. Report 21, Dec. Report 25, Dec. Report Table of Organization)	5 Years	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services, Civil Service, Personnel Development, EEO		80-5	Notice of disciplinary action, separation, or lay-off (Form 32)	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Management Services, Civil Service, Personnel Development, EEO		80-6	Summaries of agency disciplinary action hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-1 A	Annual Budget (copy of department budget)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-1 B	Annual Budget (copy of department budget)	5 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-10 A	Payroll Correspondence File (notification of promotion, employee change form, temporary transfer sheets, step-up files)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-10 B	Payroll Correspondence File (notification of promotion, employee change form, temporary transfer sheets, step-up files)	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-11 A	Payroll register (for this department - record copy in Finance Dept)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-11 B	Payroll register (for this department - record copy in Finance Dept)	Current + previous Year	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-12 A	Performance Rating Sheets (annual evaluation of employee's performance, signed by supervisor & employee)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-12 B	Performance Rating Sheets (annual evaluation of employee's performance, signed by supervisor & employee)	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-13 A	Purchase Orders (for this department - record copy in Purchasing Department)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-13 B	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-14 A	Requisitions (For this Department - record copy in Purchasing department)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-14 B	Requisitions (For this Department - record copy in Purchasing department)	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-15 A	Specifications (position descriptions for City employment)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-15 B	Specifications (position descriptions for City employment)	Until obsolete or superceded	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-16 A	Statistical Reports (copies sent to State and Federal agencies)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-16 B	Statistical Reports (copies sent to State and Federal agencies)	5 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-17 A	Solicitor's Opinions (opinions pertinent to this department)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-17 B	Solicitor's Opinions (opinions pertinent to this department)	Permanent	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-2 A	Application for Employment & Examinations (filed numerically, with application, interview and grade sheet, examination notice stub, & examination sheet)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-2 B	Application for Employment & Examinations (filed numerically, with application, interview and grade sheet, examination notice stub, & examination sheet)	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-3 A	Application for Workmen's Compensation (applications filed alphabetically by employee's name; copy sent to State Office - ORC 4123.68)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-3 B	Application for Workmen's Compensation (applications filed alphabetically by employee's name; copy sent to State Office - ORC 4123.68)	5 yrs after last award	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-4 A	Civil Service Minutes (bound record of Commission meetings and business)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-4 B	Civil Service Minutes (bound record of Commission meetings and business)	Permanent	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-5 A	Correspondence - Rejection Letters (letters to applicants not eligible to take exams; resumes, applications, rejection letters)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-5 B	Correspondence - Rejection Letters (letters to applicants not eligible to take exams; resumes, applications, rejection letters)	3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-6 A	Eligibility Lists	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-6 B	Eligibility Lists	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-7 A	Employment Record Card (filed alphabetically by name; includes address, date of birth, salary adjustments classification and status, exams taken, grade, rank, annual service rating, disciplinary action, and date of termination of employment)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-7 B	Employment Record Card (filed alphabetically by name; includes address, date of birth, salary adjustments classification and status, exams taken, grade, rank, annual service rating, disciplinary action, and date of termination of employment)	50 years after termination	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-8 A	Outside Work Permits (approval of employee's employment in positions other than their positions with the City)	Until scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-8 B	Outside Work Permits (approval of employee's employment in positions other than their positions with the City)	Retain until expiration	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-9 A	Leave of Absence (Form 25)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		79-9 B	Leave of Absence (Form 25)	Current + previous 3 years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-1 A	Correspondence concerning Civil Service Commission appeal hearings	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-1 B	Correspondence concerning Civil Service Commission appeal hearings	5 Years. If appealed, retain until litigation is terminated, or whichever one is longer.	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-10 A	Civil Service Reports	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-10 B	Civil Service Reports	5 Years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-11 A	EEOP Reports	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-11 B	EEOP Reports	5 Years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-12 A	Unemployment Records	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-12 B	Unemployment Records	5 yrs after date of final payment	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-13 A	CDL Documents for FMCSA Compliance (driver's license, commercial learner's permit, daily training hours log, written assessment, certificates, lesson plans, trainer qualification documentation)	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-13 B	CDL Documents for FMCSA Compliance (driver's license, commercial learner's permit, daily training hours log, written assessment, certificates, lesson plans, trainer qualification documentation)	3 Years	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-2 A	EEO Complaints records	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-2 B	EEO Complaints records	10 years. If appealed, retain until litigation is terminated, or whichever one is longer.	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-3 A	Exhibits of Civil Service Commission appeal hearings	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-3 B	Exhibits of Civil Service Commission appeal hearings	5 Years. If appealed, retain until litigation is terminated, or whichever one is longer.	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-4 A	Human Resources department only - Notice of disciplinary action, separation, or lay-off (Form 32) and attachments	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-4 B	Human Resources department only - Notice of disciplinary action, separation, or lay-off (Form 32) and attachments	5 Years. If appealed, retain until litigation is terminated, or whichever one is longer.	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-5 A	Transcripts of Civil Service Commission appeal hearings	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-5 B	Transcripts of Civil Service Commission appeal hearings	5 Years. If appealed, retain until litigation is terminated, or whichever one is longer.	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-6 A	Personnel Files	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-6 B	Personnel Files	50 years after termination	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-7 A	Policies and Procedures	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-7 B	Policies and Procedures	Until obsolete or superceded	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-8 A	Employee Complaints/Letters	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-8 B	Employee Complaints/Letters	2 yrs provided no action pending	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-9 A	Employee Medical File	Until Scanned	Paper	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources	Workforce Management, Shared Services, Business Services, Employee Services		80-9 B	Employee Medical File	6 yrs after termination date	Electronic	11/17/2022	Edward G. Ramsey	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Human Resources			79-15	Employment Verification List (quarterly print-out of basic statistics on each employee)	Until new print-out is issued	Paper	5/7/08	Hilary Bohannon	Kramer, Lt. Stephen R.	Klettlinger, Katy L.W.	Meeks, Martin E.
Human Resources			79-25	Rate File - Notification of Changes (Record notifies data processing division of changes in rate of pay - copy also in Finance Department & all changes are recorded on Employment Record Card pre-1985) then electronically	Current + Previous Year	Electronic	5/7/08	Hilary Bohannon	Kramer, Lt. Stephen R.	Klettlinger, Katy L.W.	Meeks, Martin E.
Human Resources			79-28	Classification Specifications (position descriptions for City employment)	1 years after obsolete or superseded	Paper & Electronic	5/7/08	Hilary Bohannon	Kramer, Lt. Stephen R.	Klettlinger, Katy L.W.	Meeks, Martin E.
Law	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.		09-043	Relocation Files - Normal Code, Business & Residential (Client information, vacate notice, inspection report, project information, notices, move specifications, claim forms)	Current + previous 3 yrs	Paper-Electronic	11/13/2013	John P. Corp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law	Community Development		06-31	HOME funded projects - Tenant Income Verification, Rents, Verification for most recent 5 Years (Rental) and Projects with Recapture/resale Provisions (Home ownership)	5 Years after expiration of affordability period	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-32	Final Environmental Remediation Reports	15 years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-33	Contracts for Sale/Lease, Copies of Recorded Deeds/Easements, Certificate of Completion, Maintenance Records	15 Years after the expiration of agreement if no pending claims	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-34	Enterprise Zone Agreements	3 Years after term of Agreements	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-35	Authorization Ordinances, Correspondence, Budgets, Grants, Appraisals, Acquisitions, Evaluations, Public Improvements, Plans/Drawings, Relocations, Liens/Mortgages, Financial Records	10 Years from the date of the loan	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-1	General Correspondence	2 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-2	Internal Meeting Record	2 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-3	Records Request	2 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-4	Departmental Operations Manual & Copies of City Codes, Regulations, Procedures	Until Superseded	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Community Development		06-7	Internal Reports/Supporting Documentation	3 years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-9	Reports to City Council	3 years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-13	Supporting Work papers in Support of Operating Budgets	3 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-14	Supporting Work papers in Support of Capital Budgets	3 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-15	Sunset Process Files	2 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-16	Contracts	10 Years after termination of the contract	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-17	Inter-departmental Bills/Register, Vouchers, Invoices/Requisitions, Certifications, Expenses, Cash Receipts Schedule, Purchase Order Records	5 Years if federally funded, 3 years if not federally funded	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-18	Receipt Book	2 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-19	Audit Records	3 years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-23	Time Sheets & other payroll records (e.g. "Payroll Attendance Reports", leave slips)	3 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-24	Individual Personnel Files, department employees	3 Years after termination/1 Year after retirement. Human Resources maintains required permanent information.	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-26	Applications for Employment, not hired	2 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-27	Travel Records	3 Years	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-28	Application forms, Review Procedures/Criteria, Evaluation/Scoring, Correspondence, Selection Data	If approved convert to Projects/Loans file	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-29	Rejected Applications	3 Years after selection, if no pending litigation	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development		06-30	Authorization Ordinances, Correspondence, Budgets, Grants, Appraisals, Acquisitions, Evaluations, Public Improvements, Plans/Drawings, Relocations, Liens/Mortgages, Financial Records	5 Years if federally funded, 3 years if not federally funded	Paper or electronic	11/08/2012	Cervay, Michael	Autry, Melissa	Kevin Latta	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-36	Membership Files - Appointment Letters/Oaths of Office	1 Year following expiration of service	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-37	Calendar, Minutes and Staff Reports	Permanent, bind originals	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-38	Calendar, Minutes and Staff Reports (not a public record - for security purposes only).	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-39	Meeting Tapes/Notes/Public Notice	1 Year if minutes approved/Signed and no pending appeals	Paper & Compact Disk	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-40	Index to Minutes	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-41	Project, Source, and Subject Files	Review for disposal in 10 years, if no pending appeals.	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-42	Street Naming Files	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Commissions and Boards	06-43	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent, Bound	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Community Development and Planning	Environmental Review	06-57	Environmental Review/Section 106 Forms	5 Years after project completion if audited/pending litigation	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Environmental Review	06-58	Environmental Review/Section 106 Log	Permanent	Microfilm	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-50	Division of Land Files - City	5 Years (copy & microfilm)	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-51	Division of Land Files - City	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-52	Division of Land Files - County (1924-1963)	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-53	Subdivision Files - City	5 Years	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-54	Subdivision Files - City	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-55	Subdivision Files - County	5 Years	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Subdivision Records	06-56	Subdivision Files - County	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Zoning Records	06-44	Change Requests	5 Years, if no appeal pending	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Zoning Records	06-45	Zoning Case Files - including Group Housing Modifications (obsolete)	10 years then copy to microfilm	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Zoning Records	06-46	Zoning Case Files - including Group Housing Modifications (obsolete)	Permanent, copied from paper	Microfilm	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Zoning Records	06-47	Zoning Maps	Permanent	Paper & Magnetic Disk (enter into CAGIS)	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Zoning Records	06-48	Zoning Maps (for security purpose only)	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning	Zoning Records	06-49	Zoning Materials File	Review for disposal 5 years after adoption of new zoning ordinances	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning		06-59	Final Reports/Studies with Maps, Drawings, Plans	Permanent	Paper	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning		06-60	Final Reports/Studies with Maps, Drawings, Plans (for security purposes - not a public record)	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning		06-61	Preliminary Draft Reports/Studies, Correspondence, Notes, Maps, Drawings, Plans, Meeting Records	10 Years; evaluate for historical value	Paper or Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Law	Community Development and Planning		06-62	Statistics/Census Data/Neighborhood Profiles	10 Years; evaluate for historical value	Paper or Magnetic Disk	02/25/2006	Cervay, Michael	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Department of Economic Development		92-1	PROJECT FILES - public improvements, correspondence, budgets, grants, appraisals, acquisition, relocation (unless there is litigation pending)	3 Years after completion	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-10	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-11	FINANCIAL DOCUMENTS - budget working papers, purchase orders, requisitions, Community Budget Request Forms	3 Years provided audited if necessary	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-12	STATEMENT OF BALANCES	Current Year + 2 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-13	PUBLICATIONS AND REPORTS - issued by this department	3 Years - 1 copy each to Municipal Reference Library and PAMMS	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-14	CITY BULLETINS - department copy	3 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-15	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-16	MISCELLANEOUS - Department copy of Civil Service Commission minutes, job opportunity notices	6 Months	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-17	PERSONNEL FILES - Duplicated in Personnel Department	3 Years after termination, 1 Year after retiring	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-18	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-19	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports.	3 Years	Paper	11/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-20	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Approved	10 Years from date of loan	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-20 A	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Rejected	1 Year after application	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-3	DAY LETTER FILES	Current Year + Previous Year	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-4	DEVELOPMENT AGREEMENTS - (Contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Department of Economic Development		92-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants	3 Years after completion of services	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-6	ENTERPRISE ZONE AGREEMENTS	3 Years after term of agreement	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-7	PLANS, DRAWINGS AND SPECIFICATIONS	Until obsolete	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-8	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications	10 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Department of Economic Development		92-9	FINANCIAL REPORTS - monthly revenue and expense reports, fund status reports, cash receipts schedules	5 Years	Paper	01/22/1992	Illegible	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas A.
Law	Development Department		81-1	Acquisition Files (some files contain deeds)	As long as the City owns the property, provided that all retentions for the file contents are met. Then transfer files to the custody of the Ohio Historical Society's Local Government Records Program*	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-10	Annual Performance Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-11	Budget Work Papers	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-12	Cash Receipt Schedules	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-13	Interdepartmental Bills	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-14	Purchase Orders	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-15	Status Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-16	Vouchers	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-17	General Correspondence	Review annually for disposal.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-18	General Files/Non-Project Files	Review annually for disposal.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-19	HUD Grant Applications	3 years after completion of project	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-2	Appraisal Contracts (1 year contracts to hire appraisers)	5 Years, provided that any litigation is completed.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-20	Outside Consultant Contracts	15 years after termination of contract	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-21	Personnel Files	Permanent	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-22	Plans and Drawings (excluding those that are filed in Project Files)	Retain until obsolete	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-23	Project Files	Until the department deems these files to be outdated, providing that all retentions for the file contents (such as contracts, etc.) are met. Then transfer files to the custody of the Ohio Historical Society's Local Government Records Program*	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-24	Publications (issued by this department)	1 copy to be kept permanently. (Copy may be filed with Municipal Reference Library or PAMSS.)	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Law	Development Department		81-3	Committee Minutes	Permanent	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-4	Contracts (unless retention period is specified elsewhere on this schedule)	15 years after the completion of the agreement.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-5	Day-Letter Books	1 Year	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-6	Deeds	As long as the City owns the property.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-7	Demolition Contracts	15 years after the completion of the demolition.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-8	Disposition Files	15 years after the completion of the sale.	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law	Development Department		81-9	Annual Budget Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law		RC-3 required by OHS-LGRP	09-052	Title Examination and Appraisal Files-Non Project (Title opinion, deeds, appraisals)	Until superseded	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		RC-3 required by OHS-LGRP	13-007	Personnel Files - Permanent Employees for department (employee information, training, licenses, permits, registration.)	6 years after termination of employment.	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-001	All records from Real Estate Division 79-1 through 79-17 and Civil Division 79-1 through 79-17 to be deleted	All	All	3/5/2010	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-002	Acquisition Files - Filed by project/parcel number, provides details of real estate acquisitions (Contracts, agreements, Request for Legal Services, appraisals, correspondence, deeds, court records, plats, title exams, negotiator notes)	Current + 10 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-003	Active BMV Files - Suspension documents	30 Days Past Last Appeal	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-004	Annual Budget for this Department	5 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-005	Attorney Working Files (project files, development agreements, correspondence, contracts, deeds, leases, licenses, Revocable Street Privileges, maintenance agreements, ordinances, memoranda, public records responses and log, legislation solicitor's/attorney copies, council reports, releases/waivers, bi-monthly reports)	Current + Previous 3 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-008	Case files -False alarm (Civil citation, correspondence, decisions, default notices)	5 yrs after closed	Paper - Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-009	Case files -Vicious dog (Civil citation, correspondence, decisions, default notices)	5 yrs after closed	Paper - Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-012	Claim Files (Claim form, estimates, request for payment, report by department concerned, correspondence, determination, insurance documents, settlement documents, vouchers, releases, certified judgments)	2 years after settled and appeals exhausted	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-013	Collections (Correspondence, department invoices, small claim complaints, municipal court complaints, answers, settlement agreements, payment arrangements, notices, bankruptcy/foreclosure documents)	5 yrs	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-014	Correspondence - Routine letters and memos	1 year	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-015	Correspondence - General letters and memos	2 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-016	Correspondence - Legislative Branch letters and memos	3 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-017	Correspondence - Executive	5 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-023	Inventory (List of City-owned property)	Permanent	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-024	Job Descriptions	1 year after superseded	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-027	Open Diversion Files	Until closed	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-028	Organizational Charts	1 year after superseded	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-029	Payroll Attendance Records for department (Record of employee sick leave, vacation, and hours worked.) Record copy in Finance Department	Current + Previous 3 Years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-030	Payroll Registers for department. Record copy in Finance Department.	Current + Previous 3 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-032	Petty Cash Record/Receipts	3 years after audited	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-039	Property Tax Files (tax bills and department authorizations)	Current +10yrs	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-041	Records Retention Schedule (Record copy with Records Commission)	Until superseded, obsolete, or replaced. Retain one copy for 25 years.	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-044	Requests for Legal Services ("RLS")	Current + previous 3 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-050	Solicitor's Opinions - Filed by subject or department	Permanent	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law			09-051	Taxicab Driver Appeals	1yr	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law		13-001	Schedule Numbers 09-006, 09-007, 09-010, 09-011, 09-018, 09-020, 09-021, 09-022, 09-026, 09-031, 09-040, 09-042, 09-045, 09-046, 09-047, 09-048, 09-049, and 09-053 to be deleted because those record series are either obsolete, no longer created, have been revised, or the official record copy is kept by another City Department	All	All	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-002	Case Files - Civil (Complaints, answers, correspondence, discovery, pleadings, motions)	10 years provided no action	Paper - Electronic	11/13/2013		Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-003	Case files- Housing - Criminal (citation, correspondence, complaint, answers, opinions, decisions, default notices)	Current + 1 year after closed	Paper - Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-004	Case files- Housing - Civil & Office of Administrative Hearings (Civil citation, correspondence, complaint, answers, opinions, decisions, default notices)	5 yrs after closed.	Paper - Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-006	Legislation Files - Ordinances and resolutions passed by Council, drafts of ordinances and resolutions not passed by Council	Permanent	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-008	Personnel Files - Interns, Externs, Law Fellows for department (employee information, training, licenses, permits, registration.)	1 year after completion of internship, externship or fellowship	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-009	Settlement Agreements	6 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		13-010	Travel Reports -- requests for permission to travel, travel vouchers, supporting documentation	Current + previous 3 years	Paper-Electronic	11/13/2013	John P. Curp, City Solicitor	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Law		15-011	Affidavit of Indigency	1 year	Paper	06/25/2015	Paula Boggs Muething	Springs, Marqo	Latta, Kevin	Meeks, Martin E.
Law		22-001	Cincinnati Elections Commission -- Campaign Finance Records, Reports of Contributions and Expenses. Supersedes old # 14-01	Most recent election plus the previous election	Paper until scanned if submitted as paper; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-002	Cincinnati Election Commission Documents (Recordings, Agendas, and Minutes)	3 Years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-003	Cincinnati Elections Commission -- Advisory Opinions	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-004	City Business List Documents (Disclosure forms, City Business Lists, and Temporary Prohibition Lists)	3 Years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-005	Case Files - Criminal (complaint, affidavit, motions, responses to motions, correspondence, other paperwork, physical evidence). Supersedes old #13-005.	Current + 2 months after closed or all appeals have been exhausted, whichever is longer.	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-006	Property Files - Easements (Contracts, agreements, Coordinated Reports, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation). Supersedes old #09-034.	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-007	Property Files - Leases (Contracts, agreements, Coordinated Reports, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation). Supersedes old #09-035.	10 years after expiration	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-008	Property Files - Street Sales & Vacations (Contracts, agreements, Coordinated Reports, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation). Supersedes old #09-036.	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-009	Property Files - Permanent Municipal Properties (Contracts, agreements, Coordinated Reports, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation). Supersedes old #09-037.	Permanent. OHS-LGRP noted on prior approval of Law's retention schedule that an RC-3 is required for these records.	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-010	Property Files - Sales (Contracts, agreements, Coordinated Reports, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation). Supersedes old #09-038.	Current + 10 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-011	Property Files - Revocable Street Privileges (application, contract, correspondence)	Current + 6 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-012	Property Files - Revocable Street Privileges which permit fencing of ROW (application, contract, correspondence)	Current + 21 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law		22-013	Property Files - Coordinated Reports - non-project files	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Law			22-014	<b>Property Files - Sales Where the City Retains an Interest less than Fee (i.e. reverter, right to repurchase, etc.)</b> (Contracts, agreements, Coordinated Reports, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-015	<b>Right-of-Entry</b> - related to donation of design, installation and/or construction performed on City-owned property	Current + 10 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-016	<b>Right-of-Entry, License Agreements (not otherwise specified herein)</b>	Current + 6 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-017	<b>Property Tax Files</b> (applications for exemption)	Current + 1 year	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-018	<b>Property Tax Files</b> (applications and determinations for exemptions which are denied)	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-019	<b>Property Files - City Airports</b> (Contracts, agreements, Coordinated Reports, Request for Legal Services, appraisals, correspondence, deeds, ordinances, photographs court records, plats, title exams, negotiation documentation)	Permanent	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-020	<b>Documents from Administrative Hearings:</b> (Sign-in sheets, admitted exhibits, admitted letters from the public and City department comments)	3 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-021	<b>Audio Recordings-</b> (all audio recordings of administrative hearings for ZHE, HCB, ZBA, BBA, BHA)	3 years	Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-022	<b>Administrative Hearings Case Files-</b> (Application materials and written statements, site plans and drawings, staff-generated documents, public correspondence received prior to the public hearing, ballot sheets, and Decisions and all official notices of appeal for ZHE, HCB, ZBA, BBA, and BHA)	3 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-023	<b>Correspondence Related to Administrative Board Hearings</b> -- All letters, and other forms of written communication (except e-mails or text messages) received after the public hearing for ZHE, HCB, ZBA, BBA, and BHA that are not part of the official record.	90 days	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-024	<b>Transcripts-</b> All transcripts received for ZHE, ZBA, HCB, BBA, and BHA	3 years	Paper until scanned; Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-025	Cash Receipt Schedule. Supersedes old #15-001.	1 year	Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-026	Claim Vouchers. Supersedes old #15-002	1 year	Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-027	Interdepartmental Bills. Supersedes old #15-003.	1 year	Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-028	Purchase Orders/Requisitions. Supersedes old #15-004.	3 years	Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-029	Funding Certifications. Supersedes old #15-005.	1 year	Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-030	Cell phone invoices. Supersedes old #15-006.	Current + 2 years.	Electronic; maintained online	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-031	Desktop Phone Bills. Supersedes old #15-007.	Current + 2 years.	Electronic; maintained online	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-032	Contracts. Supersedes old #15-008.	8 years after termination	Paper/Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-033	Contracts. Supersedes old #15-009.	Contracts terminated between 9/28/05 and 9/27/12 will be retained until 9/29/2020.	Paper/Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Law			22-034	Contracts. Supersedes old #15-010.	15 years after termination for contracts that terminate before 9/28/05.	Paper/Electronic	11/17/2022	Woerner, Emily Smart	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Mayor/City Council/Clerk of Council			06-008	Council Member's File	Term of office plus 1 year then appraise for historical value	Paper & Electronic	05/02/2023	Autry, Melissa	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-001	Charter and Amendments	Permanent	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-002	Ordinances	Permanent	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-003	Resolutions	Permanent	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-004	Agendas	Current year plus 6	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-005	Reports to Council Motions and Communications	Current year plus 5	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-006	Meeting Notices (Sec. 121.22 ORC)	1 year	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-007	Minutes of Meetings	Permanent	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-008	Transcripts	Permanent	Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Mayor/City Council/Clerk of Council			17-009	Audio of Meetings	Until official record is approved by Council	Magnetic tape/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-010	Municipal Publications	Until superceded or obsolete, retain one copy	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-011	Oath of Office of Elected Officials	10 years after leaving office	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-012	Council Member's File	Term of office + 1 year	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-014	Liquor License Requests/not processed	1 year	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-015	Petitions (Miscellaneous not filed elsewhere)	Current year plus 5	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-016	Proclamations	Current year plus 2	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-017	Subject and Administrative Files	Current year plus 5	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-018	Records Retention Documents Forms RC 1, RC 2, RC 3	Current year plus 25	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-019	Correspondence	Current year plus 2	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-020	Fax logs/Fax copies	Current yr + 1	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-021	Press/New Releases	Current yr +3 previous	Paper/Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-022	Receipts	3 years + current provided audited	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-023	Voice Mail messages	No longer admin necessary	Electronic	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-024	Telephone messages	No longer admin necessary	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-025	Personnel files	2 yrs after municipal service	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-026	Applications for Employment/Not hired	2 years	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-027	Employee Timesheets	3 years	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-028	Accident/Incident Reports	4 years	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-029	Scheduling calendars	1 year	Paper & Electronic	05/02/2023	Autry, Melissa	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-030	Petty Cash records	3 years	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-031	Travel records	3 years	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			17-032	CAPITAL projects- Records	3 yrs after completion of services	Paper	6/21/2017	Autry, Melissa	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Mayor/City Council/Clerk of Council			23-003	Weekly Council Reports	Current + 1 year	Paper & Electronic	05/02/2023	Autry, Melissa	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Mayor/City Council/Clerk of Council			23-004	Public Records Requests	Current year + 2 years	Paper & Electronic	05/02/2023	Autry, Melissa	Lair, Mollie	Czubak, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Metropolitan Sewer District	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.		18-039	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements)	3 yrs provided audited	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	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.		18-045	Cash Receipts	3 yrs provided audited	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	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.		18-046	Cash Received Reports	3 yrs provided audited	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	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.		18-049	Checks (Canceled, Registers, Stubs)	3 yrs provided audited	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Metropolitan Sewer District	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.		18-088	Monthly Balance Statements	3 yrs provided audited	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-086	*Global Consent Decree Annual / Quarterly Reports	Permanent	CD	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-087	*Global Consent Decree Annual / Quarterly Reports	Permanent	Electronic pdf	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-088	*Global Consent Decree Negotiations	Permanent	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-104 R1	Meeting Minutes	10 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-105	Metropolitan Sewer District (MSD) CAD Symbols	Permanent	Access / Excel	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-125	Property Lease Agreements (Real Estate)	Permanent	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-126	Property Records (Deeds, Rights-of-Way, Vacations, Easements)	Permanent	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-127	Property Records (Deeds, Rights-of-Way, Vacations, Easements)	Permanent	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-142	Sewer Tap Records	Permanent	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-143	Sewer Tap Records	Permanent	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-144	Sewer Tap Permits	Permanent	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		08-145	Sewer Tap Permits	Permanent	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		12-002	Historical (documents, photographs, reports that document significant events, decisions or infrastructure)	Permanent	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		12-009	Relocation Files (Normal Code, Business & Residential, Client information, vacate notice, inspection report, project information, notices, move specifications, claim forms)	Permanent	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		16-009	Industrial Wastewater Discharge Permit Records	Permanent	Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-038	Annual Departmental Reports	Permanent -- at 50 yrs appraise for historical value	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-040	Barrier Dam Files	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-043	Blueprints	Until updated, superseded or obsolete, appraise for historical value	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-050	Clean Water Act Section 401 Water Quality Certificate	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-051	Clean Water Act Section 404 Permit	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Metropolitan Sewer District	RC-3 required by OHS		18-059	Detention Files	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-068	Final Reports - All Projects	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-083	Legal Opinions from Outside Legal Counsel	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-090	NPDES Permits (National Pollutant Discharge Elimination System)	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-097	*Project Final Reports	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-100	Rate Schedules	Until superseded then review for historical value	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-104	Sanitary Sewer Records	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-113	Street / Alley File	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-114	Street Cards	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District	RC-3 required by OHS		18-116	Subdivision Files	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		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.	08-012	Audit Reports (Internal/Federal/Auditor of State)	5 yrs	Paper	05/07/2008	Parrott, James A.	Parrott, James A.	Springs, Margo	Latta, Kevin
Metropolitan Sewer District			08-002	As Builts / Drawings / Maps / Plats	Until updated, superseded or obsolete, appraise for historical value	Paper/Linen/ Mylar	06/25/2015	Parrott, James A.	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District			08-003	As Builts / Drawings / Maps / Plats	Until updated, superseded or obsolete, appraise for historical value	Electronic	06/25/2015	Parrott, James A.	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District			08-012 R1	Audit Reports (Internal/Federal/Auditor of State)	5 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District			08-024	City Bulletins	Until no longer of administrative value	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-024 R1	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary (no RC-3 needed)	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District			08-028	Contracts (project related)	15 yrs after project completion	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-030	Contracts (not project related)	15 yrs after expiration or termination	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-032	Customer Complaints / Letters	2 yrs provided no action pending	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-032 R1	Customer Complaints / Letters	2 yrs provided no action pending	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District			08-070	*EPA Correspondence	10 yrs	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-071	*EPA Correspondence	10 yrs	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-072	Equipment Maintenance Records	Life of Equipment	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-073	Equipment Maintenance Records	Life of Equipment	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-084	General Policies and Procedures	Until Information is superseded, updated or replaced	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-085	General Policies and Procedures	Until Information is superseded, updated or replaced	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-096	Job / Position Description	1 yr after superseded	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District			08-096 R1	Job / Position Description	1 yr after superseded	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Metropolitan Sewer District		08-097	Job / Position Posting File	3 yrs	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-097 R1	Job / Position Posting File	3 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		08-101	Manhole Rehabilitation Records	10 yrs	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-102	Manhole Rehabilitation Records	10 yrs	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-104	Meeting Minutes	10 yrs	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-108	NACWA (National Association of Clean Water Agencies) Correspondence	5 yrs	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-109	NACWA (National Association of Clean Water Agencies) Correspondence	5 yrs	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-116	Photographs - Aerial	Until superseded then appraise for historical value	Photographs	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-117	Photographs - Aerial	Until superseded then appraise for historical value	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-118	Photographs - Sewer	Until superseded then appraise for historical value	Photographs	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-119	Photographs - Sewer	Until superseded then appraise for historical value	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-122	Project Files (specifications, progress reports)	15 yrs after completion	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-122 R1	Project Files (planning, design, construction)	15 yrs after project completion	Paper/ Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		08-124	Property Lease Agreements (Property)	2 yrs after expiration	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-125 R1	Lease Agreements (Real Estate)	5 yrs after expiration of the lease	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		08-129	Rainfall Data & Statistics	5 yrs	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-130	Rainfall Data & Statistics	5 yrs	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-134	Reports - Monthly & Quarterly	10 yrs	Paper	05/07/2008	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-134 R1	Reports - Monthly & Quarterly	10 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		08-139	Sewer Inspections	5 yrs	Video Tape	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-140	Sewer Repair Records	10 yrs	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-141	Sewer Repair Records	10 yrs	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-155	Subdivision Files	Permanent	Microfilm	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-159 R1	Utility Review Files - Outgoing (Outside Consultant Projects)	7 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		08-166	*Water-In-Basement (WIB) Program & Project Files	15 yrs after completion	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-167	*Water-In-Basement (WIB) Program & Project Files	15 yrs after completion	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-168	*Wet Weather Improvement Program (WWIP) Program & Project Files	15 yrs after completion	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-169	*Wet Weather Improvement Program (WWIP) Program & Project Files	15 yrs after completion	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-170	Work Orders	2 yrs	Paper	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		08-171	Work Orders	2 yrs	Electronic	06/25/2015	Parrott, James A.	Kramer, LT Stephen R.	Klettlinger, Katy I. W.	Meeks, Martin E.
Metropolitan Sewer District		12-001	Badges and ID's	Destroy upon termination (no RC-3 needed)	Plastic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		12-005	Lessons Learned	Until no longer of administrative value	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		12-006	Organizational Charts	Until superseded	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		12-007	MSD Property Tax Files	10 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		12-010	Formal Speeches / Presentations	3 yrs	Paper / Electronic	11/08/2012	James A. Parrott	Autry, Melissa	Latta, Kevin	Meeks, Martin E.
Metropolitan Sewer District		16-001	Incinerator Daily Control Journal	3 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-002	Incinerator Daily Furnace Reports	3 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-003	Incinerator Daily Operating Records	3 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-004	Incinerator Daily Scale Transactions	2 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-005	Incinerator Monthly Charge Statements	3 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.

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Metropolitan Sewer District		16-006	Incinerator Plant Equipment Files	Life of Equipment	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-007	Incinerator Reports	5 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-008	Incinerator Weigh Scale Tickets	2 yrs	Paper / Electronic	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		16-010	Industrial Wastewater Discharge Permit Records	5 yrs	Paper	02/28/2017	Gerald R. Checco	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Metropolitan Sewer District		18-030	Analytical Data / Chemical Analyses	10 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-031	Accident Reports - Employee Injury Report	Place in medical file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-032	Accident Reports - Bodily Injury to non-employee	6 yrs provided no action pending	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-033	Accident Reports - Damage to Municipal Vehicle or Property	6 yrs provided no action pending	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-034	Accounts Payable Records	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-035	Accounts Receivable Records (General)	3 yrs provided audited	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-036	Affirmative Action Reports	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-037	Annual Department Budget Records	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-041	Bids - Successful	Place in project file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-042	Bids - Unsuccessful	2 yrs after letting of contract	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-044	Building Permit Records	Place in Project File	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-047	Capital Improvement Project (CIP) Budget Development	Until no longer of administrative value	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-048	Capital Improvement Project (CIP) Files	15 yrs after completion	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-052	Confined Space Permit	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-053	Contract Files	15 yrs after project completion	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-054	Change Orders	Place in Contract file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-055	Court Transcript of Proceedings	3 yrs after case settled	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-056	Daily Crew Work/Location Logs	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-057	Damage Claims	2 yrs after case settled	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-058	Detailed Provisions / Specifications	Place in project file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-060	Eligibility Lists	Until list expires	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-061	Emergency Response Plan	Until updated or superseded	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-062	Environmental Monitoring Records	10 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-063	EPA Reports	10 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-064	Equipment Sign-In / Out Sheets	1 yr	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-065	Excavation and Fill Files	Permanent	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-066	Expense / Travel Expense Reports	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-067	Field Visits / Inspections	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-069	Financial Reports	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-070	Fire Hydrant Usage Log	2 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-071	Flow Monitoring Records	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-072	General Correspondence	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-073	Hazardous Waste Records	10 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-074	Informal Employee Complaints (EXCLUDING those which investigations were made or administrative action taken and those incorporated into individual personnel records)	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-075	Insurance Certificates & Policies	2 yrs after expiration provided all claims settled	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Metropolitan Sewer District			18-076	Inventories - Equipment / Stores	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-077	Invitation to Bid	Place in contract file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-078	Invoices	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-079	Job Orders	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-080	Job Hazard Analysis	Until superseded, obsolete or replaced	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-081	Journal Vouchers	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-082	Labor Union Agreement	15 yrs after termination	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-084	Legislation	15 yrs after termination, expiration, or project completion	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-085	Manuals, Handbooks and Directives	Until superseded, obsolete or replaced	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-086	Material Safety Data Sheets	Until Superseded	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-087	Metropolitan Sewer District (MSD) Publications	Until no longer of administrative value	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-089	Non-Hazardous Waste Records	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-091	Operating Logs	10 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-092	Overtime Records	2 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-093	Performance Bond - Contractors	15 yrs after expiration or termination	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-094	Permit to Install (PTI) Records	Place in project file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-095	Postal Records (e.g. Registered / Certified / Insured Logs or Receipts / Postal Meter Documents)	2 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-096	Press/News Releases	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-098	Lease Agreements (Equipment)	2 yrs after expiration	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-099	Purchase Orders	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-1	<b>Employee Medical File</b>	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-10	- Application for Employment	Place in Personnel file	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-101	Records Retention Documents (RC1, RC2, RC3)	25 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-102	Records Requests	2 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-103	Report to Bureau of Employment Services	2 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-105	Septic Tank Hauler Record	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-106	Sewer Availability Files	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-107	Sewer Inspections	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-108	Sewer Testing Records	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-109	Shop Drawings	Place in project file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-11	- Application for Employment-Not Hired	2 yrs	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-110	State Income Tax Report	25 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-111	Stores/Supplies Request	3 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-112	Stormwater Removal Program/Project Files	25 yrs after completion	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-115	Street Opening Permit	Place in project file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-117	Tap Inspections	5 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-118	Test Boring Log	Place in project file	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-119	Utility Review Files - Incoming (MSD Projects)	Retain with Project File	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-12	- Awards/Commendations	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District			18-120	Vehicle Inspection form	1 yr	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Metropolitan Sewer District		18-121	Vehicle Maintenance Records	Life of Vehicle	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-122	Visitor Log In / Sign In Sheets	1 yr	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-123	Water Quality Reports	10 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-124	WPCLF (Water Pollution Control Loan Fund) File	1 yr after final payment	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-125	Zoning Change Request	7 yrs	Paper / Electronic	01/04/2019	Christy, Diana	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-13	- Disciplinary Actions	Retain in Personnel File per Union contracts, then retained separately for current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-14	- Grievance Hearing File	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-15	- Employee Exposure to Hazards	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-16	- Employee Training Record	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-17	- Employee W-2	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-18	- Employee W-4	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-19	- Letter of Appointment	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-2	- Alcohol/Drug Testing Records	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-20	- Letter of Resignation	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-21	- Performance Evaluations	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-22	- Promotions	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-23	- Temporary Employment files	Place in Personnel file; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-24	<b>Employment Payroll Record</b>	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-25	- Daily Attendance Records	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-26	- Gross Pay Register	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-27	- Temporary Transfer Pay	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-28	- Timesheets	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-29	Employee's Uniform Records	3 yrs	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-3	- Audiometric Test Records	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-4	- Family Medical Leave of Absence (FMLA)	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-5	- Physical Results	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-6	- Physician Reports/Notes	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-7	- Respiratory Protection Files	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-8	- Workers Compensation Files	Place in Medical File; Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		18-9	<b>Employee Personnel File</b>	Current year + six years	Paper or Digital	08/28/2018	Wilkerson, Jerry	Dunn, Jayson	Hissong, Amy	Meeks, Martin E.
Metropolitan Sewer District		23-001	Customer Assistance Program (CAP)	5 years	Paper	05/02/2023	Christy, Diana	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Metropolitan Sewer District		23-002	Customer Assistance Program (CAP)	5 years	Electronic	05/02/2023	Christy, Diana	Lair, Mollie	Czubak, Amy	Meeks, Martin E.
Neighborhood Services		00-1	PROJECT FILES - authorization ord., correspondence, budgets, grants, appraisals, acquisition, evaluation and monitoring documents, financial documents	3 Years after completion, provided audited	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Neighborhood Services		00-10	FINANCIAL DOCUMENTS - purchase orders, requisitions	3 Years provided audited if necessary	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Neighborhood Services		00-11	STATEMENT OF BALANCES	Current + 2 Years	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Neighborhood Services		00-12	PUBLICATIONS & REPORTS - issued by this department	3 Years	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Neighborhood Services		00-13	CITY BULLETINS - department copy	3 Years	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.
Neighborhood Services		00-14	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harscham, Peter M.	Pendery, David F.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-15	MISCELLANEOUS - department copy of Civil Service Commission Minutes, job opportunity notices	6 Months	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-16	PERSONNEL FILES - duplicated in Personnel Department	3 Years after termination, 1 year after retiring	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-17	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-18	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-19	LOAN FILES - Approved	3 years from payof date, provided audited	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-19	LOAN FILES - Rejected	1 Year after application	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Neighborhood Services			00-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports	3 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Neighborhood Services			00-20	BUDGET WORKING PAPERS Community Budget Request Forms	5 Years	Paper	7/11/2001	Meadows, Cheryl	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Neighborhood Services			00-21	TIME SHEETS	3 years, provided audited	Paper	7/11/2001	Meadows, Cheryl	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Neighborhood Services			00-3	DAY LETTER FILES	Current Year in file, previous year in storage	Paper	7/11/2001	Meadows, Cheryl	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Neighborhood Services			00-4	DEVELOPMENT AGREEMENTS - (contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	7/11/2001	Meadows, Cheryl	Kramer, Lt. Stephen R.	Swift, Pari J.	Meeks, Martin E.
Neighborhood Services			00-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants.	3 Years after completion of services	Paper	7/11/2001	Meadows, Cheryl	Combs, Cindy M.	Jillian Carney	Meeks, Martin E.
Neighborhood Services			00-6	PROJECT PLANS, DRAWINGS, AND MAPS	Life of project	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Neighborhood Services			00-7	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications (originals on file in Finance Department)	3 Years after audited	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Neighborhood Services			00-8	FINANCIAL REPORTS - Monthly revenue and expense reports, fund status reports, cash receipts schedules, project status reports (originals on file in Finance Department)	3 Years after audited	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Neighborhood Services			00-9	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	7/11/2001	Meadows, Cheryl	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Office of Municipal Investigation			98-1	Citizens Complaints and Investigation Reports including taped interviews	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Office of Municipal Investigation			98-2	City Council Referrals and Reports*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Office of Municipal Investigation			98-3	Correspondence - General Office Interdepartmental Memos	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Office of Municipal Investigation			98-4	Correspondence - General Outside sources to OMI	2 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Office of Municipal Investigation			98-5	Payroll records bi-weekly	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Office of Municipal Investigation			98-6	Time sheets*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Office of Municipal Investigation			98-7	Vouchers*	3 years	Paper	03/26/1998	McAdams, Ernest F., Jr.	Kramer, LT Stephen R.	Manella, Angela	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-001	Form RIP1 - Rapid Indictment Program request to officers for more information on felony cases	Current plus the previous 6 months -- Destroy without RC-3	Paper	09/14/2006	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-002	Form RIP2-Rapid Indictment Weekly Report	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-003	Form RIP3-Rapid Indictment Program Monthly Report	One year plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-004	Form RIP4 - Rapid Indictment Program Annual Incremental Report	Current plus previous 10 years	Paper	09/14/2006	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police	Investigations Bureau	Criminal Investigation Section	06-005	Form RIP5-Rapid Indictment Program Log	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police	Police	Communications	85-22	Dispatch Cards - CINCOM-1	4 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police	Telecommunications	Dispatchers Records:	79-15	Auxiliary Alarm Records (DC26 circuit tests: ADT, LUD, & WH)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police	Telecommunications Records:	Dispatchers	79-16	Box Tests, Yearly (box number & date)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-17	Circuit No. (DC88 - date, sopen, GRN HR, crossed, clear, location)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-18	Circuit Readings (DC37 - circuit number, date, line volts, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-19	Company No. (DC87 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-20	Dispatcher's Report of Damaged Facilities (DC82 - date, time, facility damaged, extent of damage, cause, names & addresses of persons involved)	Retain until facility is repaired, & restitution is made	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-21	Emergency Calls Record - Dispatcher's (DC25-date, time, location, time dispatched, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-22	False Alarms (DC101 - date, time, box number, phone, location)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-23	Fire Hydrants Reported Used (DC77-date, by whom, received from, time, & location)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-24	Fire Report Records (DC34 & 34A - dispatcher, time, box, location, cause)	5 Years, provided no action is pending	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-25	Hydrants & Water Sprinklers/Streets (DC27 - date removed from service)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-26	Miscellaneous Orders (DC30 - date, time, message)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-27	Monthly Data Sheet (DC38 - date, circuit number, telephones, teletype, alarm circuit, paging circuits)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-28	N.A.W.A.S. Record (DC111 - national air warning service: warning point, tour of duty, date, time, message)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-29	Paging Circuit No. (DC98 - monthly circuit readings)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-3	Applications for Hold-up Alarm at Station X (DC103-date, company, & address)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-30	Radio Log, Fire 2-way KQC 767 (FCC Regs.:47 CFR 89.175, 89.179, 91.160, 93.160)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-31	Running Card - 5 Alarm (DC50 - engine company, box number, location)	Until Superseded	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-32	Signal Circuit L to R Card (DC45 - circuit break locator)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-33	Telephone Circuit Test Sheet (DC52)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-34	Teletype Co. No. (DC86 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-35	Teletype Unit No. (DC89 - service record)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-38	Formal Account Status Report (print-out; complete summary)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-39	Interdepartmental Billing (voucher number, department billed, description, accounts to be credited, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Dispatchers	79-40	Invoices (includes packing slips, & requisitions)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-41	Box Typer & Mounting Sheet (DC33 - box number, circuit number, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-42	Central Office Battery Readings (DC56)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-43	Circuit Trouble & Complaints (DC35 - date, time, circuit, complaint, remarks)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-44	Installations & Removals - Outside (DC32-name, date, code, location, poles)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-45	Job Time Sheets - Outside (DC33 - name, code, hours, location, description, date)	Provided transferred to Record Book: 1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-46	Pedestal & Call Box Terminal Cards (DC46 & 47)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-48	Municipal Garage Charges (print-out)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Line Crew	79-49	Payroll Records (includes crew time sheets, daily time sheets DC21, overtime sheets DC69, payroll exemptions, payroll register, vacation & sick leave balances, & worksheets - record copies of print outs in Finance Department)	Provided audited: 3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Radio Shop	79-51	Daily Radio Repair Records (DC12, 12A, & 12B - status, date, complaint, service data)	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Radio Shop	79-52	Portable Radio Equipment Log (DC83R)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Radio Shop	79-53	Radio Circuit Diagrams (DC95)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Radio Shop	79-54	Radio Operator's Schedule (DC20)	1 Year	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Radio Shop	79-55	Radio Shop Maintenance Record (DC93)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications Records:	Radio Shop	79-56	Satellite Service Records (DC112 - battery charger service)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police	Telecommunications	Radio Shop Records:	79-57	Service Record for Radio Equipment (DC84 - date, location, service data, serviced by)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications	Radio Shop Records:	79-58	Siren Record (DC114 - date, equipment number, siren type, serial number & department)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications	Radio Shop Records:	79-59	Transmitter Log (DC113 - system, transmitter or channel, frequency, date, current, & service data - FCC Regs.: 47 CFR 89.175, 89.179, 91.160, 93.160)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications	Radio Shop Records:	79-62	Voucher Index & Voucher Record Sheets (includes DC49 - date, voucher number, amount, firm, inventory number, purchase order number, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-1	Accounts receivable (accounts may relate to damaged facilities)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-11	Cincinnati Gas & Electric Bills	Until Audited	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-14	Diagrams, Drawings, and Prints (alarm boxes, switchboards, circuits, etc.)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-2	Activity Reports, Yearly (for this division)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-5	Capital Improvement Files (reports & files relating to major projects)	22 Years after date of project completion	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-6	Cash Receipt Book	Until Audited	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-8	Centrex Telephone System (DC116 - listing of Centrex lines)	Permanent	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police	Telecommunications		79-9	Centrex Trouble Report Cards - Telephone Operators	2 Years	Paper	04/23/1979	Webking, Ralph T.	Wertheimer, Paul L.	Harsham, Peter M.	Pendery, David F.
Police		Communications	85-12	Wrecker Tow Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-13	P.C.S. Misc. Record Files	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-15	GBDC Messages	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-16	ERD Printouts	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-18	Computer Teletype Room Output	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-2	REACT Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-21	False Alarm Cards - CINCOM 5	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-3	Auto Theft/Recovery Log Book	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-4	P.C.S. Misc. Correspondence	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-7	Information Desk Reports	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Communications	85-8	Temporary Transfer Sheets	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph	Annett, Lawrence P.	Steele, Phyllis E.	Sch?, Thomas J.
Police		Internal Investigation Section	81-2	Case Ledger (case by case listing)	Permanently	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	? Conrad	Poliner, Frank
Police		Internal Investigation Section	81-3	Index Card File of Cases	Permanently	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	? Conrad	Poliner, Frank
Police		Internal Investigation Section	81-4	Monthly Summary Reports	At least one copy permanently	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	? Conrad	Poliner, Frank
Police		Internal Investigation Section	81-5	Special Analysis Reports (compiled from other records)	Review annually for disposal.	Paper	02/26/1981	McGinnis, Bret	Wertheimer, Paul L.	? Conrad	Poliner, Frank
Police		Personnel Section	81-10	Job Complement Number	Permanent	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		Personnel Section	81-11	Job Complement Numbers of Payroll List	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		Personnel Section	81-13	Weekly Leave Report	5 years plus current	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		Personnel Section	81-16	Notary Public Commission Forms	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		Personnel Section	81-2	Assignment Availabilities Notices	3 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		Personnel Section	81-23	Promotional List from City Hall	Permanent	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		Personnel Section	81-24	Request for Transfer	3 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		Personnel Section	81-27	Seniority List	Until superseded	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		Personnel Section	81-28	Separations List	Permanent	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		Personnel Section	81-30	Unemployment Claim Forms	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police	Personnel Section	81-4	Badge Number File	Permanent	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.	
Police	Personnel Section	81-5	Change in Employee Data Forms - 31P	Until superseded	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank	
Police	Personnel Section	81-7	Correspondence and Interdepartmental Memos	Review annually for disposal.	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank	
Police	Personnel Section	81-8	Death Claims (Death benefit vouchers - original in Finance)	5 Years	Paper	08/06/1981	McGinnis, Bret	Wertheimer, Paul L.	Levine, David	Poliner, Frank	
Police	Personnel Section	81-9	Disciplinary Action File (to enable personnel jacket purges)	Revolving file as outlined in contracts	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.	
Police		01-007	440 Voluntary Shift Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-009	Records Request Forms 29 and Forms 606	Current year plus 2 yrs	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.	
Police		01-011	RC-2 Schedule of Records Retention and Disposition	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-012	RC-3 Certificate of Records Disposal	2 years + current	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-013	2-S Authorization for Payroll Deduction	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-014	IS-5 Intelligence Data Form Company/Organization	5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-015	6-S Lost Time Notice	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-016	8C Change Order for Purchase Order	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		01-019	17S Request for Paid Overtime	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-010	18T Use of Taser/Diagram (Discontinued as Form 18A)	Current year plus 10 years	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-012	18AD Accidental Discharge	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-014	18SW Supplemental Witness List	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-016	17FTA Failure to Appear for Court	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-017	17IT Information Technology Request	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-018	644S Daily Observation Report Supplemental Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-019	646A FTO Program Sergeant's Weekly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-020	646B FTO Program Relief Commander's Narrative Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-021	647A FTO Program Supervisor Monthly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-022	647B FTO Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		02-023	Form 648A-Citizen Complaint Resolution Process-Acknowledgement of Participation-Meeting	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.	
Police		02-024	Form 648B-Citizen Complaint Resolution Process-Resolution Disposition	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.	
Police		02-032	303 CPD Motor Vehicle Incident Report	Current year plus 6 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		04-003	Form 304A, Child Abduction/Amber Alert Plan Form	Current Year + 3 Years	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		04-004	Form 331, CPD Money Disposition Order	Current Year + 2 Years after disposition	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		04-005	Form 70T, Request for Outside Travel	Five Years + current term	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		04-007	Court Notices	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		04-008	Neighborhood Reports	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		04-011	Bureaus' News Release, monthly and annual reports	None established	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-001	Court Control Daily Tally Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-002	Court Control Daily Log Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-003	Form 330 Receipt for Property (evidence types of property) (white copy)	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-004	Release/Return of Items Card	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-005	Disposition Court Order	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-006	Daily File Jacket	Current Year + 5 Years	Manilla Folder	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-007	ACE Court Property Database	Current year + 25 Years	Magnetic Disk	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		05-008	Property Card File (to 1995)	Current year + 25 Years	Index Card	11/1/2005	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-001	Staff Notes (maintained in the Planning Section only)	Three years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.	
Police		07-002	Staff Notes - electronic (H drive)	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-003	Form 527E - Case Investigation Jacket	Current year plus 3 previous years after the adjudication of the criminal charges	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-004	MVR1 - In-car Camera Tape/Disc Log	90 days	electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.	
Police		07-005	MVR2 - In-car Camera Spare Tape/Disc Log	90 days	electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.	
Police		07-006	MVR3 - MVR/DVR Custody Log	One year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-007	MVR4 - Supervisor's Daily Review Log	90 days	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-008	Form 15CD - CD/DVD Property Envelope	Upon disposal of contents	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-009	Form 15DIH - Notice of Impoundment and Hearing	1 year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-012	Form 529 LI - Liquor Inspection Check Off List	Perpetual	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-013	Form 560 - Community Problem Solving Worksheet	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-014	Form 561 - Community Problem Oriented Policing Action Summary	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-015	Form 562 - CPOF Resource Request	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-016	Form 669 - Report of Inspection Outside Employment	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-017	MUTT and NTA Correspondence	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-018	Form 314 Adult (copies only)	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-020	Daily Reports/Worksheets	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-021	Court Control Unit Log	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-022	Form 202C - Civilian Daily Time Report	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-023	Criminal Case Files - Misdemeanor	Current year plus 2 previous years- provided no action pending	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-024	Criminal Case Files - Felony, 6- year prosecution limitation	Current year plus 6 previous years- provided no action pending	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-025	Criminal Case Files - Felony (20-year prosecution limitation)	Current year plus 20 previous years-provided no action pending	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-026	Accreditation Files - Copies	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-027	Form 17DC - Change in Detail Assignment	Current year plus 6 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.	
Police		07-028	Form 90SP-Supervisor's Review of Vehicle Crash (copies)	Five years after the vehicle is removed from service	Electronic	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.	

**CITY OF CINCINNATI  
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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department-record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		07-029	Criminal Case Files - Homicide; Closed	30 years after appeals exhausted	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		07-030	Criminal Case Files - Homicide; Pending	Permanent	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		07-031	DVR-HD, DVR Hard Drive Log	90 days	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		07-032	647C, FTO Recertification and Evaluation Report	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		07-033	647D, FTO Sergeant Recertification and Evaluation Report	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		07-034	647E, Community Problem Oriented Policing Problem-Solving Exercise	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		08-001	AE-2, Alarm Notification of 3 False Alarms	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-002	AE-3, False Alarm Appeals	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-020	BMV0018-Ohio Bureau Motor Vehicles Affidavit of Non-Liability for Parking Infractions	2 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-021	Dog Day Reports (K-9 Handlers)	2 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-022	Daily QOS (Court Query)	Daily	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-023	Time Balances for Transferred Personnel and Increment OT Paperwork	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-025	Contract Agreements (copies)	5 Years after close of the contract	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-026	Invoices (copies)	5 Years after date of invoice	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-027	AED Incident Report	10 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-028	AED Monthly Maintenance Checklist	Retain as long as AED in service	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-029	Safety Action Plans	Until Superseded	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-030	Public Vehicle Taxi Driver Files	7 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-031	Gun Validations	1 Month + Current Month	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-032	Gun Cancellations	Cancel if on RCIC list longer than 7 years or otherwise instructed by the Court Property Unit	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-033	Truant Logs	6 months	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-034	Wanted Filers	Until Arrested	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-035	Wanted Filers	Until Arrested	Electronic	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-036	CAD Point to Point Electronic Mail	30 days	Electronic	11/13/2008	Lieutenant Colonel Michael Cureton, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-037	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Originals	1 year plus current year at Records Section	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-038	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Second Copy	One year plus current year at District of Occurrence	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-039	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Third Copy	Placed in Criminal Case Jacket	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-040	Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) LLE entry	Homicides, 30 years, Offenses with 20-year statute of limitation, 20 years; all other felonies, 10 years; all other incidents, 10 years	Electronic	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-041	Form 311 - Incident Report (includes all reports starting with "311", including 311A, 311B, etc.) - Original	Placed in Criminal Case Jacket	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-042	Form 311 - Incident Report (includes all reports starting with "311", including 311A, 311B, etc.) - Second Copy	One year plus current year at District of Occurrence	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-043	CINCOM 6 Weapons, Stolen/Lost/Found/Recovered Card	Two years after disposal of weapon	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-044	Commendations (Copies)	Six months	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-045	Criminal Case Jacket - Homicides	30 years	Electronic	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-046	Criminal Case Jacket - Offenses with 20 years statute of limitation	20 years	Electronic	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		08-047	Criminal Case Jacket - Offenses with less than 20 years statute of limitation	10 years	Electronic	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		09-001	Form 311MO-Method Of Operation Report	Placed in criminal case jacket	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-002	Form 311MO-Method Of Operation Report	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-003	Form 601PV-Consent to Search Person or Vehicle	On capital crimes; Perpetual; length of appeals process on other crimes	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-004	Form 18F-Supervisor's Preliminary Use of Force Investigation Jacket	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-005	Form 18DD-Canine Detection Squad Deployment	One year plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-006	Form 18CD-Use of Canine (Field Deployment Report)	One year plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-007	Form 17MPR-Mobile Phone Reimbursement Report	Two years	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-008	Form 311IA-Internet Access Report	Two years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-009	Form 311MA-Monthly Internet Access Report	Two years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-010	Bureau Memos	Two years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-011	Form 527J-Juvenile Case Information Jacket	Not retained by CPD sent immediately to the Hamilton County Prosecutor's Office	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-012	Form 306-Preventive Patrol Report	30 days	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-013	Form 648-Citizen Complaint or Information	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-014	Case Files (incl. the case narrative [Form 17] and the citizen's complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, Arrest reports, Reprimand reports	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-015	Form 648A-Citizen Complaint Resolution Process-Acknowledgement of Participation-Meeting	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-016	Form 648B-Citizen Complaint Resolution Process-Resolution Disposition	Ten years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-017	Form 457V-Video Examination Worksheet	Five years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-018	Citywide Neighborhood Public Safety Camera-Video	14 days	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		09-019	ALPR-Automatic Vehicle License Plate Recognition Database	90 days, then archived to server for one year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-020	ALPR-Automatic Vehicle License Plate Recognition Database, Hot List	Overwritten daily	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		09-021	Video	Maintain for length of associated report/case jacket	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		10-0001	MUTT (Ohio Multi-Uniform Traffic Ticket) - Records Copy (Green Copy)	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-002	Form CS-8, Certificate of Military Training Pay	Five years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-003	Form 285-Vice Activity Complaint	Four years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-004	Form 411-Financial Profile Request	Two years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-005	TASER AXON (Electronic Video)	90 days	Electronic	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-006	Affirmative Action Files	Permanent	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-007	Form REOC-Regional Emergency Operations Center Activation Matrix	Five years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-009	Form 311EQ-Missing Persons High Risk Assessment Questionnaire	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-010	Form 311EL-ESME Officer Check-Off List	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-011	Form 311EC-Missing Persons Case Jacket Check-Off List	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-012	Form 311EA-Missing Persons Task List-Adults	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-013	Form 311EJ-Missing Persons Task List-Juvenile	Ten years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		10-014	Form IV1-Infant Vitality Referral Form	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-016	Medical Jackets-includes Form 91S and Worker's Comp reports, Form 26S for FMLA, WH380, Form 74, Form 96, Exemption for Grooming Standards, drug screen results for transfers, employment medical evaluation form, WH382	Perpetual until separation then purged of Form 96, Exemption for Grooming standards and drug screen results, Rest of file kept for five years after date of separation.	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		10-017	Chronic Nuisance Premises, Notice Letter	Seven years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-018	Chronic Nuisance Premises, Change in Status Letter	Seven years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-019	Chronic Nuisance Premises, Billing Letter	Seven years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-020	Form 526A-Liquor Permit Premise Vice Activity	Two years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-021	Digital Photos	All digital photos should be downloaded to a computer disk (CD) and placed in the corresponding case jacket/report and retained for the length of time as the case jacket/report associated with.	Electronic/ Computer Disk	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-022	Paper Photos	All paper photos will have the retention period of the case jacket/report file they are associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-023	Form 529L-Cincinnati Police Department, Request for Citation	Perpetual	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-024	Form 290-Flagged Person Entry/Removal Request	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-025	Form 607A-Witness Preparation Form, Photo Lineups Blind Administrator	Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-026	Form 607B-Witness Preparation Form, Photo Lineups Blinded Administrator	Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-027	Form 607C-Witness Preparation Form, Live Lineups	Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with.	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-028	Files on Gambling	Five years plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-029	Form 15D-Dangerous/Vicious Dog Registration	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		10-030	Form 15DE-Vicious Dog/Pit Bull Registration Envelope	One year plus current year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		12-001	17DI Detail Administrative Fee Invoice	Current + two years	Paper	03/16/2012	Craig, James E.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		12-002	Collaborative Agreement and Memorandum of Understanding	Current + ten years	Paper and Electronic	03/16/2012	Craig, James E.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		12-003	CIRV-1 Member Matrix	Current + two years	Paper and Electronic	03/16/2012	Craig, James E.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		12-004	CIRV-2 Group Information	Current + two years	Paper and Electronic	03/16/2012	Craig, James E.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		14-001	Form 68-P-FTO, Field Training Officer (FTO) Compensation Report	5 years + current	Paper	09/09/2014	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-001	Community Preventative Education Applications	2 years	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-002	Contract Agreements used with asset forfeiture money	3 years	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-003	Travel and Training paperwork where the expenses are paid with asset forfeiture money	5 years	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-004	Form 311VS Cincinnati Police Department- Victim Statement	Placed in Criminal Jacket	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-005	Form 140D Detection Activity Training	10 years	Paper and Electronic	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-006	Form 140P Patrol Activity Training	10 years	Paper and Electronic	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-007	Form 140T Tracking Diagram	10 years	Paper and Electronic	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-008	Unofficial Criminal Intelligence Working Files: RCIC Printouts, BMV Searches, County Auditor Pictures, Mug Shots, Officer Notes	1 year	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-009	Form 18NC	10 years + current	paper/photo/audio	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		15-010	Copies of Subpoena information sent to court for our records only	2 years plus current	Paper, CD, and DVD	12/10/2015	Isaac, Eliot K.	Chundur, Raj	Rindler, Amanda	Meeks, Martin E.
Police		15-011	Electronic Public Records Requests	2 years plus current	Electronic Public Records Request sent by email, online and any other automatic process	12/10/2015	Isaac, Eliot K.	Chundur, Raj	Rindler, Amanda	Meeks, Martin E.

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		15-012	601P Consent to search for person(s) w/out a warrant	On capital crimes;perpetual;length of appeals process on other crimes	Paper	12/10/2015	Isaac, Eliot K.	Chundur, Raj	Rindler, Amanda	Meeks, Martin E.
Police		15-013	Form 15DJ Nuisance/Dangerous/Vicious Dog Incidents Administrative Case Jacket	Current Plus 5 Years	Paper	03/09/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-001	RFP Test Phase Body Camera Video - Non-law enforcement action incidents and law enforcement action incident	Retention period for non-law enforcement action or incidents resulting in law enforcement action: 90 days or until litigation process, including time for appeals is completed and closed by Law.	Digital Recorded Media	03/09/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-002	RFP Test Phase Body Camera Video - Use of Force Incidents	Retention period for incidents resulting in use of force: 2 years or until potential litigation process, including time for appeals is completed and closed by Law	Digital Recorded Media	03/09/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-003	Cincinnati Police Court Property Disposition Order	Current plus 5 years	Paper	03/09/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-004	Form 125 Nasal Naloxone Kit Log	Current plus 3 years	Paper	03/09/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-005	CPD Body Camera Video	90 days or until litigation process, including time for appeals is completed and case is closed by Law Dept.	Digital Recorded Media	05/06/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police		16-006	CPD Body Camera Video - Use of Force Incidents	2 years or until potential litigation process, including time for appeals is completed and closed by Law Dept.	Digital Recorded Media	05/06/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police		16-007	68P-CTO Communications Trainer Overtime Report	Current year + 5 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-008	646A-ECS Training Supervisor's Weekly Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-009	647A-ECS Training Supervisor's Monthly Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-010	647B-ECS Emergency Communications Trainer Evaluation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-011	647C-ECS Emergency Communications Trainer Recertification and Evaluation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-012	647D-ECS Emergency Communications Training Supervisor Recertification and Evaluation	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-013	644OF-ECS Trainee's Field Observation Assignment - Fire Dept.	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-014	644OP-ECS Trainee's Field Observation Assignment - Police Dept.	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-015	644DF-ECS Trainee's Daily Feedback Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-016	644NT-ECS Trainee's Non-Training Day Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-017	644C-ECS Calltaker Trainee's Daily Observation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-018	644D-ECS Dispatcher Trainee's Daily Observation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-019	644Q-ECS Query Operator Trainee's Daily Observation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-020	644T-ECS Teletype Operator Trainee's Daily Observation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-021	644CIN-ECS CIN1 Operator Trainee's Daily Observation Report	Current year + 10 years	Paper	07/15/2016	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-022	Form 807R - Alarm Registration, Residential	Current year + 2 years	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-023	Form 807N - Alarm Registration, Non-Residential	Current year + 2 years	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-024	Form 807E - Alarm Registration, Exempt	Current year + 2 years	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-025	Form 807B - Alarm Business Registration Form	Current year + 2 years	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		16-026	Form 150 Trespass Warning Letter	Current year + 1 year or the duration of any case jacket it becomes a part of.	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		17-01	Form 611: Voluntary Biological Evidence Submission Waiver	Perpetual	Paper / Electronic	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		17-02	Form 611-B: Voluntary Blood Request	Perpetual	Paper / Electronic	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		17-03	Form 611S: Voluntary Biological Evidence Submission Waiver - Translated in Spanish	Perpetual	Paper / Electronic	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		17-04	Form 611, 611-B & 611S (Copies)	Current Year + 2 Previous Years	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		17-05	Form 40: Vehicle Report Card	Current Year + 1 Previous Year	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		17-06	Form 130: Juvenile Holding Log	Current Quarter + 1 Previous Year	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		81-1	Case Files (incl. the case narrative [Form 17] and the citizen's complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, Arrest reports, Reprimand reports).	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Lt. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		81-18	Personnel Bulletins	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		81-19	Personnel Distribution List	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		81-26	Salary Step-up	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		81-29	Tuition Reimbursement Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		81-3	Background Investigation Reports (of job applicants)	2 Years	Paper	6/28/2002	Combs, Assistant Chief Cindy M.	Kramer, Stephen R.	Swift, Pam	Meeks, Martin E.
Police		87-094	304 CPD Missing Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pam	Meeks, Martin E.
Police		87-100	Form 311A Preliminary Investigation Report (investigative report filed with form 301)	No longer in use. Maintain currently completed forms for length of associated case jacket.	Microfilm	11/13/2008	Lieutenant Colonel Michael Cureton, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		87-108	Form 322 Article Received by Pawn Broker (completed by pawn broker and returned to Police Division)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-109	Form 323M Report of Purchase of Precious Metals/Stones (completed by purchaser and returned to Police Division)	Current plus 2 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-11	IS-1 Daily Activity Report (criminal intelligence activity report)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-111	Form 327 Property Tag (hold for court)	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-112	Form 333 Report of Traffic Violations (a statistical report generated by computer)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-113	335 Personnel Payroll Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-114	Form 335A Shift Differential Report (tracking of shift differential pay)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-115	335B Sworn Annual Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-116	335C Bi-Weekly Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-117	Form 336 Unit Juvenile Arrest Report (juvenile arrests by unit) (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-118	Form 337 UCR Adult Arrest by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-119	Form 338 Total Arrests by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-12	IS-2 Intelligence Report (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-121	Form 387 UCR Juvenile Arrest/Conviction Report (computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-122	Form 388 UCR Arrest and Convictions Report (adults-computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-123	Form 389 UCR Total Arrest and Convictions Report (adults and juveniles - computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-124	Form 392 Personal Crimes Index Card File (cross index on investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/ indefinitely on unresolved cases	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		87-125	Form 404 Missing Persons Monthly Report (statistical report on number of missing persons)	2 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-127	Form 413-35 Photo Negative Record for 35MM film	Until film is developed	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-13	Cin-Com 2 Auto Theft Card (buff color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-130	Form 426 Mileage Report (monthly record of miles vehicle has driven)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-132	Form 434 Non-Sworn Employee's Daily Time Report (listing of hours worked daily by civilian employees)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-133	435 Overtime Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-134	Form 436A Daily Activity Record (daily activity of police officer)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-135	Form 436B Monthly composite Activity Report	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-136	Form 436C Yearly Composite Activity Record	Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-137	Form 436J Personal Crimes Unit Daily Activity Record	1 year + current	Paper	11/13/2008	Lieutenant Colonel Michael Cureton, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		87-138	Form 438A Personnel Index Card (index file of Police Division employees, kept at Unit of Assignment)	Destroyed upon separation	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		87-139	Form 439 Shift Selection Form (request of police officer to select shift wished to work for upcoming year)	Current year only	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-14	Cin-Com 2 Stolen License Plate Card (green color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-140	Form 441 Personal History Statement (list of personal information on Police Division personnel)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-141	Form 441A Personal History Statement (supplement to Form 441)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-142	Form 442 Services in U.S. Armed Services (documentation of service in U.S. Armed Services)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-143	Form 445 Continuous Service Record (listing of services performed in the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-144	Form 446 Miscellaneous Record (used to record training received while with the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-145	Form 447 Automobile Accident Record (record of auto accidents involved in during career)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-146	Form 448 Performance Report (evaluation of yearly performance)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-147	Form 448A/B Evaluation Form (used to assist supervisor in evaluation of employee's yearly performance)	Destroyed upon completion	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-148	Form 449 Efficiency Ratings Percentile (listing of evaluation rating number)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-149	Form 450 Wanted Person Computer Entry Sheet (descriptive data and pickup radius information on wanted subject where a warrant has been issued)	Until warrant is served and computer entry is removed	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-15	CINCOM 2 Unauthorized Use of Motor Vehicle Card (pink color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-150	Form 451 BCI Log Sheets (criminal history/record dissemination log)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-151	Form 452 Service Record Folder (folder used to maintain personnel jacket information on Police Division Employees)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-152	Form 457 Articles for Fingerprint Check (evidence submitted)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-153	Form 458 Wrecker Release (signed by driver involved in auto accident who calls own wrecker)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-155	Form 475 Personnel Memorandum (disciplinary action)	3 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-156	Form 475 Personnel Memorandum (Non-disciplinary action)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki

**CITY OF CINCINNATI  
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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-157	Form 475A Weapon, Ammo Approval (target range qualification yearly)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-158	Form 479 Station Key Book Page (listing of offenses by offense number yearly)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-159	Form 481 Warrant Transfer Slip (listing transfer of warrant/capias from one unit to another)	Destroyed upon receipt	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-16	Cin-Com 2 Lost License Plate Card (blue color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-160	Form 484 Analytical Report for Liquor Violations (chemical analysis of liquor confiscated)	6 Years after final disposition of case in court or Ohio Department of Liquor Control	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-162	Form 517 Application for Private Police (personal history data on applicant)	5 Years after separation	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson, S. Michael
Police		87-163	Form 518 Commission for Private Police	5 Years after separation	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson, S. Michael
Police		87-164	Form 521 Application for Employment as School Crossing Guard (personal data on applicant)	1 Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-166	Form 524 Monthly Vice Activity Report (report on vice activity by month)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-167	Form 525 Worksheet for Tallying Motor Vehicular Accidents (number of auto accidents)	Current Month	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-17	Cin-Com 3 Additional Information Card (used for description of suspects or vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-170	Form 533 Hit and Run Supplementary Report (report completed on auto accidents where driver left scene of accident)	Solved cases: 3 Years; indefinitely on unresolved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-172	Form 535 Bond for Private Police Commission	Until expiration date	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-173	Form 536 Registry of Motor Vehicle Traffic Accidents (telephone report from officer of traffic accident)	Six Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-175	Form 552 Polygraph Release (signed waiver; agreement to take polygraph test)	Lifetime of individual taking test	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-176	Form 558 False Check Complaint (investigative information on a bad check)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-177	Form 565 Liquor License Information (investigative information on permit applicant)	Until liquor license is cancelled	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-178	Form 580 Personal Information Release Form (release of criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-179	Form 581 Request for Records Check (request for criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-18	IS-3 Inquiry Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-180	Form 586 Mobilization Alert (information relating to personnel recall during civil disturbances)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-181	Form 586A Recall Test Alert (test alert for recall and mobilization of personnel)	30 days after recall	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-182	Form 590 Chief's Memorandum (memo attached to paperwork requiring some action such as: an investigation, report, letter to the public, etc.)	Current + 6 Months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-183	Form 599 Firearms and Ammunition Inventory	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-184	Form 600 Notification of Rights	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-185	Form 601 Consent to Search Without a Warrant	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-186	Form 602 Search Authorization (permission from supervisor to perform a strip and/or body cavity search)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-188	Form 611 Receipt for Junk Vehicle - REQUEST REMOVAL FROM SCHEDULE. DOCUMENT NO LONGER IN USE BY DEPARTMENT	Current + 2 Previous Years	Paper	06/22/2017	Isaac, Eliot K.	Dunn, Jayson	Rindler, Amanda	Meeks, Martin E.
Police		87-189	Form 612 Release of Claims Form (release signed by non-employees riding as observers in police vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-19	IS-4 Intelligence Data Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-190	Form 614 Log Sheets (informational notes on civil disorders, rock concerts, special events, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-191	617 Monthly Compensatory Time Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-192	Form 620 Business Night Telephone Number File (emergency numbers for business places located in city)	Until superseded	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-193	Form 623 Crime Lab Report (analytical report of evidence submitted for analysis)	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-194	Form 624 Uniform and Related Equipment Sheet (listing of uniform parts and equipment assigned to sworn personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-195	Form 628 Public Appearance Report (report of police personnel making an appearance at a public meeting, school, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-196	630 Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-197	Form 633 Court Notify Page (officer's notify for court)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-198	Form 639 Relief Moving Violations Logs (listing of moving violation citations)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-199	Form 643 Public Information Desk Report of major events or crimes to be disseminated to news media	Current + previous month	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki

**CITY OF CINCINNATI  
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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-20	Cin-Com 4 Wrecker Dispatch Card (record of wreckers dispatched to accident scenes)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-200	645 FTO Program Beat Profile	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		87-201	645B Field Training Guide (Recruit Evaluation)	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		87-202	Form 646 Bi-Weekly Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		87-203	647 FTO Final Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		87-204	Form 648-Citizen Complaint or Information	Ten years plus current year	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		87-205	Form 652 Release of Medical Record Information (release of medical information of citizen regarding complaint against police officer)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-206	Form 657-Long Distance Telephone Form	Two years	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		87-207	Form 657A-Monthly Long Distance Telephone Report	Two years	Paper	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		87-208	Form 659 Warrant Holder Card (report advising subject who is to appear in court has an outstanding warrant which has not been served)	30 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-209	Form 660 Warrant Holder Place Slip (report requesting Form 659 be completed)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-210	Form 661 Visitor's Registration for Hospitalized Prisoners (visitor's log)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-213	Form 669 Warrant Disposition Report (number of warrants in the districts)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-214	Form 675 Warrant Control Card (cross reference file of warrant unit of assignment)	Current plus previous year after warrant has been disposed of	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-215	Disposition Orders Letters	Current year plus 2 previous years-after case has final disposition	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		87-217	Form 682 Citation Arrest Summary (listing of citations to court, criminal cases, for a 24-hour period)	Current plus 3 previous months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-219	Form 687 Auto Fatality Report (information report completed when auto fatality occurs)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-22	City Letterhead Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-220	Form 688 Request to Purchase Service Revolver (completed upon retirement of officer)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-221	3x5 Accident Information Cards (cross index of auto accidents)	Six Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-222	Annual Report Compiling Papers (yearly preparation papers of annual report)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-223	Armory Equipment/Military Roster Sign-out Book (control of armory)	perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-224	Arrest Logs (listing of all arrests entered into computer system)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-226	Award Files (information on nominations for police awards)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-227	Bank Deposit Ticket (record of monies received for copies of reports, name checks, etc.)	Until audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-228	Bicycle Registration Files (record of bicycles registered by citizens)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-229	Block Watchers Registration Files (information on block watch participants)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-23	9 Request for Certification/Contract	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-23	Cin-Com 9 Tow Sheet (list of vehicles towed from city streets)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-230	Police Blotters	5 years plus current at Police Department, then permanent to Archives	Paper	11/13/2008	Ltc. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		87-231	Budget Working Papers	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-232	Case Set on Officer's Off Day (report explaining why court case was set on officer's scheduled off day)	60 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-233	Check Off Lists (list showing officer was advised regarding the subject of the list)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-235	Conviction Transcript Letters (authorization to release criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-236	Court Notify Books (master book for all court notices for all officers)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-237	Criminal Information Jacket (jacket containing fingerprints, palmprints, etc.)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-238	Daily Lineup (listing of persons working and radio car numbers)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-24	10 Cash Receipts Schedule	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-241	Destruction Records (listing of court-ordered destruction of property in police custody)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-242	Directed Patrol Sheets (information on specific patrol activities)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-243	Discretionary Car Report (listing of number of discretionary cars assigned daily)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-244	District Staff Meeting Notes (meeting notes of district supervisors)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-245	Drug Complaint and Investigation Reports (investigative information)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-246	Expenditure Reports (financial reports of Narcotic Liaison Unit)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-247	Felon Registration File (listing of individuals released from penal institutions)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-248	Grant Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-249	Greater Cincinnati Hospital Council Meeting Files (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-25	10A Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-250	Hamilton County Morgue/University Hospital Receipt(receipt of property for persons transported)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-251	Intelligence Reports (report of suspected drug dealers and users)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-252	Inventory Records (record of property assigned to units, such as desks, chairs, file cabinets, etc.)	Until Updated	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-253	Investigative Supervisors Meeting Notes (meeting notes on criminal activity)	Current + 10 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-254	Investigative Unit Assignment Logs (listing of cases assigned to investigate)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-255	Investigative Unit Key Book (listing of offense reports)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-256	Investigative Unit Tracking Sheets (used to establish crime patterns)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-257	Letters Received by Police Division (request for some type of service or investigation)	1-7 Years depending on administrative value	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-259	Master Log Book (complete listing of property coming into Police Division control)	30 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-26	10B Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-260	Media Teletype (important events, arrests, etc. sent by teletype to news media)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-261	Monthly Activity Record for Investigators (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-262	Monthly Tally Sheet (listing of daily sheets of Court Administration Unit's statistical information)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-263	Monthly Work Sheet for Covert Officers (activity record) (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-264	Motion for Continuance (request by citizen to have court date changed)	30 days after court date	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-265	Office Technical Equipment Allotment (request by unit to have new equipment purchased)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-266	Officer's Ledger of Violations (listing of Cincinnati traffic tags; Ohio uniform traffic tag and notice to appear tags when issued by officer)	Two year plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Lt. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		87-267	Employee Profile and Early Warning System (Profile System)	Current + 5 Years	Computer Data Base	07/11/2001	Ryan, Kent A.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		87-268	Officer's Relief Incident Log Book Pages (listing minor infractions or good work)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-269	OH-1 Monthly Summary Report (statistical review of auto accidents)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-27	CINCOM 11 Outside Visitor Work Log (record of outside work vendors)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-270	OUTT/CTT Inventory Control Sheets (inventory of Ohio uniform traffic tags/Cincinnati traffic tags issued to officers) (in District Four only)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-271	Operations Bureau Meeting Agendas and Notes (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-272	Police Clergy Roster and S.O.P. (listing of clergy and standard operating procedures)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-273	Police Explorer Post Records (financial records)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-274	Police Explorer Post Records (meeting notes, personnel roster, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-275	Pursuit of Criminal Funds (financial record of money used in criminal investigations such as: payment of informants, liquor, drugs, etc.)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-277	Communication Audio Tape	90 days	Electronic	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Lt. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		87-278	Recommendation for Salary Step-Up (approval or denial of next pay step)	3 Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-279	Recruit Class Curriculum (listing of the curriculum for each recruit class)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-28	Form 11 Radio Report (account for portable radio assigned to Operations Bureau)	Current Year unless investigation in progress on lost or stolen radio	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-280	RENU Case Summary (arrest and investigation information on drug cases)	20 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-281	RENU Daily Activity Composite (activity record of officers assigned to Narcotic Liaison)	2 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-282	Registered Mail Receipts (receipt for registered mail sent by Impoundment Unit)	Current + 2 Previous Years	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-283	Reportable Crimes Tracking Sheet (used to establish crime patterns) (at District One only)	4 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-284	Robbery Task Force Booklet (information on yearly Robbery Task Force) (at District One only)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-285	Robbery Tracking Graph (graph of robberies occurring during Robbery Task Force period) (at District One only)	Current year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-286	Shipment Receipts (records of supplies, materials, goods, etc., received by Police Division)	Provided audited: Current + 5 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-287	Shooting Scores of individual officers (on 5x8 index cards)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-288	Special Events Files (information on Police Week, Halloween, Christmas candy, etc.)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-289	Subpoena Book (listing of subpoenas received and served)	One year after completion of book	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-29	12MW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-290	Telephone Line Recordings	Tape re-used after 30 days	Electronic	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		87-291	Teletype (wanted messages, GBDC's, etc.)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-292	Time Book (record of Personnel assignment, vacation, detail time, sick time, etc.)	5 years plus current at Police Department, then permanent to Archives	Paper	11/13/2008	Lt. Richard L. Janke, APC	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police		87-294	Traffic Warning Record (warning ticket for traffic violations)	30 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-295	Training Received by Individual Officer (listing on 3x5 index card system of all training received by officer)	Perpetual	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-296	Unit Property Book (listing of all property received by individual unit)	10 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-297	Vehicle Equipment File (listing of equipment assigned to individual police vehicles)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-298	Vehicle Jacket (folder containing information regarding individual police vehicles)	1 Year after vehicle is removed from service	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-299	Vehicle Validations (listing of open auto larcenies and complainant contacts by police)	2 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-30	12MB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-300	Vice Activity Statistics (information on number of vice related arrests) (at District One only)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-301	Warrant Book (listing of warrants received by unit and disposition of service)	Current + previous year after completion of book	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-302	Warrant Recalls (sheet listing a recall of traffic warrants)	Six months subject to an internal audit	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-303	Weekly Inventory of Gas, Oil, Etc. (only at units having gas pumps)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-304	Arrested/Cited/Referred Persons (arrests and citations total - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-305	Classified Expense Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-306	Classified Revenue Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-307	Delinquent Notice Audit List (listing of all parking citations which were not paid within two weeks from date of issuance - computer printout)	Six Months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-308	Detailed Bi-Weekly Cost Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-309	Detailed Entry Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-31	12FW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-310	Encumbrance Report Program	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-311	Expense Distribution Process/Report	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-312	Payroll Processing/Gross Pay Register	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-313	Statement of Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-314	28-Day Period Crime Report (offense reported by state statute-computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-315	Vacation and Sick Leave Balances (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-316	U.C.R. Adult and Juvenile Arrest by Age, Sex, Race (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-317	U.C.R. Monthly Stolen and Recovered Property and Auto Theft analysis(F.B.I. Uniform Crime Reporting report - computer printouts)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-318	U.C.R. Part I Offenses by Police District (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-319	U.C.R. Part I Offenses Crime Comparison Report by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-32	12FB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-320	U.C.R. Part I Offense Disposition of Offenses Known to Police by Month (F.B.I. Uniform Crime Reporting report 0 computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-321	U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-322	U.C.R. Part II and Offenses by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-323	U.C.R. Possible Battered Women Offenses (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-324	U.C.R. Return "A" (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-33	12P Palprint Card (palprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-34	Cin-Com 13 Auto Theft/Recovery Form (update computer with recovery information)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-35	Cin-Com 14 Description Card of Suspect Vehicle (update computer file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-37	Form 15 Property Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		87-38	Form 15N Property Security Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		87-39	Cin-Com 16 Signal 66 Log Sheet (record of false alarms at banks)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-40	Cin-Com 17 Mail Trip Card Record (record of interdepartmental mail runs)	Current + previous month	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-41	17 Temporary Transfer	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-41	17s Interdepartmental Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-45	Cin-Com 19 Auto Theft Log Sheet (listing of all auto thefts)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-46	Cin-Com 20 Auto Recovery Log Sheet (listing of all auto recoveries)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-47	Cin-Com 22 TCRU Daily Work Sheet (record of activity of Telephone Crime Reporting Unit)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-49	Cin-Com 24 TCRU Daily Report (types of report received by TCRU)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-50	Cin-Com 25 TCRU Activity by District (report received by TCRU by district)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-51	Form 25S-Application for Leave of Absence	Five years plus current year	Paper	03/05/2010	Streicher, Chief Thomas H., Jr.	Combs, Ltc. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		87-53	Cin-Com 27 TCRU Monthly Log (record of TCRU monthly activity)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-54	Cin-Com 28 Wrecker Log (record of wreckers dispatched by Police Division)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-55a	Form 28 Application For Purchase or Transfer of a Handgun	60 days if application approved	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		87-55b	Form 28 Application For Purchase or Transfer of a Handgun	If application denied, 2 years	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		87-55c	Form 28 Application For Purchase or Transfer of a Handgun	If used for purpose of firearm registration, permanent	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		87-57	Cin-Com 32 Third Relief Daily Line-ups (listing of radio cars reported daily to Communications Section)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-58	Form 32 Notice of Disciplinary Action, Separation or Layoff (non-disciplinary)	Until separation of employee	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-59	Form 32 Notice of Disciplinary Action, Separation or Layoff (disciplinary)	Three Years if suspension of 10 days or less. Retain for career if suspension of more than 10 days	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-60	Form 33 Resignation	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-61	Form 36 Charges Preferred Against Member (Internal Investigation charge sheet)	5 Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-62	55 Letter of Understanding (used for paid services of police personnel, equipment, etc. by outside companies or agencies)	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-63	56 Letter of Understanding Police Escorts (used for paid police escorts by outside companies or agencies)	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-64	Form 64 White Property tag	Upon disposal of contents	Paper	02/08/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		87-65	Form 66S Notice of Official Reprimand (disciplinary action)	Three Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-66	67P Temporary Transfer Pay	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		87-67	68P Overtime and Court Appearance Report	5 Years + Current Year	Paper	6/25/2015	Blackwell, Jeffrey	Springs, Margo	Latta, Kevin	Meeks, Martin E.
Police		87-69	Form 74S City of Cincinnati Department of Personnel Injury with Pay Recommendation	Two years after separation then destroy	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police		87-70	Form 75S Gas Disbursement Sheet (gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-71	CDOP 103 Civil Disturbance Operation Plan Equipment Inventory (equipment which would be used in case of a civil disturbance)	Current Year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-72	GA120 Gas Disbursements (record of gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-74	PR 134 Firearms List (list of firearms coming into control of Police Division)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-75	Form 137 Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-76	Form 137A Additional Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-77	Form 188 Youth Aid Squad Investigative Report (investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-78	Form 189 Fingerprint and Photo Record of Juveniles	Until subject reaches 18th birthday	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-79	Form 202 Commanding Officer's Daily Time Report	Current + 5 previous years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-80	Form 211 Application for Media Pass (personal information on subject of media pass)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-81	Form 264 Equipment Assigned to Sworn Officer (list of equipment assigned)	Until separation of employee	Microfilm	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-82	Form 270F Impounded Vehicle Information (information for finance or insurance company)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki

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Buildings & Inspection		80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police		87-83	Form 275 Court Order for Release of Property	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-84	Form 276 Daily Traffic Accident Summary (running total of monthly accident statistics)	2 Months	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-85	Form 292 Accident Envelope (driving Under Influence folder)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-86	Form 300A Index File for Criminal Information Jacket (white color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-87	Form 300B Index File for Criminal Information Jacket (orange color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-88	Form 300W Index File for Criminal Information Jacket (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-9	Cin-Com 1 Dispatch Card	Until computer is updated	Electronic	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-95	Form 305 Complaint Memo (used to record various complaints which are not reportable on forms: 301, 302, 303, or 304)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-96	Form 308 Receipts for Traffic Citation Tags (inventory system for moving and parking violation tags after issuance)	Current + previous year	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-97	Form 308A Traffic Citation Mail Envelope (can only be used one time)	None, destroy upon receipt	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		87-98	Form 310 Premise History Control Form (used to update computer file on premise history of a street location)	Unknown amount of time, determined by activity at certain street location	Paper	09/30/1987	Rager, David	Annett, Lawrence P.	Geoghegan, Michael	Cooper, Vicki
Police		88-1	Form 67-Sworn Officers Working Out of Rank (New-Used to pay personnel working in a higher pay class)	3 Years, provided audited	Paper	07/11/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Heeley, Valerie E.
Police		88-2	Form 67B Change in Court Appearance	Current + Previous Year	Paper	07/11/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Heeley, Valerie E.
Police		88-4	Form 448S-Evaluation Supplement Log (ESL), (Used to document significant instances in references to work of Police Department employees)	Three years plus current year	Electronic	11/13/2009	Streicher, Chief Thomas H., Jr.	Combs, Lt. Cindy M.	Previts, Fred	Meeks, Martin E.
Police		88-7	Form CPR, Cincinnati Police Division Capital Project Form	Current + 4 Previous Years	Paper	11/09/1988	Rager, David	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		89-1	Form 28A Application Control Ledger, used for investigation of Form 28 Application for Purchase or Transfer of Handgun	Same as Form 28	Paper	02/08/1989	Ammann, Lt. E. P.	Annett, Lawrence P.	Brannick, John A.	Geoghegan, Michael
Police		89-3	Form 28C Application for registration of a Firearm, used for registration of firearms into the computer system	Permanent	Paper	09/21/1989	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		90-1	267 Vehicle storage and impoundage fee receipt and release	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		90-2	268 Impounded vehicle receipt	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		90-3	Auction Records (accounting of autos and property sold by Police Division)	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		90-4	Registered mail receipts	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		90-5	245I Receipt of fees from Impound Unit Daily cash receipts schedule	3 Years provided audited	Paper	06/06/1990	Whalen, Lawrence E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		90-7	Communication Incident History Fiche original	3 Years + Current Year	Microfiche	02/26/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-033	668A Acknowledgement by the Secondary Employer	Current Year + 6 Years	Paper	10/01/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		91-10	#1 Requisition of Materials, Supplies and Services	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-11	3S Changes to Hours Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-12	7 Purchase Order	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-13	8 Requisition Certification	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-14	19 Inter-departmental Bill and Settlement Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-15	21 Schedule of Accounts Receivable	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-16	24 Cancellation or Change Order	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-17	36 Inter-departmental Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-18	37 City of Cincinnati Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-19	44 Sale of Obsolete Equipment	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-2	Form 527A Bond Information Sheet	Current Year + 5	Paper	03/11/1991	Mincy, Isaac E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-20	70S Permission to Travel	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-21	71S Statement of Travel Expense	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-22	72 Term Purchase Release	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-23	80S Application for Tuition Reimbursement	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-24	81S Monies Deposited in City Treasury	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-25	370 Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-26	370A Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-27	431 Special Event Billing	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-28	431 Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-29	541A Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-3	Form 663 On-Call Court Appearance	30 days	Paper	07/12/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police		91-30	608 Charge Memorandum	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-31	Contracts for Leased Vehicles	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-32	Payroll Attendance Record	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-33A	Form 668A-Cincinnati Police Department Acknowledgement by the Secondary Employer	Six year plus current year	Paper	3/5/2010	Streicher, Chief Thomas H., Jr.	Combs, Lt. Cindy M.	Carney, Jillian	Meeks, Martin E.
Police		91-34	Form 36D Disciplinary Charge Sheet	5 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-35	Form 202A Commanding Officer's Daily Time Report	Current + 5 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-36	Form 323 Report of Purchase of Stained/Beveled Glass	Current + 2 Previous Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-37	Form 318 Report Conditions Affecting Other Departments	Current + 1 Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-38	Cincom 29 Radio Log Sheet	Current Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-39	Cincom 30 Battery Inventory Sheet	Current Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police		91-4	Form 664 Case Delay Request	Destroyed daily after court	Paper	03/11/1991	Mincy, Isaac E.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G--	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police			91-40	Cincom 31 Communications Assignment	Current + 2 Previous Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-41	Form 326 Property Check Out Card	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-42	Form 339 Police Property Record	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-43	Form 277 Confidential Informant Registration and Reliability	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-44	Form 278 Cooperating Individual Agreement	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-45	Form 279B Confidential Informant Receipt Part I & II	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-46	Form 280 Cooperating Individual Release of Claims	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-47	Form 281 Concealed Transmitter and Recording Consent	20 Years	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-48	Form 545A Investigation Daily Report Time	Current + 1 Year	Paper	11/27/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-49	Form 429 Take Home Vehicle Report	Current + Previous Year	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-5	120-4 Treasury Department Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-50	Form 495 Cincinnati Police Intoxication Report	5 Years + Current Year	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-51	Form 29 Record of Licensed Place	Perpetually	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-6	244 Accounting Unit Receipt for Money Received	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-7	245 Receipt of Fees from Records	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-8	542 Cash Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			91-9	Leasing Agreement Documents	5 Years + Current Year	Paper	03/11/1991	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-1	Form 496 DUI Investigation Record	5 Years + Current	Paper	01/21/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-11	Homicide Investigative Files, Others (Abductions, Kidnapping)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-12	Homicide Investigative Files (Residential Robberies)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-6	Win 1 Winter Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-7	Sum 2 Summer Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-8	Polygraph jacket 1 a. (Polygraph case jacket for applicants)	Current + 5 Years	Paper	05/22/1992	Miller, William A.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			92-9	Polygraph jacket 1 c. (Polygraph case jacket from criminal cases)	Current + 10 Years	Paper	05/22/1992	Miller, William A.	Annett, Lawrence P.	Brannick, John A.	Burke, Thomas Aquinas
Police			95-1	Telephone Court Orders	5 Years + Current Year	Paper	11/13/2008	Streicher, Chief Thomas H., Jr.	Kramer, Stephen R.	Manella, Angela	Meeks, Martin E.
Police			95-3	Form 313, Firearms Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.	Annett, Lawrence P.	Brannick, John A.	Johnson, S. Michael
Police			96-1	Night Chief's Rounds	30 Days	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Police			96-10	Form 96, Random Drug Test Notification	5 Years + Current	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Police			96-11	Form 97, Medical Disclosure Form	Current Year + previous	Paper	12/09/1996	Charlton, Joseph C.	Annett, Lawrence P.	Burke, Thomas Aquinas	Meeks, Martin E.
Police			96-2	Form 77 Specialized Assignment Application	Current Year + previous Year	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Police			96-3	Form 78 Non-Sworn Employee Assignment Availability	Current Year + previous Year	Paper	11/19/2010	Combs, Assistant Chief Cindy M.	Combs, Ltc. Cindy M.	Lombardo, Elizabeth	Meeks, Martin E.
Police			96-4	Form 641 Summary of Background Investigation	Current Year + 3 previous Years	Paper	05/08/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Police			96-5	Form 605 Notification of Release	Current year + 5 previous years	Paper	06/25/1996	Charlton, Joseph C.	Annett, Lawrence P.	Brannick, John A.	Meeks, Martin E.
Police Department	Criminal Investigation Section	Major Offenders Unit	02-001	Fraud "Information Only" case jackets and contents	Current year plus 3 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police	Communications	85-20	Teletype Cards - Active and Cancel	Current + 4 Previous Years	Paper / Electronic	05/06/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police Department	Police	Personnel Section	81-20	Personnel Jackets; Includes auto accident list, efficiency rating scores and reports, commendations list, assignments list, armed forces service reports, personal history statement, disciplinary action reports and official Oath of Office, separation forms, Form 17 memo on separation	Purge discipline per contracts; Retain (except for discipline other than dismissal or layoff) for 1 year after separation and then convert to electronic unless there is pending litigation, in which case retain until settlement.	Paper	05/06/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police Department	Police	Personnel Section	81-21	Personnel Jackets; Includes auto accident list, efficiency rating scores and reports, commendations list, assignments list, armed forces service reports, personal history statement, disciplinary action reports and official Oath of Office, separation forms, Form 17 memo on separation	Perpetual (purge discipline per contracts)	Electronic	05/06/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police Department	Police		01-001	OH-2 Ohio Traffic Crash Diagram Narrative	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-002	OH-3 Ohio Traffic Accident Witness Statement	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-003	OH-4 Ohio Traffic Crash Report (Addendum)	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-004	437A K9 Daily Activity Report	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-005	437B K9 Monthly Officer's Daily Activity Record	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-006	437C Canine Officer's Activity Record Yearly Composite	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-008	443 Voluntary off-day Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-008	443 Voluntary off-day Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-017	13S Telephone	Destroyed Daily	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-018	16S City of Cincinnati Correction Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-020	17S Temporary Transfer Division 1 Employees	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-021	17-SA Interdepartment Correspondence	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-022	17S-B Interdepartment Correspondence Sheet	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police Department	Police		01-023	18S Petty Cash Reimbursement Voucher	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-024	21S Ohio Division of Wildlife Deer Killed by Motor Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-025	27-S Local Mileage Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-026	33S Requisition for Materials, Supplies and Services	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-027	34 Vehicle Pursuit Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-028	35S Performance Report Civilian	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-029	190 Request for Elimination Prints	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-030	195 Picture Label	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-031	212 Media Identification pass	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-032	243-A Conviction Record Transcript	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-033	272 Affidavit	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-034	273 Notice of Seizure/Proof of Service	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-035	277A Controlling District/Section/Unit Debriefing Report	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-036	279 Confidential Informant Receipt	Twenty years	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-037	309 Inactive Case Warrants	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-038	311-ADD Supplementary Offense Report Addendum	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-039	311 DV Domestic Violence Investigation Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-040	Form 316A Deceased Person Report	Current + 2 Previous Years	Paper / Electronic	5/6/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police Department	Police		01-041	341 Cincinnati Police Departmental Receipt	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-042	368 Abandoned Vehicle Sticker	One year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-043	400 Employee Separation Time Report	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-044	405 Personal Crimes Unit Report of Missing Person	Two years	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-045	428 Mountain Bike Inspection Report	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-046	430 Lease Car Exchange Form	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-047	439A Shift Selection Form (Early Power)	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-048	439B Shift Selection Form (Late Power)	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-049	439C Shift Selection Form (Early/Late)	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-050	444 Administrative Remarks	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-051	451 Commendations	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-052	497 DUI Jacket Sign-Out Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-053	515 Volunteer Application for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-054	516 Office Request for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-055	517 Volunteer Cincinnati Volunteer Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-056	518 Volunteer Cincinnati Confidentiality Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-057	528 Accident Information Exchange Form	30 days	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-058	536 Notice of Exclusion-Prostitution Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-059	537 Notice of Exclusion-Prostitution Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-060	538 Notice of Exclusion Drug Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-061	539 Notice of Exclusion Drug Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-062	540 Exclusion Zone Variance	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.

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Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police Department	Police		01-063	551 Notice of Improper Form or Information	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-064	603 Consent to a Chemical Test without a Warrant	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-065	604 Request for Release of Records	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-071	Form 650 First Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-072	651 Second Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-073	653 Citation Tag Registration Information Card	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-074	655M Minor Misdemeanor Fine Schedule	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-075	655P CPI Payment Instructions	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-076	655R Citizen Referral	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-078	662 Prisoner Phone Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-079	317 Cincinnati Police General Conditions Report	Current + 2 Previous Years	Paper / Electronic	5/6/2025	Theetge, Teresa A. Police Chief	Lair, Mollie	Previts, Fred	Meeks, Martin E.
Police Department	Police		01-080	668C Overtime Availability Form	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-081	670 Interdepartmental Warrant Control Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-082	671 Notification Letter Traffic	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-083	674 Case Delay Request Card	Destroyed Daily after Court	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-084	675P Address Information Request (Post Office)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-085	685 Report of Investigation	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-086	689 Abandoned Building Status Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-087	690 Visitors Log Sheet	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-088	BMV-2308 Request for Drivers License Examination or Recertification	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-089	BMV-3134 Financial Responsibility Proof	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-090	BMV-3303 State of Ohio Motor Vehicle Crash Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-091	Burglary Prevention Check List	One year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-092	Card Request Form	One year	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-093	Canine Activity Report	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-094	Canine Drug Training Record	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-095	Cars Cleared	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-096	Cartridge Envelope	Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-097	CDOP 100 Emergency Lineup	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-098	CDOP 105 Command Post	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-099	Certificate of Military Training Pay	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-100	CHRC Suspected Hate Crime Incident Referral	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-101	Civilian Observer Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-102	Confiscated Property Notice	1 year after disposal of property	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-103	Consent Agreement (Polygraph)	Lifetime of Subject	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-104	HP 3A State Highway Patrol Aircraft Accident Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-105	Completion of 3 month Training Session	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-106	Damage Claims	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-107	DLC 4053 Police Notification	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-108	Driver's License Verification	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.

**CITY OF CINCINNATI  
RECORDS RETENTION SCHEDULES**

Buildings & Inspection			80-11	CASH RECEIPTS REPORTS (report to Finance Department of cash received by this department--record copy in Finance Department)	Current + previous year	Paper	01/01/1980	Herbert E. G---	Wertheimer, Paul L.	Levine, David	Poliner, Frank
Police Department	Police		01-109	FD-249 Ten Print Fingerprint Card	Subject 80 years of age or dies	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-110	Front Yard Parking Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-111	Gang Hotline Complaint Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-112	Gun Envelope	Until Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-113	Hamilton County Coroner's Laboratory Evidence Submission Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-114	HEA 2652 State of Ohio Intoxilyzer Test Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-115	HP 70 State Highway Patrol Investigative Field Sketch	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-116	Official Crime Laboratory Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-117	Ohio Uniform Incident Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-118	PSA-17 Personal Firearm Approval Request	Perpetual	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-120	Robbery Key Book	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-121	Robbery Task Force Cars Cleared Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-122	School Crossing Guard Information	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-123	Staff Time and Cost of Referral (Council Response)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-124	State of Ohio Intoxilyzer Log Book	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.
Police Department	Police		01-125	State of Ohio Test Card Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory	Kramer, Stephen R.	Swift, Pari	Meeks, Martin E.