

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State Or OHS-LGRP
100-93-001	Accident Files; Auto accident reports and computerized record	3 yrs no pending claims	Paper	
100-92-005	Accreditation Proofs of Compliance; Records indicating that the department has complied with accreditation standards	3 years	Paper	
100-92-006	Active Warrants; Actual warrant for person(s) which is still active	Until cleared or canceled	Paper	
100-92-009	Adult ID Packet; Adult arrest information packet	Until age 80 yrs or expunged or deceased	Paper	
100-92-015	Arrest Log Book; Log book used to assign arrested individual's ID number	1 yr	Paper	
100-92-024	Block Parent Applications (approved and rejected)	Permanent	Microfiche	
100-92-029	Breath Testing Documentation; All and any information pertaining to breath testing equipment, including but not limited to subject tests, calibration tests, maintenance or repair documentation, Ohio Department of Health Solution certificates and radio frequency surveys.	3 yrs	Paper	
100-92-036	Business Security Sheets; Emergency information for local businesses	Until superseded Review annually	Paper	
100-92-038	Canine Training Reports/Records; Daily and monthly canine training records	2 yrs after canine retired	Paper	
100-92-039	Canine Use Reports; Record of each occasion in which the canine is deployed	2 yrs after canine retired	Paper	
100-92-043	Case/Incident/Ticket Log Books; Log book used to assign number to reports includes date of occurrence, time, location, typed of incident and officer	7 yrs	Paper	
100-92-053	Chain of Evidence Records; Record of all impounded property or evidence and paperwork recording the disposition/destruction of same	Case completed and appeal time expired	Paper	
100-96-161	Chain of Evidence Records; Not case related; Property record of items which have been impounded but are not related to a case or suspect ((i.e. items found and held for safekeeping)	2 years	Paper	
100-96-361	Citation Listing by Number (copies); Copy of citation validation log and citation ledgers	1 year	Paper	

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100-92-059	Community Relations Projects; Active files of community relations projects	3 yrs	Paper
100-92-067	Crime Traffic Analysis Files; Analysis reports generated on crime and traffic statistics including supporting documents	2 yrs	Paper
100-99-072	Cruiser Video Tapes	45 days erase & reuse provided no action pending	Video Tape
100-92-069	DARE Lesson Plans/Classroom Activities	2 yrs	Paper
100-92-070	DARE program Event Documentation; Documents concerning organization, operation, format and cost of DARE events, (graduations, slogan contests, sport cards, etc...)	5 yrs	Paper
100-92-178	Dispatch Logs/Reports; Written police/fire logs and hard copy computer printouts that contain information on all police/fire activity	2 yrs	Paper
100-92-075	Domestic Dispute Form; Form filled out when individuals have a domestic dispute but do not file an offense report	3 yrs	Paper
100-92-078	Emergency 911 Printouts/ANI/ALI Logs	2 yrs	Paper
100-92-093	Field Interrogation Records; Index cards and computerized record containing information of individuals who are suspicious or don't warrant citation, arrest or any other action	6 yrs	Paper
100-92-094	Fingerprint Card	Until age 80 yrs or expunged or deceased	Paper
100-92-095	Firearms Records/Inventories; Records pertaining to weapons training and inventory of firearms	3 yrs provided audited	Paper
100-96-133	Firearms Transaction Application; Application filled out by a potential buyer of a firearm	3 yrs	Paper
100-92-103	General Orders/Special Orders; Printed copies of department orders	Until superseded	Paper
100-96-190	Impounded Unclaimed/Abandoned Junk Motor Vehicles; All information on motor vehicles which have been impounded by the division and have been unclaimed by owner (i.e. affidavit, copy of impound sheet, letter to owner, certified slips and any other related materials)	2 years after sale or other disposition	Paper

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100-02-033	<p>Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Serious Misconduct. Paper documentation and computer log of complaints/ investigations/ discipline for union and non-union employees of serious misconduct (i.e., any conduct which, could result in suspension or dismissal).</p>	6 years after resignation of employee.	Paper and Computer
100-02-034	<p>Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Minor Misconduct. Paper documentation and computer log of complaints/ Investigations/Discipline for union and non-union employees of minor infractions.</p>	6 years after completion of investigation, provided no similar incidence has occurred within the 6 years; in cases where a similar instance is noted, these records will be maintained an additional 6 years until no similar cases occur within a 5-year period.	Paper and Computer
100-02-035	<p>Internal Affairs/Disciplinary Actions/Complaint Investigations: Informal action Paper documentation and computer log of complaints/ Investigations/Discipline for union and non-union employees.</p>	2 years after completion of investigation, provided no similar incidence has occurred within the 2 years; in cases where a similar instance is noted, these records will be maintained an additional 2 years until no similar cases occur within a 2-year period.	Paper and Computer
100-96-030	<p>Intelligence Reports; Information related to the detection or prevention of crime, organized criminal activity, vice or potential crime areas, dealing with business or personal dealings, unless specifically related to criminal activity</p>	5 years	Paper
100-98-040	<p>Jail Inspection Log; Daily/weekly log used to verify inspections have been conducted tin the jail to ensure the facility's safety equipment is in proper working order and all areas of the jail are secure</p>	3 yrs	Paper

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100-98-116	Jail Receiving Screening Forms; For which includes medical screening, medications, behavioral screening, body markings and property of persons detained in the holding facility	3 years provided no action pending	Paper
100-07-119	Juvenile Arrest Cards; Index card containing individual's names, address, etc. and offense	Until age 80 yrs or expunged or deceased	Paper
100-07-120	Juvenile Identification Packets; Juvenciles arrest information packet	Until age 80 yrs or expunged or deceased	Paper
100-92-121	LEADS (cancellations, newsletters and entries); Printout of all entries into LEADS and information received from LEADS	2 years	Paper
100-92-127	Master Name Index; Index to person(s) who have filed cases, issued warrants, ticketed, etc.	Permanent	Microfiche
100-92-129	Narcotic Training Inventory Records; Records kept by canine officer when narcotics are used for training purposes	5 years	Paper
100-08-130	Offense Reports; Major Case Files	Permanent	Microfiche Paper
100-02-132	Offense Reports; except homicide Police report and computerized record taken from individuals who have been victimized	15 yrs provided no action pending	Paper and Computer
100-06-202	Operations Report	5 Years	Paper
100-92-140	Personnel Inspection Report Forms; Breath testing machine operator's results of on-site proficiency test	3 yrs	Paper
100-92-143	Personnel Training Records; Record kept of individual employees training to date	Permanent	Microfiche
100-92-145	Photo Negatives/Log Book/Digital Photographs Actual negative of photographs taken and log book used to track negative and digital images either in print form or saved in the computer	5 yrs no action pending	Film, Digital Files and Paper
100-92-150	Prisoner Processing Video Tapes; Video tape of recording of arrest processing	Until case is adjudicated and appeal time has expired	Video Tape

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100-98-146	Property Receipts: Copy of receipt given to person(s) who have picked up property which belongs to them	3 yrs. After case is closed.	Paper
100-94-270	Security Card Access Records; Worksheets and computer generated printouts of access into certain areas within building tracked by security card access system.	1-5 yrs until no long admin. Value	Paper
100-97-360	Special Duty; All information related to process (i.e. sign up sheets, invoices, and hours-worked report).	6 yrs	Paper
100-92-185	Special Projects/Events; Record of research of planning for special projects or events that occur in the city.	3 yrs	Paper
100-92-205	Uniform Files; File kept to keep track of uniforms issued to employees	Until personnel is no longer employed	Paper
100-92-206	Uniformed Crime Reports; Reports of daily statistics (thefts, violence, burglaries, etc.) submitted to the FBI	3 yrs	Paper
100-01-362	Use of Firearms Reports Reports and computerized logs of officers who have been involved in an incident requiring the use of a firearm.	6 yrs	Paper and Electronic
100-01-363	Use of Force Reports Reports and computerized logs of officers who have been involved in an incident requiring the use of force.	6 yrs	Paper and Electronic
100-01-364	Vehicle Pursuit Reports Reports and computerized logs of officers who have been involved in an incident requiring the pursuit of a vehicle.	6 yrs	Paper and Electronic
100-92-073	Telephone/Radio audio recordings; Tapes that record all telephone and radio traffic	90 days; erase and reuse provided no action pending	VHS Tape
100-92-207	Vacation House Checks; Computerized record containing information of residents who wish to have their house watched while out of town	30 days after owners return	Paper

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100-92-209	Vehicle Maintenance Records	2 months after destruction of vehicle – hard copy kept until entered into computer of maintenance performed on police vehicles	Paper and Electronic
100-92-213	Warnings; Copy of traffic warning issued to individuals instead of actual citation	1 yr	Paper

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210-92-065	Cost Analysis (for signs)	10 yrs	Paper
210-92-079	Emergency Siren Locations	Until superseded	Paper
210-92-083	Equipment/Vehicle Assignments	1 month or until superseded	Paper
210-92-084	Equipment/Vehicle Insurance Information	Until superseded	
210-92-086	Equipment/Vehicle Sign Out Sheets	2 yrs provided no action pending	Paper
210-92-104	Grant Files; Awarded grant applications, agreements, approvals, and compliance requirements	As specified in grant document or expiration of grant 3 yrs provided audited	Paper
210-92-105	Guardrail Measurements	Until superseded	Paper
210-92-106	Guardrail Replacements/Repairs	3 yrs	Paper
210-92-107	Hazardous Waste Removal Permits	Permanent	Microfiche
210-01-369	Hold Harmless/Liability Release Forms (800-369) Liability release forms	20 yrs	Paper and Microfiche
210-92-122	Landscape Projects (copies)	3 yrs	Paper
210-05-124	Meeting Agendas Meeting Agendas from different organizations affiliated with the Department of Public Service	5 yrs	Paper
210-92-125	Maintenance Building Demolition Information	Until no longer of administrative value	Paper
210-05-126	Meeting Minutes Meeting minutes from different organizations affiliated with the Department of Public Service	Permanent	Paper and Microfiche
210-92-134	Ohio Utility Protection Service Reference Numbers	3 yrs	Paper
210-92-144	Pesticide Application Records	2 yrs provided no action pending	Paper
210-92-158	Program Schedules; Chipper collection, leaf collection, litter control, snow routes, street sweeper	Until superseded	Paper
210-92-183	Sign Installation & Work Orders	Permanent	Microfiche
210-92-184	Snow Removal Complaint Log	3 yrs	
210-94-007	Solid Waste Plan with Annual Update	Permanent	Microfiche
210-94-071	Solid Waste Working Papers	1 yr	Paper

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210-92-208	Vehicle Identification Information	Life of equipment – 2 months after sold or scrapped	Paper
210-92-218	Work Study Program	2 yrs	Paper

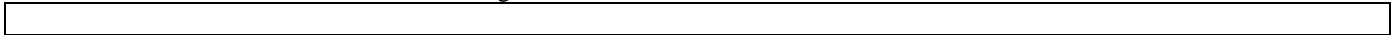


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220-94-200	Art in Public Places; Project name, artist's name and financial documentation	Permanent	Microfiche
220-93-292	Facilities Contracts; Shelter houses and school leases.	Until no longer of administrative value	Paper
220-93-296	Goals and Objectives – Divisional	Until completed	Paper
220-93-298	Horticultural Park Improvements	Appraise for historical value	Paper
220-93-309	Logo Graphics/Brochure Changes	1-5 yrs	Paper
220-93-323	Parkland Fee Listings; Fee listing for green space	Appraise for historical value	Paper
220-93-351	Pool/CRC Memberships; Applications	2 yrs	Paper
220-93-336	Program Activity Files; Pool, sports, fees, instructions, etc.	3 yrs after program completion	Paper
220-93-337	Program Evaluations	1-3 yrs	Paper
220-93-338	Project and Program Notes	1-5 yrs	Paper
220-93-307	Registration Cards	7 yrs	Paper
220-93-346	Senior Citizen Programming	3 yrs after program completion	Paper
220-93-348	Special Projects; Waterway Task Force and Child Care Task Force	1-3 yrs after project completion	Paper
220-93-350	Swim Lesson Reports; Test skill sheets	3 yrs after program	Paper
220-93-352	Swimming Pool Use Records	3-5 yrs	Paper

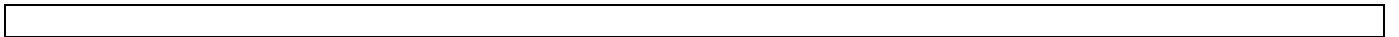
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230-92-034	Burial Records; Burial plot locations	Permanent	Microfiche
230-92-035	Burial Transit Receipts; Burial permits	Permanent	Microfiche
230-92-046	Cemetery Deeds	Permanent	Microfiche
230-92-047	Cemetery Ledger	Permanent	Microfiche
230-92-048	Cemetery Lot Records	Permanent	Microfiche
230-92-049	Cemetery Transactions	Permanent	Microfiche
230-92-098	Foundations Ledger	Permanent	Microfiche
230-92-099	Foundation Orders	2 yrs after filled	Paper
230-93-302	Inspection Reports Facilities; Boiler, board of health and concessions, elevator and fire	5 yrs	Paper
230-93-321	Park Inspections	7 yrs, provided no claims pending	Paper
230-93-322	Park Projects (perpetual);	3 yrs after project is completed	Paper
230-93-324	Parkland Inventory (perpetual); Land, landscape, etc.	Permanent	Microfiche
230-93-328	Trees (perpetual); Street tree inventory and Dublin Kiwanis Landmark Tree Program	Permanent	Microfiche



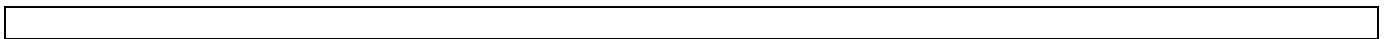
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310-93-258	Area Studies; Coffman facility study, etc.	20 yrs	Paper
310-93-262	Blackline and Blueline Prints; Dublin Corporate Sign at Frantz/Dublin Gateway. Old Dublin Master Plan, Etc.	Permanent	Microfiche
310-93-276	Code Enforcement Case Files	Permanent	Microfiche
310-93-277	Code Enforcement; Notices of violations	5 yrs	Paper
310-93-278	Community Plans; Dublin	Permanent	Microfiche
310-93-280	Computer Mapping	Permanent	Microfiche
310-93-308	Log Books of Cases Filed; Planning & Zoning Commission, Architectural Review Board, Board of Zoning Appeals, Variance, Conditional Use, Sign Permit and Special Permit Applications and Plan Submissions	Permanent	Microfiche
310-93-312	Maps of Various Projects; Zoning, landscape, aerial photographs, master plans, northeast quadrant	Permanent	Microfiche
310-93-315	Mylars; State of Ohio Department of Natural Resources' Ohio Capability Analysis Program-Franklin County	Permanent	Microfiche
310-93-333	Plans (perpetual); Old Dublin master plan, community plan, and items not included in final plan, project plan, landscape plans (commercial and residential), etc.	Permanent	Microfiche



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320-93-251	Addressing (perpetual); Addresses assigned to each lot within a subdivision	Permanent	Microfiche
320-93-265	Bridge Files	Permanent	Microfiche
320-92-031	Bridge Locations	Permanent	Microfiche
320-92-228	Bridge Repairs	Permanent	Microfiche
320-92-033	Building Plans	Permanent	Paper
320-92-077	E.P.A. Correspondence & Reports	Permanent	Microfiche
320-92-097	Flow Charts – Readings	5 yrs	Paper
320-93-317	Nuclear Density (Moisture) Gauge	Life of equipment	Paper
320-93-332	Plans and Drawings	Permanent	Microfiche
320-92-164	Pump Station Odor Control Information	Life of structure plus 2 yrs	Paper
320-92-168	Rainfall Statistics; Measure of local rainfall	Permanent	Microfiche
320-92-173	Reports; Quarterly reports to E.P.A., River Analysis Results	20 yrs after completion of West Bank Interceptor sewer	Paper
320-92-179	Sanitary Station Daily Reports	25 yrs	Paper
320-92-180	Sewer Capacity Study	25 yrs	Paper
320-92-181	Sewer Repair Records	25 yrs	Paper
320-92-182	Sewer Test/Inspection Records	25 yrs	Paper
320-92-191	Street Improvements; Pavement markings, blacktop program, ditch improvements, and street light repair requests	3 yrs	Paper
320-92-201	Traffic Orders; Authorization for signs, signals, etc.	Permanent	Microfiche
320-96-216	Water Main Improvements	3 yrs	Paper



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330-93-269	Building Files; Residential and commercial, adjudications, BCAB	Permanent	Microfiche
330-93-331	Logs; Permit, inspection, etc.	5 yrs, provided audited	Paper
330-93-159	Project Manual	15 yrs after completion of the project	Paper



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340-93-353

Tax Reinvestment Areas

Permanent

Microfiche

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510-95-281	Disciplinary Actions/Investigations; Written reprimands for non-union employees	Upon request of employee, 2 yrs after issuance provided no further disciplinary action has occurred within the 2 yrs	Paper
510-95-299	Disciplinary Actions/Investigations; Suspension and dismissals for non-union employees, written reprimands, suspensions and dismissals for the F.O.P. Ohio Labor council Union employed, and suspension of 30 days or more and dismissals for F.O.P. Capital City Lodge #9 Union Employees	Permanent	Microfiche
510-95-320	Disciplinary Actions/Investigations; Written reprimands for F.O.P. Capital City Lodge #9 Union employees	Upon request of employee, 1 yr after issuance provided no further repeated or related offenses have occurred within that year	Paper
510-95-310	Disciplinary Actions/Investigations; Suspensions of less than 30 days for F.O.P. Capital City Lodge #9 Union employees	Upon request of employee, 3 yrs after issuance provided no further corrective action of the same or related nature has occurred. If such further corrective action has occurred, the 1 st suspension may be removed and destroyed after 1 additional year.	Paper
510-97-283	Employee Exposure Records; Environmental monitoring, biological monitoring, material safety data sheet	30 yrs	Paper
510-92-080	Employee Grievances – Disciplinary Procedures; Grievances, investigations, disciplinary hearings, disciplinary actions	Permanent	Microfiche

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510-92-327	Employee Grievances – Non-Disciplinary Procedures	7 yrs	Paper
510-92-081	Employee Retention; Insurance information, claim forms, reclassification, change of title/description, benefits, compensation records, individual personnel files, performance appraisals and tuition reimbursement. Medical histories, medical examination results, medical opinions, first aid records, description of treatment, employee medical complaints, hepatitis B vaccinations, employee exposure to blood borne pathogen records, noise exposure records, audiometric test records	Permanent	Microfiche
510-92-082	Employee Training	Merge with personnel records when applicable, others until superseded	
510-08-100	General Insurance Claims/Accident Reports/Property damage; Form P-27	5 yrs or until claim settled	Paper
510-92-101	General Insurance Coverage Risk Management; Insurance policies, risk management related reference materials and correspondence related proposals	Permanent	Microfiche
510-08-289	OSHA 300; Log and summary of all occupational injuries and illnesses	5 yrs	Paper
510-92-139	Personnel Code	Until amended	Paper
510-08-145	Post Accident/Random Drug and Alcohol Testing;	7 Years	Paper
510-92-141	Personnel Recruiting & Selection; Job analysis, applications, EEO forms, salary surveys, affirmation action reports, I-90 forms, physical exams, eligibility list, testing records, criminal record check/background investigations, reference checks, polygraph, psychological tests, drug tests, medical exam, release forms, related correspondence, record of interview	Permanent if applicant employed, all others 6 yrs	Microfiche and Paper
510-92-142	Personnel Surveys: Salary surveys, benefit surveys, compensation surveys, job analysis surveys	Until superceded	Paper
510-92-149	Prevailing Wage Reports	15 yrs after project completed	Paper
510-92-186	Special Projects/Reports	1 to 5 yrs	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

510-08-220	Worker's Compensation; Form P-26 (OSHA 101)	10 yrs, provided audited	Paper
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520-05-310	Administrative Hearing Cases	1 yr after case is closed	Paper
520-92-151	Adult Probation Case Files	7 yrs after case is closed	Paper
520-92-152	Annual Report – Probation	Permanent	Microfiche
520-92-018	Audit Reports; Self-audit preparation reports and LEADS audit reports	4 yrs	Paper
520-94-037	BMV Conviction Report	2 yrs	Paper
520-92-021	Bank Statements; Mayor's Court accounts	3 yrs, provided audited	Paper
520-92-025	Bond and Fine Schedule	Until superseded	Paper
520-92-026	Bond Activity Receipts	3 yrs, provided audited	Paper
520-01-038	Case Continuation Logs	7 yrs	Paper
520-04-041	Case Files (All misdemeanor traffic and criminal), except for OVI's; Case pockets and prosecuting attorney's files	5 yrs after case closed	Paper
520-04-042	Case Files (Parking) Court pockets and prosecuting attorney's files	2 yrs after case closed	Paper
520-99-076	Case Files (OVI's only)	50 yrs after case closed	Paper and Microfiche
520-92-044	Cash Books	10 yrs after last entry, provided audited	Paper
520-92-052	Certified Mailing Log Book	Until superceded	Paper
520-92-055	Citation Listing by Number; Citation validation log and citation ledgers	2 yrs, provided audited	Paper
520-92-153	Community Service Case Files	7 yrs after case closed	Paper
520-92-062	Computerized Criminal History Log Sheets	2 yrs, provided audited	Paper
520-92-066	Court Appearance Dockets; (Traffic and criminal)	25 yrs	Paper
520-92-154	Diversion Case Files; Adult and juvenile	7 yrs after case closed	Paper
520-93-074	Docket Books	Permanent	Microfiche

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520-02-088	Expungement; Case files (minor misdemeanor traffic, criminal and parking) Court pockets and prosecuting attorney's files	2 yrs. after case closed (sealed in envelope marked 'Expunged')	Paper
520-02-089	Expungement; Files (1st-4th degree misdemeanor traffic and criminal), except for DUI's; Case pockets and prosecuting attorney's files	5 yrs. after case closed (sealed in envelope marked 'Expunged')	Paper
520-92-090	Expungement Cards (traffic and criminal)	Permanent	Microfiche
520-92-117	Insufficient Funds/Bad Check List	3 yrs, provided audited	Paper
520-92-124	Ledger Books	3 yrs, provided audited	Paper
520-92-128	Monthly Reports to Council – Fines Collected and Listing of Bail Bonds	3 yrs, provided audited	Paper
520-92-156	Pre-Sentence Investigation Reports	7 yrs after case closed	Paper
520-92-155	Probation Master File	Permanent	Microfiche
520-92-157	Provided No Conviction Case Files	7 yrs after case closed	Paper
520-92-170	Recordings of Court Proceedings	5 yrs	Audio Tape
520-92-189	Statistical Reports	2 yrs	Paper
520-92-193	Sundries List	3 yrs, provided audited	Paper
520-06-194	Supreme Court Reports and Supporting Documentation	3 years	Paper
520-94-045	Traffic Citations; State adult and juvenile citations	7 yrs	Paper

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530-01-368	City Communications Internal city publications for the employees	5 yrs.	Paper
530-92-234	Correspondence (800-234)	3 yrs.	Paper
530-93-316	Newspaper Articles/ Scrapbooks (800-316)	3 yrs. Appraise for historic value	Paper

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600-92-002	Accounting Edit Report; Journal entry edit and accounts payable edit entry	Upon completion of audit	Paper
600-03-003	Accounting Journals; Check registers, cash receipts postings, monthly general ledger listings, accounts receivable cash update reports, voided check reports, year-end closing edits, encumbrance master listing, year-end account activity listing, and journal entry edits – all types.	3 yrs, provided audited	Paper
600-92-004	Accounting System Documentation; Internal control methods and establishment of funds	Until no longer of administrative value	Paper
600-01-365	Accounts Receivable – Non-Collectable Files Files and invoicing payable to the city that are deemed uncollectable.	3 yrs.	Paper
600-92-012	Annual Appropriations; Appropriations approved by council	5 yrs, provided audited	Paper
600-01-366	Annual Cost of Services Study Files and worksheets, which provide the basis for the annual update to the fee schedules for City, provided services.	10 yrs.	Paper
600-92-060	Annual Financial Report Working Papers; Comprehensive Annual Financial Reports	3 yrs, provided audited with permanent file items carried forward	Paper and Microfiche
600-92-013	Annual Financial Report (CAFR); Auditor of State Repots (Cash basis) and the Comprehensive Annual Financial Reports	Permanent	Microfiche
600-93-257	Annual Operating Budget	Permanent	Microfiche
600-92-016	Assessment Records	Until paid and audited, appraise for historical value	Paper
600-92-017	Audit Report; Financial and compliance	Permanent	Microfiche
600-92-019	Bank Records; Depository information	3 yrs, provided audited	Paper
600-92-020	Bank Statements and Cancelled Checks; General account, payroll account, bond and coupon account	3 yrs, provided audited	Paper
600-93-259	Bid Documents; Equipment and supplies	7 yrs, provided audited	Paper
600-92-027	Bond Register; Register of bond issues	Permanent	Microfiche

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600-92-028	Bonds/Coupons; Capital improvements	Until issue is paid and audited	Paper
600-93-267	Budget Working Papers	5 yrs	Paper
600-92-050	Certificate of Election Results; Bonds and city related issues	Until bond issue is retired	Paper
600-92-051	Certificate of Estimated Resources; Revenue available for expenditure filed with County Budget Commission	7 yrs, provided audited	Paper
600-04-056	City Income Tax Report; Payroll withholding	7 yrs, provided audited	Paper
600-95-061	Computer System; Software documentation	Until no longer of administrative value	Paper
600-92-064	Contracts/Agreements; Construction contract documents and professional service contact documents	Upon completion plus the expiration of the statue of limitations and then to be permanently on Microfiche	Paper and Microfiche
600-92-087	Expense Reimbursement Files; Travel and tuition	3 yrs, provided audited	Paper
600-04-091	Federal Income Tax Reports; Payroll withholding and vendor/taxpayer information	7 yrs, provided audited	Paper
600-92-092	Fee Listing; Plumbing fees/pool fees	Until superseded	Paper
600-92-096	Fixed Asset Listings	3 yrs, provided audited	Paper
600-92-102	General Ledger (Financial Records); Combined revenue and expenditure reports and purchase order status reports	5 yrs, provided audited	Paper
600-92-115	Indebtedness; Debt issued and bond payment schedules Requesting: <i>including Industrial Development Bonds</i>	Permanent	Microfiche
600-92-118	Investment Activity	3 yrs, provided audited	Paper
600-92-130	Notes Receivable	Until expiration, provided audited	Paper
600-04-132	Ohio Bureau of Employment Services; Payroll quarterly report	7 yrs	Paper

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600-04-136	Payroll Computer Reports; Detail bi-weekly payroll reports	7 yrs, provided audited	Paper
600-03-137	Payroll Master file; Copies of personnel actions forms, payroll changes, deduction authorization (W-4's), etc.	Permanent	Microfiche
600-04-138	Payroll Personnel Files; Copies of personnel actions forms, payroll changes, deduction authorizations (W-4's), etc.	7 yrs after termination	Paper
600-97-237	Permits (garage sale)	3 yrs	Paper
600-92-162	Proposals; Proposal from vendors	2 yrs, provided audited	Paper
600-92-165	Purchase Orders	3 yrs, provided audited	Paper
600-05-166	Purchasing; Specifications, bid tabulation, bid award, related correspondence	Until no longer of administrative value	Paper
600-03-167	Quarterly and Year-end Reports; Quarterly EEO reports and/or 941 information, Year- end employee information	7 Years	Paper
600-92-169	Real Estate; Deeds, easements, property tax exemption information and City owned land records	Permanent	Microfiche
600-92-246	Receipts (City Wide); Books, tapes, ½ sheet forms and pay in forms	3 yrs, provided audited	Paper
600-92-174	Request for Taxpayer Information; Vendor letters	3 yrs, provided audited	Paper
600-92-175	Resolution Accepting Amounts and Rates; Authorized millage	5 yrs, provided audited	Paper
600-04-176	Retirement System Monthly Reports; Ohio Public employees retirement systems and police, fire disability pension fund monthly reports	7 yrs, provided audited	Paper
600-03-163	Retirement System Records; Disputes and personal service contract exemption applications. Ohio Public employees retirement system and police fire disability pension fund monthly reports	Permanent	Microfiche
600-04-188	State Income Tax Reports; Payroll withholding	7 yrs, provided audited	Paper
600-92-192	Study Files; Water/sewer/traffic	Until no longer of administrative value, generally 3-5 yrs	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

600-92-194	Tax Budget Working Papers	5 yrs, provided audited	Paper
600-92-195	Tax Budget; Submitted to County Budget Commission in accordance with Section 5705.30, Ohio Revised Code	Permanent	Microfiche
600-01-367	Tax Increment Financing Files and Agreements Original agreements, copies of project expenditure sheets, repayment schedules, related vouchers, correspondence, copies of required State reports pertaining to the tax increment financing process.	Permanent	Microfiche
600-92-196	Tax Rate Information; Assessed valuation and millage	10 yrs, provided audited	Paper
600-92-197	Tax Settlement Reports; Real estate/estate taxes	10 yrs	Paper
600-99-089	Third Party Administrative Self Insurance Forms	Until no longer of administrative value	Paper
600-92-199	Time Sheets; BI-weekly payroll time sheets	7 yrs, provided audited	Paper
600-92-204	Trial Balance Reports	10 yrs, provided audited	Paper
600-92-211	Vouchers; Duplicate checks with supporting backup, including requisitions and invoices	10 yrs provided audited	Paper
600-92-212	W-2/1099; Submitted annual wages to federal government	6 yrs, provided audited	Paper
600-04-219	Worker's Compensation Report; Annual report submitted to County Auditor	7 yrs, provided audited	Paper
600-04-221	Year End Computer Back-up	7 yrs, provided audited	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

610-92-108	Hotel/Motel Tax Applications	3 yrs after completion of project/event	Paper
610-96-167	Hotel/Motel Tax Distributions	10 yrs or until no longer of administrative value	Paper
610-95-272	Income Tax Batches; Receipts, returns, reconciliations, correspondence, questionnaires and batch transaction updates	7 yrs provided audited	Paper
610-04-273	Income Tax Batches; Reconciliations	3 yrs, provided audited	Paper
610-92-111	Income Tax Receipt Summary; Monthly revenue and projections (pre-1995)	3 yrs, provided audited	Paper
610-92-112	Income Tax Receipts; Pre-1995	7 yrs	Paper
610-92-113	Income Tax Returns (active and inactive); Pre-1995	7 yrs	Paper
610-92-114	Income Tax Withholding (active and inactive) Pre-1995	7 yrs	Paper
610-92-171	Refund Listing	7 yrs	Paper
610-92-198	Temporary Federal Identification Numbers Files	Until superseded	Paper
610-92-217	Withholding Reconciliations; Pre-1995	7 yrs	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

700-92-008	Administrative Orders	Until superseded; appraise for historical value	Paper
700-92-057	Annual Report – City Manager	Permanent	Microfiche
700-93-275	Annual Report – City Manager (copies)	Until no longer of administrative value; generally 1-5 yrs	Paper
700-92-058	City Publications; Public information brochures and service related literature	1-5 yrs, appraise for historical value	Paper
700-92-123	Law Suits/Legal Notices And Opinions; Work product or confidential matter excluded	Until no longer of administrative value	Paper
700-95-054	Merger Proceedings	Permanent	Microfiche
700-97-148	Permits (peddlers/Solicitors/Seasonal Sale)	5 yrs	Paper
700-97-238	Request for Legal Services/Opinions (originals)	5 years	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

710-93-068	Acceptance of Terms (Oaths)	Permanent	Microfiche
710-93-256	Annexation Proceedings	Permanent	Microfiche
710-93-287	Dublin Convention and Visitor Bureau; Council representative's notes and records from meetings	2-4 years, or when term expires	Paper
710-93-301	Index to Ordinances/Resolutions	Permanent	Microfiche
710-93-305	Legal Notices; Notices of public hearings, etc.	5 yrs	Paper
710-93-253	Meeting Agendas; Boards, committees and commissions	5 yrs	Paper
710-93-313	Meeting Audio Tapes; Boards, committees and commissions	10 yrs minimum or until no longer of administrative value	Audio Tapes
710-93-314	Meeting Minutes; Boards, committees and commissions	Permanent	Microfiche
710-93-318	Ordinances and Resolution (inactive)	5 yrs	Paper
710-93-319	Ordinances and Resolutions (passed); Including Charter	Permanent	Microfiche
710-93-329	Petitions	5 yrs	Paper
710-93-334	Proceedings of Commission for Public Construction	Permanent	Microfiche
710-93-335	Proclamations	Permanent	Microfiche
710-93-343	Request for Increase of Utility Rates	2 yrs after decision	Paper
710-93-349	Special Reports	5 years	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

800-92-222	Accident Files (copies) Originals maintained by Police	1 yr after restitution has been made	Paper
800-92-223	Accounts Receivable/Accounts Payable (copies) Originals maintained by Finance	Until no longer of administrative value, generally 1-2 years	Paper
800-92-224	Administrative Orders (copies); Originals maintained by Administrative Services	Until superseded	Paper
800-92-010	Aerial Map	Permanent	Microfiche
800-92-011	Annexation Affidavits; (copies) Originals maintained by Clerk of Council	2 yrs after approved	Paper
800-92-236	Annual Operating Budget (copies); Originals maintained by Finance	Until no longer of administrative value; generally 1-2 years	Paper
800-93-147	Annual Report – Police Division	Permanent	Microfiche
800-92-225	Appointment Calendars	Until superseded or no longer of Admin. Value	Paper
800-93-260	Bid Documents (copies); Originals maintained by Finance	Until no longer administrative value	Paper
800-93-261	Bid Documents Unsuccessful (originals)	2 yrs after awarding the contract, provided audited	Paper
800-93-263	Board and Commission Meeting Material; Reports and case files	Permanent	Microfiche
800-93-264	Bonds (copies); Originals maintained by Finance	Until no longer of administrative value	Paper
800-93-266	Brochures	Appraise for historical value	Paper
800-92-226	Budget Working Papers (copies); Originals maintained by Finance	Until no longer of administrative value; generally 1-2 years	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

800-92-227	City Publications (copies); Originals maintained by Administration	Until superseded	Paper
800-92-228	Combined Revenue and Expenditure Report (copies); Originals maintained by Finance	Until no longer of administrative value; generally 1-2 years	Paper
800-93-022	Complaint Logs	Until no longer of administrative value	Paper
800-92-231	Computer Back-ups	Until superseded	Tape
800-92-063	Consultant Meeting Minutes	Until no longer of administrative value	Paper
800-92-232	Consumable Goods Inventories (copies); Originals maintained by Finance	Until revised and audited	Paper
800-92-233	Contracts/Agreements (copies); Originals maintained by Finance	2 yrs after project completion	Paper
800-92-234	Correspondence	Until no longer of administrative value; generally 1-5 yrs appraise for historical value	Paper
800-92-235	Council Goals and Objectives (copies); Originals maintained by Clerk of Council	Until no longer of administrative value	Paper
800-93-282	Council/Resident Response Forms; Tracking follow through on complaints	5 yrs	Paper
800-93-254	Deeds and Easements (copies); Originals maintained by Finance	Until no longer of administrative value	Paper
800-96-023	Dept. /Div. Monthly Report	Until no longer of administrative value	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

800-07-730	<p>E-mail Messages; Non-Record Messages Non-record e-mails are generally not public records. These types of e-mails may include: <u>Personal Correspondence:</u> Any e-mail not received or created in the course of business. <u>Non-State Publications:</u> Publications, promotional material from vendors, and similar materials that are “publicly available” to anyone, are not official records unless specifically incorporated into other official records. This includes unsolicited promotional material, files copied or downloaded from Internet sites, etc.</p>	<p>Until no longer of administrative value; generally deleted after being read</p>	Electronic
800-07-731	<p>E-mail Messages; Transitory E-mail Transitory e-mails include telephone messages, drafts and other limited documents that convey information of temporary importance in lieu of oral communication. Transitory messages do not set policy, establish guidelines or procedures that certify a transaction or become a receipt.</p>	<p>Until no longer of administrative value</p>	Electronic
800-07-732	<p>E-mail Messages; Intermediate E-mail – Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and are answered by form letters</p>	6 months	Electronic
800-07-733	<p>E-mail Messages; Intermediate E-mail <u>General and Internal Correspondence:</u> This correspondence is informative and it does not attempt to influence policy. <u>Monthly and Weekly Reports:</u> Document status of on-going projects and issues; advise supervisors of various events and issues.</p>	1 year	Electronic
800-07-734	<p>E-mail Messages; Intermediate E-mail – Staff Meeting Minutes and Supporting Documentation Minutes and supporting records documenting internal policy decisions.</p>	2 years	Electronic
800-07-735	<p>E-mail Messages; Executive Correspondence Correspondence dealing with significant aspects of the administration of the City of Dublin. Includes information concerning policies, program, fiscal and personnel matters.</p>	<p>Appraise for Historical and Administrative Value;</p>	Electronic Paper Microfiche
800-07-736	<p>E-mail Messages; Departmental Policies and Procedures: Includes published reports, unpublished substantive reports and policy studies.</p>	<p>Until superseded, obsolete. Retain one printed copy permanently in the appropriate policy and procedures format</p>	Electronic Paper Microfiche

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

800-92-085	Equipment/Vehicle Maintenance Records	Life of equipment – 2 months after sold or scrapped	Paper
800-92-239	Fixed Asset Inventories (copies); Originals maintained by Finance	Until revised and audited	Paper
800-93-295		Forms	Until superseded
800-93-297	Grant Files (copies); Originals maintained by Finance – copies of awarded applications and supporting documentation for the grant	Expiration of the grant and until no longer of administrative value	Paper
800-01-369	Hold Harmless, Liability Release Forms Forms, completed by those utilizing Dublin City services, buildings and/or participating in City of Dublin functions, which release the City, its departments and/or employees from liability.	20 yrs.	Paper
800-93-304	Law Suits/Legal Notices and Opinions (copies); Originals maintained by the City Manager	Until no longer of administrative value	Paper
800-93-306	Legal; Case preparation/correspondence	Until no longer of administrative value	Paper
800-92-126	Maps	Permanent	Microfiche
800-93-311	Maps and Plans (copies)	Until no longer of administrative value	Paper
800-92-229	Meeting Agendas (copies); Boards, committees and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper
800-92-230	Meeting Minutes (copies); Boards, committees and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper
800-93-316	Newspaper Articles/Scrapbooks	3 yrs. Then appraise for historical value	Paper
800-92-240	Ordinances and Resolutions (copies); Originals maintained by Clerk of Council	Until no longer of administrative value	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

800-92-241	Performance Evaluations (copies): Originals maintained by personnel	1 yr	Paper
800-92-242	Permits (copies)	3 years	Paper
800-92-032	Permits (originals)	Permanent	Microfiche
800-92-243	Personnel Files (copies); Originals maintained by Personnel	Until no longer of administrative value; generally 1-5 yrs	Paper
800-92-244	Phone Messages/Log Books	Once message is returned/30 days after last entry	Paper
800-93-330	Photographs/Slides/Videos	15 years, appraise for historic value and until no longer of administrative value	Film
800-93-339	Project Files (copies)	5 years	Paper
800-93-340	Project Files (originals); Individual division/department project files	Permanent	Microfiche
800-92-160	Project Progress Reports	2 years	Paper
800-92-245	Purchase Orders (copies) Originals maintained by Finance	Until no longer of administrative value	Paper
800-94-356	Receipts (copies)	1yr, provided audited	Paper
800-92-247	Reference Material	Until superseded or no longer of administrative value	Paper
800-92-248	Request for Legal Services/Opinions (copies); Originals maintained by administration	30 days after response or until no longer of administrative value	Paper

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

800-92-249	Response Request for Legal Service/Opinion	Permanent	Microfiche
800-92-215	Soil and Water Contamination Reports; Parks soil and water tests	10 years	Paper
800-92-187	Specification-Quotes	Until proposal accepted then life of contract/project/ equipment	Paper
800-92-250	Staff Meeting Minutes/Agendas	Until no longer of administrative value	Paper
800-99-357	Training Lesson Plans	Until no longer of administrative value	Paper
800-97-203	Training Manuals; Materials used to supply training to employees including video tapes	Until superseded	Paper and video
800-92-110	Work Orders	5 years	Paper