

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: CITY OF WARREN Records Commission

(2) FROM: CITY OF WARREN

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

Authorized department official:

[Signature]
Name/Title Gregory V. Hicks, Law Director Date _____

(4) Approvals:
Chairman, Records Commission:

[Signature]
Name David Mazzochi Date _____

Ohio Historical Society:

[Signature] 21 MAR 97
Name _____ Date _____

Auditor of State,

[Signature] 3-17-97
Name _____ Date _____

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
	<u>Civil Service Commission</u>		
97-01	Annual Report	Permanent	
97-02	Civil Service Examination Forms	Until Superseded	
97-03	Classified Employees List	Until Superseded	
97-04	Correspondence	Until no longer of administrative value.	
97-05	Eligibility List	Until eligibility expires or list is revised.	
97-06	Hearing Case Files	Permanent	
97-07	Job Classification List	Until Superseded	
97-08	Minutes of the Civil Service Commission	Permanent	
97-09	Monthly Reports	Until incorporated in annual report	
	<u>Council</u>		
97-10	Agreements	Permanent	
97-11	Annual Reports (from officials)	10 years	
97-12	Receipt Books <u>OHIO HISTORICAL SOCIETY</u>	7 years if audited	

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STATE AND LOCAL GOVERNMENT RECORDS

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.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-13	Record of Ordinances	Permanent	
97-14	Record of Resolutions	Permanent	
97-15	Council Minutes	Permanent	
97-16	Ordinances (loose instruments)	Permanent	
97-17	Resolutions (loose instruments)	Permanent	
97-18	Record of Delivery of Legislation	3 years	
97-19	Preliminary estimate of Cost	10 years	
97-20	Public Hearing Files	Until terminated plus five years	
97-21	Codified Ordinances	Permanent	
97-22	Council Agenda	5 years	
97-23	Budget Commission Rate Record	10 years	
97-24	Council Committee Report	7 years	
97-25	Ohio Dept. of Liquor Control Applications	Permanent	
97-26	Notice of Special Committee Meetings	5 years	
97-27	Clerk's Summary of Meetings	Permanent	
97-28	Deeds, easements, annexations, vacations, rights of way	Permanent	
97-29	Petitions	Permanent	
97-30	Proof of Publication & Affidavit	20 years	
97-31	Legal Notices (of public hearings)	20 years	
97-32	Voucher Books (not for money)	7 years	
97-33	Correspondence	5 years	
	<u>Community Development</u>		
97-34	Demolition Records	Permanent	
97-35	Performance Bonds	10 years after expiration	
97-36	Project Files (contracts, specifications, progress reports on building projects)	15 years after completion of project	
97-37	Maps	Permanent	
97-38	Plat Maps	Permanent	
97-39	Record of Lot Sales	Permanent	
97-40	Aerial Photographs	Permanent	

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Until superseded;
appraise for
historical value

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-41	Bids (successful)	15 years after completion of project	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.
97-42	Bids (unsuccessful)	2 years after awarding of contract	
97-43	Budget	5 years	
97-44	City Properties File	Permanent	
97-45	Contracts and Agreements	15 years after termination	
97-46	Contractors' Payroll Record	Life of equipment	
97-47	Federal Project Files	5 years after completion of project provided audited	
97-48	Maps and Blueprints	Permanent	
97-49	Ordinances (copies)	until superseded	
97-50	Project Files	15 years after completion of project	
97-51	Requisitions	3 years	
97-52	Research Files	7 years or until no longer of administrative value	
97-53	Statistical Reports	5 years; appraise historical value	
97-54	Employee Time Records	3 years provided audited	
97-55	Administrative Memoranda - Executive Orders	Until terminated and/or superseded appraise for historical value	
97-56	Certifications of Publishing Legal Notice	2 years	
97-57	Correspondence with legislative office	as long as of administrative value; generally 1-5 years	
7-58	General Correspondence	1 - 5 years	
7-59	Grievance Hearing Files	until resolved	
7-60	Labor Union Agreements	3 years after termination	
-61	Personnel Records	Permanent, if not maintained by Personnel	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-62	Property Inventories	Until superseded provided audited	Provided audited by the Auditor of State and the Audit report is released.
97-63	Purchases	Until audited	
97-64	Reference Materials	Until superseded	
97-65	Reports	1 - 5 years	
97-66	Scrapbooks	appraise for historical value	
97-67	Accounts Ledger	5 years after last date of entry	
97-68	Accounts Payable Record	3 years provided audited	
97-69	Annual Appropriation Ordinances (copies)	5 years	
97-70	Audit Reports	Permanent	
97-71	Bonds of Officials or Employees	10 years after termination	
97-72	Budget Working Papers	5 years	
97-73	Cash Book	3 years after last entry provided audited	
97-74	Check Register	3 years provided audited	
97-75	Annexation Files	Until superseded	
97-76	Deeds	Permanent	
97-77	Easement	Permanent	
97-78	Leases	2 years after expiration	
97-79	Maps and Plans of Park Property	Permanent	
97-80	Community Development	Until no longer of administrative value	
97-81	Complaints	5 years provided no action pending	
97-82	Housing, Land Use, Population and other special studies	Until no longer of administrative value	
97-83	Loan and Grant Applications	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.
97-84	Planning Briefs	Permanent	
97-85	Plat Books and Files	Permanent	
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Schedule number	Record title and description	Retention period	For use by approving agencies
97-86	Transportation Research Files	Until no longer of administrative value; appraise for historical value	
97-87	Urban Renewal Files	Obsolete; appraise for historical value	
	<u>Data Processing</u>		
97-88	Contracts and Agreements	15 years after expiration	
97-89	Personnel Records	Permanent, if not maintained by personnel dept.	
97-90	Inventory of Equipment	Until revised and audited.	
97-91	Requisitions	3 years provided audited	
97-92	Annual Budget	Permanent	
97-93	Budget Working papers	5 years	
97-94	Vouchers	3 years provided audited	
	<u>Engineering, Planning & Building</u>		
97-95	Building Applications	Life of structure	
97-96	Building Cards	Permanent	
97-97	Building Folders	Permanent	
97-98	Building Inspection Reports	5 years	
97-99	Building Plans	3 years/residential 5 years/commercial life of structure appraise for historical value	
97-100	Case Files-Board of Zoning Appeals	Permanent	
97-101	Case Files-Board of Building Standards	Permanent	
97-102	Certificates of Insurance	2 years after expiration provided no claims pending	
97-103	City Building Code	Until superseded retain one copy permanently	
97-104	Condemnation and Demolition Records	Permanent	

Final report supplied by the Auditor of State and the audit report is released.

Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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Schedule number	Record title and description	Retention period	For use by approving agencies
97-105	Contractor's Registration	2 years	<i>Records audited by the Auditor of State and the Audit report is released</i> <i>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.</i>
97-106	Ledger File	3 years provided audited	
97-107	Licenses	1 year after expiration	
97-108	Minutes of Zoning Appeals Board	Permanent	
97-109	Monthly Statistical Report	1 year if incorporated into annual report otherwise permanent	
97-110	Performance Bonds	10 years after expiration	
97-111	Project Files	15 years after completion of project	
97-112	Aerial Photographs	Until superseded	
97-113	Annual Reports	Permanent	
97-114	Bids (successful)	15 years after completion of project	
97-115	Bids (unsuccessful)	2 years after awarding of contract	
97-116	Bridge Inspection Records	Life of Bridge	
97-117	Bridge Inspection Reports	10 years	
97-118	City Properties File	Permanent	
97-119	City Zone Maps	Permanent	
97-120	Contracts and Agreements	15 years after termination	
97-121	Day Books	3 years	
97-122	Equipment Maintenance Records	Life of equipment	
97-123	Federal Project Files	5 years after completion of project, if audited	
97-124	Field Notes	Permanent	
97-125	House Number Record	Permanent	
97-126	Job Orders	3 years	
97-127	Maintenance Orders	2 years	
97-128	Maps and Blueprints	Permanent	
97-129	Ordinances (copies)	Until superseded	

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Schedule number	Record title and description	Retention period	For use by approving agencies
97-130	Research files	7 years or until no longer of administrative value	Provided audited by the Auditor of State and the Audit report is released.
97-131	Sanitary Sewer Records	Permanent	
97-132	Sewer Testing Records	5 years	
97-133	Special Assessments Record	3 years after final payment provided audited	
97-134	Deeds	Permanent	
97-135	Personnel Records	Permanent if not maintained by Personnel dept.	
97-136	Housing, Land Use, Population	Until no longer of administrative value.	
97-137	Plat Books and Files	Permanent	
97-138	Project Reports	Permanent	
97-139	Agency and Area Commission Files	Reports and legal opinions permanent	
97-140	Annexation Case Files	Permanent	
97-141	Appeals on Interpretation of Code	Permanent	
97-142	Board of Zoning Adjustments Case Files	Permanent	
97-143	Board of Zoning Adjustments Journal	Permanent	
97-144	Building Permit Record	Permanent	
97-145	Complaints	5 years provided no action pending	
97-146	Demolition Permits	Permanent	
97-147	Index to Variance Record	Permanent	
97-148	Loan and Grant Applications	3 years provided audited	
97-149	Minutes of Architectural Review Board	Permanent	
97-150	Minutes of the Board of Housing Appeals	Permanent	
97-151	Minutes of the Board of Zoning Adjustments	Permanent	
97-152	Minutes of the City Beautiful Commission	Permanent	
97-153	Minutes of the Development Commission	Permanent	
97-154	Minutes of the Planning Commission	Permanent	
97-155	Occupancy Permit Record	Permanent	

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Schedule number	Record title and description	Retention period	For use by approving agencies
97-156	Photographs		
97-157	Planning Briefs	Appraise for historical value	
97-158	Quadrant Files	Permanent	
97-159	Rezoning Applications	5 years	
97-160	Rezoning Case Files	Until final action taken and recorded	
97-161	Subdivision Files	5 years after final decision rendered	
97-162	Zoning Case Log	Permanent	
97-163	Zoning Certificate for Occupancy and Use of land and Buildings	Permanent	
97-164	Zoning Change Request	Permanent	
97-165	Zoning Permit Record	5 years provided no action pending	
	<u>Finance</u>		
97-166	Annual Report	Permanent	
97-167	Certificates of Insurance	Permanent	
97-168	Ledger File	2 years after expiration provided no claims pending	
97-169	Performance Bonds	3 years provided audited	
97-170	Project Files	10 years after expiration	
97-171	Bids (successful)	15 years after completion	
97-172	Bids (unsuccessful)	15 years after completion	
97-173	Contracts and Agreements	2 years	
97-174	Ordinances (copies)	15 years after termination	
97-175	Requisitions	Until superseded	
97-176	Special Assessment Record	3 years	
97-177	Annual Budget	3 years after final payment provided audited	
97-178	Certifications of Publishing Legal Notice	Permanent	
97-179	General Correspondence	2 years	
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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-180	Labor Union Agreements	3 years after termination	<i>Provided audited by the Auditor of State and the Audit report is released.</i>
97-181	Accounts Ledger	5 years after last entry provided audited	
97-182	Accounts Payable Record	3 yrs. provided audited	
97-183	Accounts Receivable Ledger	3 years provided audited	
97-184	Annual Appropriation Ordinances (copies)	5 years	
97-185	Annual Certificate of Estimate Resources	7 years	
97-186	Annual Financial Report	Permanent	
97-187	Annual Report to Auditor of State	5 years	
97-188	Appropriation Ledger	5 years provided audited	
97-189	Assessment Record	Until paid and audited	
97-190	Audit Reports	Permanent	
97-191	Bank Deposit Slips	3 years provided audited	
97-192	Bank Statement	3 years provided audited	
97-193	Bid Bond	Upon rejection or completion of project	
97-194	Bond Register	Permanent	
97-195	Bonds of Officials or employees	10 years after termination of officer or employee	
97-196	Budget Working Papers	5 years	
97-197	Cancelled Checks, Check Carbons, Check stubs	3 years provided audited	
97-198	Cash Book	3 years after last entry provided audited	
97-199	Claims for Damages Against City	Until case settled	
97-200	Checking Account Statement	3 years provided audited	
97-201	Employee earning record	7 years provided audited; if not maintained by personnel.	

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Schedule number	Record title and description	Retention period	For use by approving agencies
97-202	Employee earning record	3 years after termination of employment	<i>Provided audited by the Auditor of State and the Audit report is released.</i> Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
97-203	Employee Sick Leave and Vacation Record	Permanent unless maintained by personnel.	
97-204	Employer Quarterly Federal Tax Return	4 years provided audited	
97-205	Encumbrance and Expenditure Journal	7 years provided audited	
97-206	Federal Revenue Sharing Account	7 years provided audited	
97-207	Fire Dept. Expenses	3 years provided audited	
97-208	Indebtedness Statement	Permanent	
97-209	Insurance Policies	2 years after expiration	
97-210	Inventory of Equipment	Until revised audited	
97-211	Oaths of Office of Elected Officials	Termination of office plus 10 years	
97-212	Oil and Gas Drilling Permit	Permanent	
97-213	Payroll Sheets	3 years provided audited	
97-214	Payroll Record (Journal)	Permanent unless maintained by personnel dept.	
97-215	Pay-In Orders	3 years provided audited	
97-216	Policemen's and Firemen's Disability and Pension Fund Record	Permanent	
97-217	Police Uniform Allowance Record	3 years provided audited	
97-218	Posting Sheets and Cards for Paid Bills	5 years provided audited	
97-219	Public Employees Retirement System Optional Exemption Record	Permanent	
97-220	Purchase Orders	3 years provided audited	
97-221	Receipt Books	3 years provided audited	
97-222	Receipts and Expenditures Report to Auditor of State	3 years	

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Schedule number	Record title and description	Retention period	For use by approving agencies
97-223	Record of Funds Received	3 years provided audited	<i>Provided audited by the Auditor of State and the Audit report is released.</i> <i>Audited means: the year 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.</i>
97-224	Report of Examination of City by Auditor of State	Permanent	
97-225	Settlement Sheet of Tax Distribution from County Auditor	10 years	
97-226	Sinking Fund Ledger or Journal	Permanent	
97-227	Sinking Fund Trustees Minutes	Permanent	
97-228	Special Assessments	Until paid off and audited	
97-229	State Examiner's Expense Record	3 years provided audited	
97-230	Tax Settlement Reports	3 years provided audited	
97-231	Transmittal of Wage and Tax Statement Ohio Income Tax	6 years provided audited	
97-232	Unemployment Compensation Record	3 years provided audited	
97-233	Vouchers	3 years provided audited	
97-234	Worker's Compensation Claims	10 years after date of payment	
97-235	Bonds (Redeemed)	Until issue is paid provided audited	
97-236	Bond Issue Ledger	Permanent	
97-237	Cash Journal	10 years provided audited	
97-238	Coupons (Redeemed)	Until issue is paid, provided audited	
97-239	Record of Registered Bonds	Permanent	
97-240	Bad Check or Bad Debt Files	2 years after settlement	
	<u>Fire</u>		
97-241	Accident Files	2 years	
97-242	Alarm Response Reports	5 years	
97-242	Annual Report	Permanent	
97-243	Annexation Files OHIO HISTORICAL SOCIETY	Until Superseded	
97-244	Arson Reports	Permanent	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approval agencies
97-245	Bids for Equipment (successful)	Until equipment out of service	
97-246	Burning Complaint File	1 year	
97-247	Daily Alarm Log	5 years	
97-248	Environmental Protection Agency Burning Violation Record	5 years after violation corrected	
97-249	Equipment Maintenance Records	Life of equipment	
97-250	Fire Code (Copies)	Until superseded	
97-251	Fire Investigation Files and Index	Permanent	
97-252	Fire and Loss Record	Permanent	
97-253	Firework Permits	20 days after expiration	
97-254	Gas and Oil Disbursement Record	1 year provided audited	<i>Periodic audits by Auditor of State and Audit report is released</i>
97-255	Hydrant Location Record	Permanent	
97-256	Hydrant Maintenance Record	2 years after test date	
97-257	Inspection of Structures Record	Life of structure	
97-258	Insurance Claim File	10 years after final settlement	
97-259	Master Run Reports	3 years	
97-260	Monthly Reports	Until incorporated in annual report	
97-261	Radio/Phone Calls Audio Recording Tape	30 days, erase and reuse provided no action pending	
97-262	Training Materials File	Until superseded	
97-263	Training Records	Merge with personnel	
97-264	Truck Mileage Record	Life of vehicle	
97-265	Truck Repair Record	Life of vehicle	
97-266	Violation Notices	1 year after violation corrected	
97-267	Work Schedules	1 year after schedule change	
97-268	Firemen's Disability and Pension Fund	Permanent	
97-269	Employee Records	Permanent unless maintained by Personnel	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
	<u>Health</u>		
97-270	Immunization Record	Permanent	
97-271	Confidential Case Report	Permanent	
97-272	Communicable Disease Ledger	Permanent	
97-273	Consolidated Communicable Disease Report	Current Record only	
97-274	Report of Positive Laboratory Findings	Five Years	
97-275	Epidemiological Report (except VD)	Five Years	
97-276	Encephalitis Investigation Report	Five Years	
97-277	Adult Viral Hepatitis Surveillance Case Record	Five Years	
97-278	Poliomyelitis Case Report Card	Five Years	
97-279	Poliomyelitis Convalescent Status Report	Five Years	
97-280	Staphylococcal Disease Investigation	Five Years	
97-281	Staphylococcal Disease Study Form	Five Years	
97-282	Minutes of Board of Health	Permanent	
97-283	Board of Health Regulations	Permanent	
97-284	Administrative Regulations	Current Record Only	
97-285	City Council Ordinances	Permanent	
97-286	Resolutions	Permanent	
97-287	Health Services Reports	Ten Years	
97-288	Radiation Sources, Medical and Non-medical	Current Record Only	
97-289	Vital Statistics Yearbook	Five Years	
97-290	Job applications, hired	Permanent	
97-291	Job applications, unhired	six months	
97-292	Fiscal Records (alcoholism)	3 years	
97-293	Client Records	Records of discharged clients 4 years	
97-294	Hypertension Care Record	Five Years after last care given	
97-295	Hypertension Enrollment Record	Five Years	
97-296	Diabetes Screening Report	Five Years	
97-297	Report of Diagnosis ODHOS9	Permanent	
97-298	Enrollment Application ODHRFI	Permanent	

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Schedule number	Record title and description	Retention period	For use by approved agencies
97-299	RF Drug Recorder From RF 3		
97-300	Typhoid Fever Surveillance Report	Two years after last service given	
97-301	Epideomologic Summary of Investigation	Five Years	
97-302	Perpetual equipment inventory	Five Years	
97-303	Invoice Vouchers	Current Record Only	
97-304	Order and Receipt for Drug Biologicals	Six months after audit	
97-305	School Boards, Welfare Departments and other Professional Services	3 years or six months after audit	
97-306	Insurance, fire and theft	Six months	
97-307	Insurance, Professional Liabilities	One year beyond statute of limitations	
97-308	Legal Opinions	Fifty Years	
97-309	NCI-CCSP Cytology Report	Until Superseded	
97-310	NCI-CCSP Registration & History	2 years after last service given	
97-311	NCI-CCSP Unit Screening Report	After last care given to patient	
97-312	NCI-CCSP Authorization Form	After last care given to patient	
97-313	NCI-CCSP Annual Recall	After last care given to patient	
97-314	Diabetes Screening Results	After last care given to patient	
97-315	Weekly Report on Diabetes Screening	After last care given to patient	
97-316	Diabetes glucose Tolerance	After last care given to patient	
97-317	Diabetes Survey Index	After last care given to patient	
97-318	Sanitarian Time Sheets	After last care given to patient	
97-319	Orders (other than nuisance abates)	Five Years	
97-320	Blueprints, Drawings, Plans, Sketches	One full year after compliance	
97-321	Food Service Operaton Inspection Form	Five years or as long as the project exists	
97-322	Food Service Operation Survey Report	Five years	
97-323	Food Handler's Permit	Five years	
97-324	Certification of Vending Machine	Current Record Only	
		Six Months	

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Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-325	School Building Inspection Form	Five Years	
97-326	School Sanitation Record	During Period of Operation	
97-327	Inspection (or housing) Record Summary Card	Five years	
97-328	Swimming Pool Inspection Forms	Five years until problem resolved.	
97-329	Swimming Pool Sanitation Record	During period of equipment and facility and 5 years thereafter	
97-330	Swimming Pool Data Sheet	Five Years	
97-331	Swimming Pool Operation Report	One Year	
97-332	Permanent Record for Bathing Places	During period of operation	
97-333	Inspection Forms Park Camp Sanitation	Five years	
97-334	Application for License to Operate a House	Six months after audit complete	
97-335	House Trailer Park Inspection Form	Five years	
97-336	House Trailer Park Inspection Record	Five years	
97-337	Nuisance Investigation Report	Five years	
97-338	Nuisance Investigation Record	Period of Operation	
97-339	Daily Complaint Log	Two years	
97-340	Animal Bite Report	3 years after case closed	
97-341	Notice to owner or person bitten	Current Record Only	
97-342	Certification of Animal Immunization	One Year after date of expiration	
97-343	Dairy Farm Inspection Report	Five years	
97-344	Application for a Milk Producer's License	Five years	
97-345	Dairy Farm Spot Check Form	Current Record Only	
97-346	Request for Change of Licensor	Five years	
97-347	Milk Plant Inspection Record	During Five Years of operation	
97-348	Analysis of Pasteurized Milk and Milk Products	During Period of operation	AND HISTORICAL SOCIETY
97-349	Milk Plant Equipment Test Reports	Five Years	
97-350	Milk Hauling Facilities Inspection Report	Five Years	

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Schedule number	Record title and description	Retention period	For use by appro agencies
97-351	Application for a Milk Hauler License	Five Years	Audited means: the year encompassed by the rec have been audited by th Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
97-352	License Renewal	Five Years	
97-353	Frozen Desserts Plant Inspection	Five Years	
97-354	Condensed and Dry Milk Plant Inspection Report	Five Years	
97-355	Application to Drill Well or Install	Six Months after audit	
97-356	Drillers and Installers Permit Stub	Six Months after audit	
97-357	Existing Water Supply Inspection Form	Five Years	
97-358	Water Supply Record Card	Retain during facility operation	
97-359	Well Log	Ten years	
97-360	Request for Water Sample	Until requester notified of results	
97-361	Application for sewage disposal	Six Months after audit ✓	
97-362	Sewage Disposal Inspection Reports	Period of Operation five years thereafter	
97-363	Percolation Test Record	Six months after audit	
97-364	Plumbing Permit and Receipt	Six months after audit	
97-365	Affidavit of person doing own plumbing	Five years	
97-366	Application to Operate a Laundry	Six Months after audit	
97-367	Laundry Operation Permit	Six Months after audit	
97-368	Laundry Inspection Form	Permanent	
97-369	Application to Operate a Barber Shop	Six Months after audit	
97-370	Barber Shop Operation Permit	Six Months after audit	
97-371	Barber Shop Inspection Form	Five Years	
97-372	Microbiology Report - Negative	Maintain for 3 years	
97-373	Microbiology Report - Positive	Permanent	
97-374	Microbiology Report - Reactive	Permanent	
97-375	Prenatal Blood Tests & Gonorrhea	Five Years	
97-376	Water Bacteriology	Five years	
97-377 3/1989	Water Chemistry	Ten Years	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-378	Blood Bank Records	Five Years	
97-379	Confidential Case Report	Permanent	
97-380	Weekly Gonorrhea Morbidity Report	Permanent	
97-381	Veneral Disease Epidemiological Report	Five Years	
97-382	Work Copy for Item 3	Current Record Only	
97-383	Veneral Disease Informant Report	Five years.	
97-384	Veneral Disease Patient Report	Permanent	
97-385	Veneral Case Register or Index Syphilis	Five Years	
97-386	Laboratory Report - Syphilis, GC Other VD	One year	
97-387	Tuberculosis Register Record	Five years after date of discharge	
97-388	Contact Data	May be destroyed when posted to clinic record	
97-389	Drug Therapy Record	May be destroyed when posted to clinic record	
97-390	Drug Therapy Record	May be destroyed when posted to clinic record	
97-391	Report of Positive Laboratory Findings	Current Record Only	
97-392	Patient Folders	Five years, last date of service	
97-393	TB Case Reports	Current Record Only	
97-394	TB Interchange	Current Record Only	
97-395	TB Interchange List Recap by Periods	Current Record Only	
97-396	Burial Transit Permit Stub	Five Years	
97-397	Application for Birth Certificate	One year if receipt stub is retained	
97-398	Application for Death Certificate	Six Months	
97-399	Application for Certificate of Public Record	Six Months	
97-400	Birth Certificate	Permanent	
97-401	Death Certificate	Permanent	
97-402	Stillbirth Certificate	Permanent	
97-403	Affidavit	Permanent	
97-404	Supplement (adding name of child)	Until posted to birth certificate	

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Schedule number	Record title and description	Retention period	For use by approving agencies
97-405	Notification of Pay Step Increases	Permanent	
97-406	Accident Reports	2 years provided no claims pending	
97-407	Application for Employment	Permanent	
97-408	Employee Performance Evaluation	Permanent	
97-409	Letter of Appointment	Permanent	
97-410	Letter of Reference	1 year after employment decisions made	
97-411	Letter of Resignation	Permanent	
97-412	Personnel Records for Temporary Employees	2 years after termination	
97-413	Position Descriptions	Until superseded	
97-414	Promotion Statement	Permanent	
97-415	Record of Disciplinary Action	Until Superseded	
97-416	Reports of Bureau of Employment Services	1 year	
97-417	Unemployment Compensation Case Files	4 years after date of final payment	
97-418	Worker's compensation case files	10 years after final date of payment	
97-419	Classified Employees List	Until superseded	
97-420	Correspondence	Until no longer of administrative value	
97-421	Eligibility Lists	Until eligibility expires	
97-422	Employment Information Files	Until superseded	
97-423	Job Classification List	Until superseded	
97-424	Labor Union Agreements	15 years after expiration	
97-425	<u>Law</u> Accident Reports	2 years provided no claims pending	OHIO HISTORICAL SOC
97-426	Administrative Memoranda	Until superseded	MAR 22 1997
97-427	City Building Code	Until superseded	STATE AND LOCAL GOVERNMENT RECOI
97-428	Project Files (contracts, specifications, progress reports on building projects)	15 years after completion of project	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-429	Claims for damages against City	Until case settled and all appeals exhausted	
97-430	Budget working papers	Five years	
97-431	Encumbrance and Expenditure Journal	7 years provided audited	
97-432	Monthly Report of Municipal Court	3 years provided audited	
97-433	Oaths of Offices of Elected Officials	Termination	
97-434	Purchase Orders	3 years provided audited	
97-435	Receipt Book	3 years provided audited	
97-436	Requisitions	3 years provided audited	
97-437	Case Files, Civil	10 years provided no action pending	
97-438	Case Files, Criminal	20 years provided no action pending	
97-439	City property Files	Permanent	
97-440	Correspondence	Until No Longer of administrative value	
97-441	Court Transcripts	3 years after case settled	
97-442	Opinions of City Attorney	Permanent	
97-443	Research Files	Until no longer of administrative value	
97-444	Worker's Compensation Files	10 years after date of final payment	
97-445	Agendas of Council	2 years	
97-446	Annexation Files	Permanent	
97-447	(Bids) Successful	15 Years	
97-448	(Bids) Unsuccessful	2 years after letting of contract	
97-449	Board or Dept. Minutes	2 years provided original is kept by board.	
97-450	Code of Ordinances	Permanent	
97-451	Contracts and Agreements	15 years after expiration	

Provided audited by the Auditor of State and the Audit report is released.

Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approving agencies
97-452	Ordinances	Permanent	<i>Provided audited by Auditor of State and Audit report is released</i> OHIO HISTORICAL & GOVERNMENT BLDG MAR 21 1999
97-453	Petitions	5 years	
97-454	Public Hearing Notices	5 years	
97-456	Request for Utility Rate Increases	2 years after decision rendered	
97-457	Resolutions	Permanent	
97-458	Employee Time Sheets	2 years provided audited	
97-459	Notification of Pay step Increases	Permanent	
97-460	Letter of Appointment	Permanent	
97-461	Letter of Reference	1 year after employment decision made	
97-462	Letter of Resignation	Permanent	
97-463	Personnel Records for Temp. Employees	2 years after termination	
	<u>Mayor's Office</u>		
97-464	Administrative - Memoranda Executive Orders	Until terminated	
97-465	Annual Budget	Permanent	
97-466	Annual Report	Permanent	
97-467	Certifications of Publishing Legal Notice	2 years	
97-468	City Manager's Journal	Permanent	
97-469	Contracts and Agreements	15 years after expiration	
97-470	Correspondence with Legislative Office	As long as of administrative value	
97-471	Performance Bonds	10 years after expiration	
97-472	General Correspondence	1 - 5 years	
97-473	Licenses	1 year after expiration	
97-474	Minutes of the Board of Control	Permanent	
97-475	Project Plans, Drawings, and Maps	Life of Project	
97-476	Property Inventories	Until superseded	
97-477	Purchases and Bids	Until audited	
97-478	Reference Materials	Until superseded	
97-479	Reports	1 - 5 years	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by app agencies
97-480	Scrapbooks	Appraise for historical value	
97-481	Annual Report (Traffic Commission)	Permanent	
97-482	Minutes (Traffic Commission)	Permanent	
97-483	Bids (successful)	15 years	
97-484	Bids (unsuccessful)	2 years after letting of contract	
	<u>Purchasing</u>		
97-485	Accident Reports	2 years provided no claims pending	
97-486	Contracts and Agreements	15 years after termination	
97-487	Budget	5 years	
97-488	Requisitions	3 years	
97-489	Executive Orders	Until terminated	
97-490	Purchase Orders	3 years provided audited	
97-491	Vouchers	3 years provided audited	
97-492	Gas and Oil Disbursement Record	1 year provided audited	
97-493	Insurance Correspondence	2 years after expiration provided no claims pending	
97-494	Equipment Maintenance Records	Life of Equipment	
97-495	Vehicle Repair Record	Life of Vehicle	
97-496	Annual Budget	Permanent	
97-497	B.M.V. Correspondence	Until no longer of administrative value	
97-498	Vehicle File	Life of Vehicle unless transferred	
97-499	Property Inventories	Until Superseded	
97-500	Sale of City Property	Permanent	
	<u>Municipal Court</u>		
97-501	Affidavits and Warrants Civil and Criminal	25 years after case closed	

Provided audited by the Auditor of State and the Audit report is released.

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by appro agencies
97-502	Annual Report	Permanent	
97-503	Arrest Record	Until final disposition of case	
97-504	Audit Reports	Permanent	<i>Provided audited by the Auditor of State and the Audit report is released</i>
97-505	Bail Bond Record	3 years provided audited	
97-506	Bail Bond Register	Until all bonds discharged, provided audited	
97-507	Bank Records	3 years provided audited	
97-508	Bench Docket (civil or criminal)	25 years after last date of entry	
97-509	Budgets (Departmental)	5 years	
97-510	Cancelled Checks and Check Stubs	3 years provided audited	
97-511	Case Files (All except Traffic and minor misdemeanor)	15 years after case closed	
97-512	Cash Book	25 years	
97-513	Cash Sheet for State Cases	3 years provided audited	
97-514	Certificate of Fee Stubs	Until audited	
97-515	Civil Appearance Docket	25 years	
97-516	Civil Cash Disbursement Journal	7 years provided audited	
97-517	Clerk's Entry and Disposition Journal	1 year after last entry, provided audited	OHIO HISTORICAL SOC
97-518	Correspondence	Until no longer of administrative value 1 - 5 years	MAR 21 1997
97-519	Court Calendar	1 year after last entry	STATE AND LOCAL GOVERNMENT RECORDS
97-520	Criminal Preliminary and Appearance Docket	25 years	Audited means: the year 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.
97-521	Daily and Monthly Reports of Fines Collected	3 years provided audited	
97-522	Employee Time and Attendance Records	3 years provided audited	
97-523	Execution Docket	25 years	
3/1989			

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by approv agencies
97-524	Foreign Certificate of Judgment Cases	25 years after case closed	<p style="text-align: center;">Provided audited by the Auditor of State and the Audit report is released.</p> <p style="text-align: center;">HISTORICAL SOCIETY</p> <p style="text-align: center;">MAR 21 1997</p> <p style="text-align: center;">STATE AND LOCAL GOVERNMENT RECORDS</p> <p style="text-align: center;">Audited means: the year encompassed by the rec have been audited by th Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</p>
97-525	Foreign Certificate of Judgment Index	Permanent	
97-526	Foreign Certificate of Judgment Docket	25 years after last entry	
97-527	General Debtor Accounts Case Disbursement Journal	7 years provided audited	
97-528	General Index To Court Cases	Permanent	
97-529	Journal or Minutes	Permanent	
97-530	Judgment Entry Journal or Docket	25 years	
97-531	Minor Misdemeanor Docket	25 years	
97-532	Monthly Report of Tickets Issued	Until Paid	
97- 534	Offense Code File	Until Superseded	
97-535	Parking Record	Until audited	
97-536	Parking Tickets	Until paid or audited	
97-537	Parking Violation Letters	Until fine is paid or canceled	
97- 538	Pay-In Orders	Until audited	
97-539	Policy Files	Until superseded	
97-540	Posting Ledgers	3 years provided audited	
97-541	Praecepte Docket	25 years after last entry	
97-542	Probation Division Annual Report	Permanent	
97-543	Probation Division Daily Record Sheet	3 years	
97-544	Probation Division Master Card File	Permanent	
97-545	Probation Division Monthly Reports	Until compiled in annual report	
97-546	Probation Division Pre-Sentence Reports	10 years	
97-547	Receipts	3 years provided audited	
97-548	Rental Escrow Dockets	25 years after last entry	
97-549	Small Claims Appearance Docket	25 years after last entry	
97-550	Traffic Case Files	5 years after case closed	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by app agencies
97-551	Traffic Docket	25 years after last case closed	
97-552	Trusteeship Case Files	15 years after final settlement	
97-553	Trusteeship Cash Receipts Journal	3 years provided audited	
97-554	Trusteeship Docket, Debtor Account Book, and Index	25 years after closed, provided audited	
97-555	Witness Docket	25 years provided audited	
	<u>Operations</u>		
97-556	Burial Fee Receipts	3 years provided audited	
97-557	Burial Permit	Permanent	
97-558	Burial Transit Permits	5 years	
97-559	Cash Book	Permanent	
97-560	Deed Book	Permanent	
97-561	Index to Burial Plots	Permanent	
97-562	Maps	Permanent	
97-563	Plat Maps	Permanent	
97-564	Record of Lot Sales	Permanent	
97-565	Register of Interments	Permanent	
97-566	Contracts and Agreements	15 years after termination	
97-567	Equipment Maintenance Records	Life of Equipment	
97-568	Requisitions	3 years	
97-569	Annual Report	Permanent	
97-570	Blueprints, Maps, and Plans	Permanent	
97-571	Employee Time Records	3 years provided audited	
97-572	Gasoline Use Records	2 years provided audited	
97-573	Haul Tickets	2 years provided audited	
97-574	Monthly Reports	Until incorporated in annual report	

Excluded audited by Auditor of State and Audit report is released

Audited means: the year encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-575	Sewer Repair Sheets	10 years	
97-576	Administrative Memoranda - Executive Order	Until Terminated	
97-577	Annual Budget	Permanent	
97-578	Budget Working Papers	5 months	
97-579	Labor Union Agreements	3 years	
97-580	Personnel Records	Permanent if not maintained by personnel dept.	
97-581	Employee Earning Record	3 years after termination of employment if audited	
97-582	Employee Sick Leave and Vacation Record	Permanent if not kept by personnel	
97-583	Inventory of Equipment	Until revised and audited	
97-584	Overtime Records	3 years provided audited	
97-585	Payroll Sheets	3 years provided audited	
97-586	Payroll Record (Journal)	Permanent, unless maintained by personnel dept.	
97-587	Purchase Orders	3 years provided audited	
97-588	Time Sheets	3 years provided audited	
97-589	Packard Music Hall ACTIVITY Reports	2 years	
97-590	Annual Budget	5 years ✓	
97-591	Annual Report	Permanent	
97-592	Bank Deposit Record	3 years provided audited	
97-593	Bank Deposit Receipts	Until reconciled with bank deposit record	
97-594	Cash Book	3 years after last date of entry	
97-595	Equipment Inventories	3 years provided audited	
97-596	Equipment Maintenance Records	Life of Equipment	

Provided audited by Auditor of State and U.S. Audit report is released.

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Audited means: the encompassed by the have been audited by Auditor of State and audit report has been released pursuant to Sec. 117.26 O.R.C.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-597	Fee Books	3 years provided audited	<i>Provided audited by Auditor of State and Audit report is released.</i>
97-598	Insurance Policies	2 years after expiration	
97-599	Maps and Plans of Park Property	Permanent	
97-600	Minutes of Ball Commission	Permanent	
97-601	Minutes of Parks and Recreation Board or Commission	Permanent	
97-602	Monthly Reports	Until incorporated	
97-603	Permission Slips	2 years	
97-604	Personnel Responsibility Agreement	2 years	
97-605	Receipt Books	3 years provided audited	
97-606	Requisitions and Purchase Orders	3 years provided audited	
97-607	Sales Tax Records	4 years provided audited	
97-608	Scrapbooks	Appraise for historical value	
97-609	Shelter House Permits	2 years	
97-619	Statement of Payment for Professional Services	2 years	
97-620	Vouchers	2 years provided audited	
	<u>Police</u>		
97-621	Annual Budget	Permanent	
97-622	Budget Working Papers	5 years	
97-623	Annual Financial Report	Permanent	
97-624	Monthly Statement of Balances	3 years provided audited	
97-625	Overtime Records	3 years provided audited	
97-626	Policemen's Disability and Pension Fund	Permanent	
97-627	Police Uniform Allowance Record	3 years provided audited	<i>Audited means: the year 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.</i>
97-628	Receipt Book	3 years provided audited	
97-629	Record of Funds Received	3 years provided audited	

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Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-630	Requisitions	3 years provided audited	<i>Provided audited by Auditor of State and Audit report is released.</i>
97-631	Time Sheets	3 years provided audited	
97-632	Vouchers	3 years provided audited	
97-633	Employee Time Records	3 years provided audited	
97-634	Personnel Records	Permanent, if not maintained by personnel office	
97-635	Truck Permits	3 years provided audited	
97-636	Bids for Equipment (successful)	Until equipment out of service	
97-637	Equipment Maintenance Records	Life of equipment	
97-638	Gasoline Use Records	2 years provided audited	
97-639	Oil Disbursement Record	1 year provided audited	
97-640	Radio/Phone Calls Audio Recording Tape	30 days erase and reuse provided no action pending	<i>Audited means the records were compared by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
97-641	Work Schedules	1 year after schedule change	
97-642	Accident Files, Personnel	2 years provided no claims pending	
97-643	Accident Files, Property Damage or Bodily Injury	2 years provided no claims pending	
97-644	Animal Control Records	2 years	
97-645	Arrest Cards	Until age or deceased	
97-646	Bicycle Theft Log	3 years	
97-647	Brethalyzer Record	3 years	
97-648	Business Security Records	Until superseded	
97-649	Child Abuse Records	7 years after case closed	
97-650	Complaint Reports	2 years provided no action pending	
97-651	Criminal Case Files/Felonies **except homicides	6 years provided no action pending	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by app agencies
97-652	Criminal Case Files/Misdemeanors	2 years provided no action pending	
97-653	Federal Bureau of Investigation Reports	3 years	
97-654	Field Interrogation Cards	6 years	
97-655	Fingerprints	Until age 80 or deceased	
97-656	Firearm Records and Inventories	3 years provided audited	
97-657	Incident Log	7 years	
97-658	Jail - Record of Personal Property	2 years	
97-659	Jail Register	Permanent	
97-660	Junk Vehicle Cards	2 years after sale or disposition	
97-661	Juvenile Arrest Cards	Until the age of 18	
97-662	Master Name Index	Permanent	
97-663	Missing Person Reports	20 years or until person is found	
97-664	Offense Report, Felonies *except homicides	6 years provided no action pending	
97-665	Offense Report, Misdemeanors	2 years provided no action pending	
97-666	Polygraph Record	6 years	
97-667	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending	
97-668	Telephone Log	2 years	
97-669	Radio Log	2 years	
97-670	Parking Collection Record	Until audited	
97-671	Recovered Property Record	2 years after disposal of property	
97-672	Rules and Regulations	Until superseded	
97-673	Subpoenas	Until discharged	
97-674	Warrants	Until discharged	
97-675	Tow Tickets	3 years after paid, provided audited	
97-676	Traffic Citations	3 years provided audited	

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Audited means: the year 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.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by app agencies
97-677	Training Materials File	Until superseded	
97-678	Training Records	Merge with personnel	
97-679	Type of Crime File (computer)	Permanent	
97-680	Insurance Files	2 years after expiration	
97-681	Labor Union Agreements	15 years after expiration	
97-682	Sanitation Accident Reports	2 years provided no claims pending	
97-683	Annual Report	Permanent	
97-684	Certificates of Insurance	2 years after expiration provided no claims pending	
97-685	Employee Activity Reports	2 years	
97-686	Equipment Maintenance Records	Life of equipment	
97-687	Gasoline Use Records	2 years provided audited	Provided audited by Auditor of State and Audit report is release
97-688	Haul Tickets	2 years provided audited	
97-689	Monthly Reports	Until incorporated in annual report	
97-690	Landfill Slips	2 years	
97-691	Annual Budget	Permanent	
97-692	Cash Book	Permanent	
97-693	Payroll Sheets	3 years provided audited	
97-694	Payroll Record (Journal)	Permanent, unless maintained by personnel dept.	
97-695	Contracts and Agreements	15 years after expiration	Audited means: the year encompassed by the report have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
97-696	Monthly Statement of Balances	3 years provided audited	
97-697	Receipt Books	3 years provided audited	
97-698	Sanitation Orders Water	OHIO HISTORICAL SOCIETY 1 year after compliance	
97-699	Accident Reports	MAR 21 1997 2 years provided no action pending	
97-700	Annual Budget	STATE AND LOCAL GOVERNMENT RECORDS Permanent	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-701	Annual Budget	Permanent	
97-702	Budget Working Papers	5 years	
97-703	Annual Report	Permanent	
97-704	Application for Water or Sewer Tap Permits	1 year after final decision rendered	
97-705	Bad Check or Bad Debt Files	2 years after settlement	
97-706	Bids (successful)	15 years after completion of project	
97-707	Bids (unsuccessful)	2 years after letting of contract	
97-708	Billing Adjustment Books	Until audited	Provided audited by Auditor of State and the Audit report is released
97-709	Billing Ledger Cards	3 years after final entry provided audited	
97-710	Complaints	1 year after settlement	
97-711	Contracts and Agreements	15 years after expiration	
97-712	Correspondence	Until no longer of administrative value	
97-713	Curb Box Location Record	Permanent	
97-714	Customer Applications for Service	Until Service Terminated	Audited means the accompanying bills have been audited. Auditor of State's audit report has been released pursuant to Sec. 117.26 O.R.C.
97-715	Customer Meter Reader Cards	25 years	
97-716	Daily Meter Repair Sheets	3 years	
97-717	Daily Over and Short Reports	2 years provided audited	
97-718	Daily Work Orders	3 years	
97-719	Deposit Refund Requests	Until deposit is refunded, provided audited	
97-720	Field Books	Permanent	
97-721	House Service Cards	Permanent	
97-722	Maps and Plans	Permanent	
97-723	Meter and Valve Location Record	Permanent	
97-724	Meter Books	25 years	
97-725	Meter Test Records	3 years	
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Schedule number	Record title and description	Retention period	For use by app agencies
97-726	Monthly Account Register	10 years provided audited	<i>Provided audited by Auditor of State and Audit report is released</i> Audited means: the year 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.
97-727	Daily Collection Report	3 years provided audited	
97-728	Monthly Reports (Departmental)	Until incorporated in annual report	
97-729	Ordinances and Resolutions (copies)	Until superseded	
97-730	Project Files	Until project completed and final report issued	
97-731	Project Final Reports	Permanent	
97-732	Property Records	Permanent	
97-733	Shut-off Lists	3 years	
97-734	Suspense Account Record	Until account settled provided audited	
97-735	Water and Sewer Receipt Books	3 years provided audited	
97-736	Water Tap Record	Permanent	
97-737	Water Billing Stubs	3 years provided audited	
97-738	Water Main Location Record	Permanent	
97-739	Bacterial Analysis Records	Permanent	
97-740	Daily Chlorination Report	10 years	
97-741	Daily Laboratory Testing Records	10 years	
97-742	Distribution System Bacteriological Sampling Record	10 years	
97-743	Equipment Maintenance Records	Life of Equipment	
97-744	Fecal Coliform Reports	10 years	
97-745	Flow Charts	10 years	
97-746	Monthly Laboratory Testing Summary	Permanent	
97-747	Operating Logs	10 years	
97-748	Pump Station Monthly Reports	10 years	
97-749	Rainfall Statistics	10 years	
97-750	Record of Chemical Analysis	Permanent	
97-751	Water Quality Annual Reports	Permanent	
97-752	Water Quality Monthly Reports	Permanent	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by app agencies
97-753	Gasoline Use Record	2 years provided audited	<i>Provided audited by Auditor of State and Audit report is released</i> Audited means: the year encompassed by the records have been audited by Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.
97-754	Executive Orders	Until terminated	
97-755	Personnel Records	Permanent if not maintained by personnel	
97-756	Employee Earning Record	3 years after termination	
97-757	Employee Sick Leave and Vacation Record	Permanent	
97-758	Payroll Sheets	3 years provided audited	
97-759	Payroll Record (Journal)	Permanent	
97-760	Overtime Records	3 years provided audited	
97-761	<u>Water Pollution</u> Accident Reports	2 years provided no claims pending	
97-762	Annual Report	Permanent	
97-763	Building Plans	3 yrs residential 5 yrs commercial major structures appraise for historical value	
97-764	Licenses	1 year after expiration	
97-765	Executive Orders	Until terminated	
97-766	Annual Budget	Permanent	
97-767	Contracts and Agreements	15 years after termination	
97-768	Grievance Hearing Files	Until Resolved	
97-769	Labor Union Agreements	3 years after termination	
97-770	Personnel Records	Permanent if not maintained by personnel	
97-771	Property Inventories	Until superseded	
97-772	Purchase and Bids	Until Audited	
97-773	Reports	1 - 5 years	
97-774	Accounts Ledger	5 yrs. after last date of entry	
97-775	Accounts Payable Record	3 years provided audited	

OHIO HISTORICAL SOCIETY

MAR 21 1987

STATE AND LOCAL
GOVERNMENT RECORDS

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-776	Employee sick leave and vacation record	Permanent unless maintained by personnel	<i>Provided/ audited by Auditor of State and Audit report is released.</i> Audited means: the year 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.
97-777	Encumbrance and Expenditure Journal	7 years provided audited	
97-778	Inventory of Equipment	Until revised and audited	
97-779	Overtime Records	3 years provided audited	
97-780	Payroll Sheets	3 years provided audited	
97-781	Payroll Record Journal	Permanent unless maintained by personnel	
97-782	Purchase Orders	3 years provided audited	
97-783	Receipt Books	3 years provided audited	
97-784	Receipt for Certified Mail	2 years	
97-785	Record of Funds Received	3 years provided audited	
97-786	Requisitions	3 years provided audited	
97-787	Time Sheets	3 years provided audited	
97-788	Vouchers	3 years provided audited	
97-789	Worker's Compensation Claims	10 years after final date of payment	
97-790	Annual Report	Permanent.	
97-791	Cancelled Checks	Until issue is paid and audited	
97-792	Cash Journal	10 years provided audited	
97-793	Monthly Financial Statement	Until incorporated in annual report	
97-794	Bi-weekly Payroll Journal	3 years provided audited	
97-795	Bi-weekly Report of Sick and Vacation Leave	Until incorporated in sick & vacation leave record	
97-796	Court Orders for Payroll Deduction	Until employee terminated	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-797	Employee Pay Record Cards	Permanent	<p><i>Provided audited to Auditor of State and</i></p> <p><i>Audited means: the year 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.</i></p> <p style="text-align: right;">OHIO HISTORICAL SOCIETY</p> <p style="text-align: right;">MAR 21 1997</p> <p style="text-align: right;">STATE AND LOCAL GOVERNMENT DEPT. OHIO</p>
97-798	Employee Time Sheets	2 years provided audited	
97-799	Garnishment Orders	Until employee is terminated	
97-800	Notification of Pay Step Increases	Permanent	
97-801	Overtime Reports	2 years provided audited	
97-802	Application for Employment	Permanent if employed otherwise 1 year	
97-803	Civil Service Examination	Permanent if employed others one year	
97-804	Employee Performance Evaluation	Permanent	
97-805	Letter of Appointment	Permanent	
97-806	Personnel Records for Temporary Employees	2 years after termination	
97-807	Position Descriptions	Until superseded	
97-808	Promotion Statement	Permanent	
97-809	Record of Disciplinary Action	Until superseded	
97-810	Sick & Vacation Leave Record	Permanent	
97-811	Loan and Grant Applications	3 years provided audited	
97-812	Monthly Reports	Until incorporated in annual report	
97-813	Photographs	Appraise for historical value	
97-814	Daily Work Orders	3 years	
97-815	Industrial Waste Records	Permanent	
97-816	Maps and Plans	Permanent	
97-817	Meter Test Records	3 years	
97-818	Monthly Collection Report	3 years provided audited	
97-819	Monthly Reports (Departmental)	Until incorporated in annual report	
97-820	Pay-In Orders	Until audited	
97-821	Project Files	Until Project Completed	
97-822	Property Records	Permanent	
97-823	Special Sewer Authorizations	Permanent	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

Schedule number	Record title and description	Retention period	For use by appropriate agencies
97-824	Test Boring Record	Permanent	<p style="text-align: right; font-size: small;"> <i>Provided audited Auditor of State and Audit report is relea</i> </p> <p style="text-align: right; font-size: small; margin-top: 20px;"> Audited means: the y encompassed by the have been audited by Auditor of State and audit report has been released pursuant to Sec. 117.26 O.R.C. </p>
97-825	Water and Sewer Receipt Books	3 years provided audited	
97-826	Water and Sewer Tap Record	Permanent	
97-827	Water and Sewer Review Board Minutes	Permanent	
97-828	Analytical Data Sheet	10 years	
97-829	Bacterial Analysis Records	10 years	
97-830	Daily Chlorination Report	10 years	
97-831	Daily Laboratory Testing Records	5 years	
97-832	Distribution System Bacteriological Sampling Record	10 years	
97-833	Equipment Maintenance Records	Life of Equipment	
97-834	Fecal Coliform Reports	10 years	
97-835	Flow Charts	5 years	
97-836	Monthly Laboratory Testing Summary	Permanent	
97-837	Operating Logs	10 years	
97-838	Pump Station Monthly Reports	10 years	
97-839	Rainfall Statistics	5 years	
97-840	Record of Chemical Analysis	10 years	
97-841	Septic Tank Hauler Record	3 years provided audited	
97-842	Stream and Outfall Monitor Record	10 years	
97-843	Water Quality Annual Reports	Permanent	
97-844	Water Quality Monthly Reports	3 years	

OHIO HISTORICAL SOCIETY

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STATE AND LOCAL
GOVERNMENT RECORDS

Criminal Division

Municipal Justice Building
141 South Street, S.E.
Warren, Ohio 44481
(330) 841-2539
(330) 841-2540

Atty. Stanley A. Elkins
Prosecutor
Atty. Daniel A. Thomas
Prosecutor



Atty. Gregory V. Hicks
Law Director
City of Warren, Ohio

Civil Division

City Hall
391 Mahoning Ave., N.W.
Warren, Ohio 44483
(330) 841-2605
Fax (330) 841-2676

Atty. James R. Ries
Deputy Law Director
Atty. James E. Sanders
Assistant Law Director

September 4, 1997

Mr. Marty Meeks
State Auditor's Office
35 E. Gay Street
2nd Floor
Columbus, Ohio 43215

RE: "AMENDMENT" to Schedule of Records Retention
and Disposition

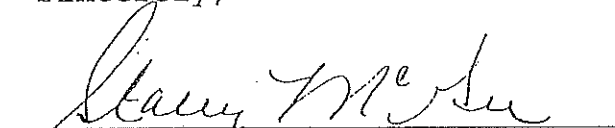
Dear Mr. Meeks:

Enclosed please find the proposed Amendment to the
Approved Schedule of Records Retention and Disposition
for the City of Warren, Ohio.

The City of Warren requests approval by the State
Auditor's Office.

Thank you.

Sincerely,


STACEY MCGEE
Commission Secretary

Enclosure

cc: David Mazzochi, Chairman

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

AMENDMENT

HUMAN RESOURCES

Schedule number	Record title and description	Retention period	For use by approving agencies
97-845	Notification of Pay Step Increases	Permanent	
97-846	Accident Reports	2 years provided no claims pending	
97-847	Application for Employment	Permanent	
97-848	Employee Performance Evaluation	Permanent	
97-849	Letter of Appointment	Permanent	
97-850	Letter of Reference	1 year after employment decision is made	
97-851	Letter of Resignation	Permanent	
97-852	Personnel Records for Temporary Employees	2 years after termination	
97-853	Position Descriptions	Until superseded	
97-854	Promotion Statement	Permanent	
97-855	Record of Disciplinary Action	Until superseded	
97-856	Reports of Bureau of Employment Services	1 year	
97-857	Unemployment Compensation Case Files	4 years after date of final payment	
97-858	Worker's Compensation Case Files	10 years after date of final payment	
97-859	Classified Employees List	Until superseded	
97-860	Correspondence	Until no longer of administrative value	
97-861	Eligibility Lists	Until eligibility expires or list is revised	
97-862	Employment Information Lists	Until Superseded	
97-863	Job Classification List	Until Superseded	
97-864	Labor Union Agreements	15 years after expiration	