SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Records Commission (2) FROM: Records Commission (2) Catifactic All All All All All All All All All Al	
(2) FROM:	
(2) C = 45 = 45	
(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in viol this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. We records listed on this form are to be microfilmed and the originals destroyed, please stipulate.	ation of /hen
Authorized department official: Name Alle Gragory V. Hicks, Law Director Da	to
(4) Approvals: Chairman, Records Commission:	
Ohio Historical Society: Name Dayid Mazzochi Dal Name Dayid Mazzochi Dal	2119An
Auditor of State,	17-97

·	Name	- C. II like hit	
(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
97-01 97-02 97-03 97-04	Civil Service Commission Annual Report Civil Service Examination Forms Classified Employees List Correspondence Eligibility List	Permanent Until Supersede Until Supersede Until no longer of administrati value. Until eligibili expires or list	il ve ty
97-06 97-07 97-08 97-09	Hearing Case Files Job Classification List Minutes of the Civil Service Commission Monthly Reports Council	Untillningo Fepga	
97-10 97-11 97-12	Agreements Annual Reports (from officials) Receipt Books OHIO HISTORICAL SOCIETY WAR 21 1997 STATE AND LOCAL GOVERNMENT RECORDS	Permanent 10 years 7 years if 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.

STATE AND DULL L GOVERNMENT RECORDS

	2014 HAOMHO	N SHEET	· · · · · · · · · · · · · · · · · · ·
Schedule number	Record title and description	Retention	Egguna
97-13		period	For use by approvin agencies
97-14	Record of Ordinances	Permanent	3-7000
97–15	Record of Resolutions	Permanent	
97-16	Ordinances (1	Permanent	
97–17	Ordinances (loose instruments)	Permanent	
97-18	Resolutions (loose instruments)	Permanent	
97–19	Record of Delivery of Legislation	3 years	
97-20	Preliminary estimate of Cost Public Hearing Files	10 years	
97-21	1	Until terminated plus five years	
97-22	Codified Ordinances	Permanent	
97-23	Council Agenda	5 years	
97-24	Budget Commission Rate Record	10 years	
97-25	Council Committee Report	7	
97-26	Ohio Dept. of Liquor Control Application	ns Permanent	
97-26 97-27	Notice of Special Committee Meetings	5 years	
97-28	Clerk's Summary of Meetings	73	•
31-20	Deeds, easements, annexations, vacations	Permanent	
97-29	Petitions	rermanent	
97-30	Proof of Publication & Affidavit	Permanent	
97-31	Legal Notices (of public hearings)	20 years	
97-32	Voucher Books (not for money)	20 years	
97-33	Correspondence	7 years	
	Community Development	5 years	
97-34	Demolition Records		
97–35	Performance Bonds	Permanent	
97–36		10 years after expiration	
	Project Files (contracts, specifications, progress reports on building projects)	15 years after completion of	
97–37	Maps	completion of project	
97–38	Plat Maps	Permanent	
97-39	_	Permanent	
97-40	Record of Lot Sales()HIU HISTORICAL SUCIETY Aerial Photographs	Permanent	The second secon
	-MAR 21 1997	Until superseded; appraise for historical value	The second secon
1989	STATE AND LOUIL GOVERNMENT RECORDS		
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Sche num	dule ber Record title and desc	Tiption		
97-41	Bids (successful)	hu011	Retention period	For use by approving
97-42	Bids (unsuccessful)		15 years after completion of project	agencies
97-43 97-44	Budget		2 years after awarding of contract	
97-45	City Properties File	l	5 years	
	Contracts and Agreements		Permanent	
97-46 97-47	Contractors' Payroll Pos		15 years after termination	
~ F. FF	Federal Project Files		Life of equipment	
97-48 97-49	Maps and Blueprints		5 years after completion of project provided have	dired means: the years compassed by the records to been audited by the
97-50	Ordinances (copies)		Permanent aud	it report to a boom
	Project Files	. т	supersedel was	addi Dilkinant ta
97-51	Requisitions		5 years after out,	117.26 O.R.C.
97-52	Research Files	F	roject .	
97–53 97–54	Statistical Reports	7 no ad va	years or until longer of ministrative lue	THE THE PARTY NAMED AND ADDRESS OF THE PARTY NAMED AND ADDRESS
97–55	Employee Time Records	,	years; appraise storical value	*** African Property Company
ور ، ~	Administrative Memoranda — Execut	ive Orders not	ears provided ited	A. Charles and the second
97-56 97-57	Certifications of Publishing Legal Correspondence with legislative of	Notice 2 ye	raise for Forical value Pars	-
7-58		admin Valu	ong as of nistrative =; generally years	· Vocamento in the control of the co
7 50	General Correspondence]		of continuous and the continuous
7–60	Grievance Hearing Files		years	**************************************
/ T	Labor Union Agreements UHIO HISTORICAL: Personnel Records	Shower 3 vear	resolved rs after lation	Tree-manner and party.
989	MAR 21 199	Perman not ma by Per	tent, if	
	GOVERNMENT REU	UADS		

chec	dule	ION SHEET
97-62		Retention
	Property Inventories	period Por use by approving
97-63	Purchases	Supercode O.
97-64	Reference Materials	Until audited Until superseded 1 - 5 years
97-65	Reports	Until superseded
97-66	Scrapbooks	Until audited Until superseded 1 - 5 years
97-67	Accounts Ledger	historical value
97-68	Accounts Payable Record	5 years after last date of entry
97-69		3 years provided audited
97-70	Annual Appropriation Ordinances (copie	es) 5 years
97-71	Poles	Permanent
97-72	Bonds of Officials or Employees	10 years of
97-73	Budget Working Papers	cerminacion
	Cash Book	5 years
97-74	Check Register	3 years after last entry provided audited
97-75	Annexation Files	3 years provided audited
97-76	Deeds	Until superseded
97-77	Easement	Permanent
97–78	Leases	Permanent
97-79		2 years after
97-80	Maps and Plans of Park Property	cybilation
	Community Development	Permanent
97-81	Complaints	Until no longer of administrative value
97-82	Housing, Land Use, Population and other special studies	5 years provided no action pending
7-83	Loan and Grant Applications	Until no longer of administrativeAudited means: the years
7-84	·	3 years provided have been audited by the
7-85	Planning Briefs CHIO HISTORICAL SOCIETY Plat Books and Files	7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	MAR 21 1997	Permanent audit report has been released pursuant to
000		Sec. 117.26 O.R.C.
989	STATE AND LUUTE	
1	GOVERNMENT RECORDS	

Schedule number	Record title and description	Retention For use by approvin period 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
	Data Processing	
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	Untiludevised
97–91	Requisitions	3 years provided audited Permanent 5 years
97-92	Annual Budget	Permanent Permanent
97-93	Budget Working papers	5 years Audited means: the years
97-94	Vouchers	3 years provided encompassed by the record have been sudited by the
•	Engineering, Planning & Building	Auditor of State and the
97-95	Building Applications	Life of structure audit report has been released pursuant to
97–96	Building Cards	Permanent Sec. 117.26 O.R.C.
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 apprasie 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 HISTORICAL SUCI	2 years after expiration provided no claims pending
97-103	MAR 21 1997 City Building Code	
	mente halities al	Until superseded retain one copy
97-104	GOVERNMENT RECOR GOVERNMENT RECOR	Permanent
3/1989		

Schedule number	Record title and description	Retention For use by approving period agencies
97-105	Contractor's Registration	2
97–106	Ledger File	3 years provided audited
97–107	Licenses	l year after expiration audited Auditoports released
97-108	Minutes of Zoning Appeals Board	Permanent
97-109	Monthly Statistical Report	l 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 Audited means: the years
97-124	Field Notes	Permanent encompassed by the record
97– 125	House Number Record	Permanent have been audited by the
97–126	Job Orders	Auditor of State and the audit report has been
97-127	Maintenance Orders OHIO HISTORICAL SOCIET	2 years released pursuant to
97-128	Maps and Blueprints	Permanent Sec. 117.26 O.R.C.
97–129	Ordinances (copies) MAP 31 1937	Until superseded
	STATE AND LEADAL	
3/1989	GOVERNMENT RECORDS	

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num.	per Record title and description		Retartis	
97–130	Research files		Retention period	For use by approvir
97-131 97-132 97-133	Sanitary Sewer Records Sewer Testing Records Special Assessments Record		7 years or until no longer of administrative value Permanent 5 years	agencies
97-134			3 years after A	Troviced suchted by the lidit report is released.
97 - 135	Deeds	I	provided audited	idition of Stand by an
255	Personnel Records	P	Permanent	Toylcod suched by the idle report is released.
97- 136	Housing, Land Use, Population	. P	ersonnel dept.	10188801.
97-137		Ur of	ntil no longer f administrative	
97-138	Plat Books and Files Project Reports	1	llue.	
97-139	Agency and Aron a	- 1	rmanent	
97-140	Agency and Area Commission Files	Ret	Ports on 1 7	
97-141	Annexation Case Files			
97-142	Appeals on Interpretation of Code	į	manent	
97-143	or Zoning Adjustments C	i	manent	
97-144	l adming Addustments 7	ł	manent	Vicini
97-145	B LEIMIE Record	i i	Manent Manent	The state of the s
97-146	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ם עד רו	1770	
97-147	Demolition Permits Index to Variance Permit	1 -5 4	ction pending	Terran November and Park
97-148		Perma	anent	•
	Loan and Grant Applications STAIC AND LUCA MINUTES of Architectural Port	Perma	anent Audited	means: the years
97–149	Minutes of Architectural Review Board	形 yea audit	ed provided have bee	en sudited by the
97-150	Minutes of the Board of Herri	Perma	Auditor o	II DIDID And AL.
97-151 97-152	che board of 70-d	Perman	nent released	Off has been Oursuant to
97-152 17-153	- CAC OLLY Reputiful	Perman	nent Sec. 117.	26 O.R.C.
7-154	the Development C.	Perman	tent	The second secon
7 1	or the Planning Com.	Perman	 	
	-rancy remit Record	Permane -	•	-
		Permane	ent /	**************************************
1989				1
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, ched ∠ numb		Record vive			
97–156		Record title and description Photographs		Retention period	For use by approvin
97-157		Planning Briefs		Appraise for historical value	agencies
97-158	- 1	Quadrant Files		Permanent	
97–159	1	Rezoning Applications		5 years	·
97–160	,	Rezoning Case Files		Until final act	on led
97-161		Subdivsion Files		5 years after final decision rendered	
97-162		Coning Case Log		Permanent	
97-163	Z	oning Certification	- 1	Permanent	
97-164	0	oning Certificate for Occupancy and fand and Buildings	l Use	Permanent	***************************************
		oning Change Request			
97-165	Zo	ouing Permit Record		5 years provided no action pending	
07 166	<u>Fi</u>	nance		Permanent.	
97-166	Anı	nual Report			
97-167	Ce	rtificates of Insurance	1	Permanent	
97-168 97-169	Led	ger File	P	years after expiration rovided no laims pending	Provis
27-109	Peri	formance Bonds	aı	years provided	Augina adding
97-170	Proj	ect Files	10 ex	years after Piration	Provided audited by the Augilian or State and the report is released.
97 – 17 <u>1</u>	Bids	(successful)	15 cor	years after pletion	oleasad.
97-172	Bids	(unsuccessful) OHIO HISTORICAL DO	15 com	years after pletion	
97-173	Contr	(unsuccessful) OHIO HISTORICAL SO acts and Agreements	CIE M2 y	ears	**************************************
97-174		ances (copies) MAR 21 1997	15 ter	years after mination	700
7-175	Requis	Sitions	Unt		
7–176		Assessment Record VERNMENT RECORD	3 ye	il superseded	
7-177		•	RES 3. ye	4 .	ed means: the years
		Budget	prov	インジョンニースト し こっかい	11555 TOP 1 PM 250
170	Certifi	ications of Publishing Legal Notice	Perma	ment Audito	or of State and w
119	General	shouttence	2 yea	ira i uadil	ICUSIST BOO Same
989 .			1 -5	1010000	rd pursuant to 17.26 O.R.C.
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Schedule number	Record title and description	Retention For use by approvir period agencies
97–180	Labor Union Agreements	3 years after termination
97–181	Accounts Ledger	v 5 years after last entry provided audited
97–182	Accounts Payable Record	3 yrs. provided audited
97-183	Accounts Receivable Ledger	3 years provided
97-184	Ammod Ammodiation C. 11	addited
97-185	Annual Appropriation Ordinances (copies)	5 years
97-186	Annual Certificate of Estimate Resources	7 years
97-187	Annual Financial Report	Permanent
97–187	Annual Report to Auditor of State	5 years
97–189	Appropriation Ledger	5 years provided audited
	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 Audical means the years
97–200	Checking Account Statement	3 years provided 880000000000000000000000000000000000
97-201	Employee earning record OHIO WISTORICAL SOCIETY	7 years provided audited; if not maintained by released pursuant to
ł	MAR 21 1997	Sec. 117.25 O.R.C.
3/1989	S.ATE AND LOUD L GOVERNMENT RECORDS	

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Sche num	ber Record title and description	
97-20	2 Employee earning record	Retention For use by approv
97-20	1	3 years after dyencies
97-204	Employer Quarterly Federal Tax Retur	maintained by personnel.
97-205	Encumbrance and Expenditure Journal	audited Towns
97-206 97-207	Federal Revenue Sharing Account	7 years provided audited
	Fire Dept. Expenses	7 years provided
97-208 97-209	Indebtedness Statement	7 years provided 3 years provided audited Permanant
97-210	Insurance Policies	2 Years of
97-211	Inventory of Equipment	Until rowi
	Oaths of Office of Elected Officials	Termination
97-212 97-213	Oil and Gas Drilling Permit	of office plus 10 years
97-214	Layroll Sheets	Permanent
2, 214	Payroll Record (Journal)	3 years provided audited
97–215	Pay-In Orders	Permanent unless maintained by personnel dept
97-216	Policemen's and Firemen's Disability and	
97-217	Police Uniform Allowance Record	Permanent
97-218	Posting Sheets and Cards for Paid Bills	3 years provided audited
97-219	Public Employees Reting	1 _ 1.
97-220	Public Employees Retirement System Option Exemption Record Purchase Orders	1 Permanent Audited means: the years
97-221	Receipt Books OHIO MISTORICAL SOC	emanipassed by the reach have been suched by the
97-222	Receipts and Expenditures Report to	Auditor of State and the audited Provided audited Provided audited released pursuant to Sec. 117.26 O.R.C.
1989	GOVERNMENT RECORDS	S
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Schedule number	Record title and description	Retention For use by approvin agencies
97-223	Record of Funds Received	
97-224	Report of Examination of City by Auditor of State	Permanent August Company
97–225	Settlement Sheet ot Tax Distribution from County Auditor	3 years provided audited Permanent 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 Audited means: the years
97-237	Cash Journal	10 years provided have been cudited by
97-238	Coupons (Redeemed)	Until issue is paid, audit report has been
97-239	Record of Registered Bonds	Permanent Sec. 117.26 O.R.C.
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 OMIO HISTORICAL SOCIETY	Until Superseded
97-244	Arson Reports MAR 21 1997	Permanent
	White was 1007	
3/1989 -	STATE AND LLE GOVERNMENT REGURDS	

/ _	1		SHEET
- / / <u>- </u>	Schedule number	Record title and description	Retention For use by approvi
	97-245	Bids for Equipment (successful)	Until equipment out of service
	7-246	Burning Complaint File	1 year
	7-247	Daily Alarm Log	
•	7-248	Environmental Protection Agency Burning Violation Record	5 years 5 years after
•	7-249	Equipment Maintenance Records	Violation corrected
	7-250	Fire Code (Copies)	Life of equipment
	7-251	Fire Investigation Files and Index	Until superseded
	7 -2 52	Fire and Loss Record	Permanent
97-	'-253	Firework Permits	Permanent
97-	-254	Gas and Oil Disbursement Record	20 days after expiration
97-	-255	Hydrant Location Record	1 year provided Audit report is release
97-	-256	Hydrant Maintenance Record	1 1
97–	-257	Inspection of Structures Record	2 years after test date
° 97–2	258	Insurance Claim File	Life of structure
∞ 97 – 2	259		10 years after final settlement
97-2	ļ	Master Run Reports	3 years
97-20		Monthly Reports	Until incorporated in annual report
		Radio/Phone Calls Audio Recording Tape	30 days erass on 1
97-26	.62	Training Materials File	reuse provided no action pending
97-26	63	Training Records	Until superseded
97-26	64	OHIO HISTORICAL SOCIET	
97-26	65	Truck D.	Life of vehicle
97-26	I	Violation Notices	Life of vehicle
97-267		Augo a sur	1 year after violation corrected
97–268	8	Firemen's Disability and Pension Fund	l year after schedule change
97-269	9]]	Employee Records	Permanent
			Permanent unless maintained by Personnel
3/1989			

. Schedule number	Record title and description	Retention period	For use by approvir agencies
97–270	Health Immunization Record	Permanent	agenoles
97-271	Confidential Case Report	Permanent	, ,
97-272	Communicable Disease Ledger	Permanent	
97-273	Consolidated Communicable Disease Report	Current Record	I
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 Re		
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	
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	
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 clie 4 years	nts
97-294	Hypertension Care Record	Five Years afte last care given	
97-295	Hypertension Enrollment Record	Five Years	
97-296	Diabetes Screening Report	Five Years	
97–297	Report of Diagnosis ODHOS9	Permanent	UHIC HISTORICAL SOCIET
97–298	Enrollment Application ODHRFI	Permanent	mar 31 1997
3/1989			SILLE AND LOGAL GOVERNMENT RECORDS

97-300 97-301 17phoid Fever Surveillance Report 13rt service given 18re Surveillance Report 18re Survice given 18re Survice Summary of Investigation 18re Survice Surveillance Report 18re Survice Siven 18re Survice Surveillance Report 18re Survice Siven 18re Su	Sche				A SHEEL	00 1	1 0 14
97-299 RF Drug Recorder From RF 3 Typhoid Fever Surveillance Report Epideomiologic Summary of Investigation Perpetual equipment inventory 1. Invoice Vouchers 97-302 Perpetual equipment inventory 1. Invoice Vouchers 97-304 Order and Receipt for Drug Biologicals School Hoards, Welfare Departments and other Six months after anoths afte	numl	er	Record title and descri	ription	- Botonti		
97-300 97-301 97-302 Perpetual equipment inventory 1	97-299	Dr. n			period	òu	For use by approvi
97-301 Epideomiologic Summary of Investigation 97-302 Perpetual equipment inventory 97-303 Contract Record Only 97-304 Order and Receipt for Drug Biologicals 97-305 School Boards Welfare Departments and other Six months after audit 97-306 Insurance, fire and theft 97-307 Invoice Vouchers 97-308 Insurance, fire and theft 97-309 Insurance, Professional Liabilities 1 Insuran	· ·	for Drug	Recorder From RF 3				agencies
Perpetual equipment inventory Perpetual equipment inventory 1		Typhoid I	ever Surveillance P		last servi	after Ce city	
97-303 Invoice Vouchers 97-304 Order and Receipt for Drug Biologicals 3 years or six months from Six months after and the frofessional Services 97-305 School Roards, Welfare Departments and other Six months Insurance, fire and theft One year beyond statute of illustrations 97-307 Insurance, Professional Liabilities 97-308 Legal Opinions 97-309 NCI-CCSP Cytology Report NCI-CCSP Registration & Wistory 97-311 NCI-CCSP Init Screening Report NCI-CCSP Init Screening Report NCI-CCSP Annual Recall Diabetes Screening Results After last care given to patient 97-314 Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results Five Years			TORIC Summary - c -		Five Years	ar gryen	
Javoice Vouchers Order and Receipt for Drug Biologicals School Boards, Welfare Departments and other Six months after audit professional Services Javoice Vouchers School Boards, Welfare Departments and other Six months after audit months after audit professional Services Justin Superance, fire and rheft One year beyond statute of limitations One year beyond statute of limitations Professional Liabilities Fifty Years Until Superseded 2 years after last care given to patient patient of limitations NCI-CCSP Cytology Report NCI-CCSP Unit Screening Report After last care given to patient pati		Perpetual	equipment inventory	vestigation			
97-305 97-306 School Boards, Welfare Departments and other Six months after mulit Professional Services Insurance, fire and theft 97-307 Insurance, Professional Liabilities Iegal Opinions 97-308 Iegal Opinions 97-310 NCI-CCSP Cytology Report 97-311 NCI-CCSP Engistration & History 97-312 NCI-CCSP Unit Screening Report After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Screening Results After last care given to patient Diabetes Survey Index 97-316 Diabetes Surcose Tolerance After last care given to patient Diabetes Survey Index Sanitarian Time Sheets 97-320 Blueprints, Drawings, Plans, Sketches Piv Sears Prod Service Operation Survey Report Professional Services and theft One year beyond Statute of Statute		Invoice Vo	ouchers		Current Rec	ord	
School Boards, Welfare Departments and other Six months Professional Services Insurance, Fire and theft One year beyond Statute of Insurance, Professional Liabilities Prifty Years Prifty Years Professional Services Insurance, Professional Liabilities Prifty Years P	97-304	į.			Six months audit	after	
Professional Services Insurance, fire and theft One year beyond statute of limitations Professional Liabilities Professional Liabilities Professional Services Insurance, fire and theft One year beyond statute of limitations Professional Liabilities Professional Services Insurance, fire and theft One year beyond statute of limitations Professional Liabilities Professional Services Professional Services Professional Services Insurance, fire and theft One year beyond statute of limitations Professional Liabilities Prifty Years Prifty Y	97-305	School r	Tor Drug Bi	ologicals	1 -	.	
97-307 97-308 97-309 97-309 NCI-CCSP Cytology Report 97-310 97-311 NCI-CCSP Registration & History 97-312 97-313 97-314 97-315 97-315 97-316 97-316 97-316 97-317 97-317 97-317 97-318 97-318 97-319 97-310 97-310 97-310 97-311 NCI-CCSP Authorization Form 101abetes Screening Results After last care given to patient pati	97-306	Professiona	rds, Welfare Departm al Services	ents and otl	months after	audit	
97-308 97-309 97-309 NCI-CCSP Cytology Report NCI-CCSP Registration & History 97-311 NCI-CCSP Unit Screening Report NCI-CCSP Unit Screening Report NCI-CCSP Unit Screening Report NCI-CCSP Authorization Form 97-312 NCI-CCSP Authorization Form After last care given to patient NCI-CCSP Annual Recall Diabetes Screening Results After last care given to patient NCI-CCSP Annual Recall Diabetes Screening Results After last care given to patient Diabetes Survey Index After last care given to patient Diabetes Survey Index After last care given to patient Diabetes Survey Index Saultarian Time Sheets Orders (other than nuisance abates) One full year after Compliance Prod Service Operation Survey Report Five years Fiv	•	Insurance,	fire and theft		1		
97-309 NCI-CCSP Cytology Report 97-310 NCI-CCSP Registration & History NCI-CCSP Unit Screening Report NCI-CCSP Unit Screening Report NCI-CCSP Unit Screening Report NCI-CCSP Authorization Form After last care given to patient pat		Insurance	D		One year beyo	ond	
NCI-CCSP Cytology Report 97-310 NCI-CCSP Registration & History 97-311 NCI-CCSP Unit Screening Report NCI-CCSP Unit Screening Report NCI-CCSP Authorization Form NCI-CCSP Authorization Form NCI-CCSP Annual Recall Diabetes Screening Results NCI-CCSP Annual Recall Diabetes Screening Results NCI-CCSP Annual Recall Diabetes Screening Results NCI-CCSP Annual Recall After last care given to patient patient		Legal Opinio	rrofessional Liabili Ons	ties		1	110000000000000000000000000000000000000
97-310 97-311 97-312 97-313 97-314 97-314 97-315 97-315 97-315 97-316 97-316 97-316 97-316 97-317 97-316 97-316 97-317 97-317 97-317 97-318 97-318 97-319 97-319 97-320 Blueprints, Drawings, Plans, Sketches 97-321 Pood Service Operation Survey Report Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine Porman After last care given to patient After last care given to patient patien	97-309	NCI-CCSP Cyt	Cology Report			101	
97-312 97-313 97-314 97-315 97-316 97-316 97-317 97-317 97-318 97-318 97-318 97-319 97-319 97-320 Blueprints, Drawings, Plans, Sketches 97-321 Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine NCI-CCSP Authorization Form After last care given to patient patien				.	2 7025	1 -	
97-313 97-314 97-315 97-316 97-316 97-317 97-317 97-317 97-318 97-318 97-319 97-320 Blueprints, Drawings, Plans, Sketches 97-321 Food Service Operation Survey Report Food Handler's Permit Gertification of Vending Machine After last care given to patient After last care given to patient patien		TITTO TOTAL	Screening n	After las	care given to	1 .	
97-314 97-315 97-316 97-316 97-317 97-317 97-318 97-318 97-319 97-319 97-320 Blueprints, Drawings, Plans, Sketches 97-321 Food Service Operation Survey Report Food Handler's Permit Gertification of Vending Machine Piabetes Screening Results After last care given to patient ast care given to patient ast care given to patient attent patient		- GOOT MILED	Orization R		· care given to	L	The Northware and State of the
97-315 97-316 97-317 97-318 97-318 97-319 97-320 Blueprints, Drawings, Plans, Sketches 97-321 Pood Service Operation Inspection Form Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine Weekly Report on Diabetes Screening After last care given to patient patient ast care given to patient patie		COSE Annu	al Recall		care given to	ſ	** destruction
97-316 97-317 Diabetes glucose Tolerance Piabetes Survey Index Sanitarian Time Sheets Orders (other than nuisance abates) Prod Service Operation Inspection Form Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine Diabetes Survey Index After last care given to patient P		Weekly Report	ening Results		Care of	1	·
Sanitarian Time Sheets Orders (other than nuisance abates) One Blueprints, Drawings, Plans, Sketches Pive years or as long as the project exists Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine After last care given to patient Five Years Full year after compliance Full year after compliance Yive Years Five years Five years Five years Current Record Duly Six Months MAR 31 1997		Diabetes gluco	on Diabetes Screeni	ng After Las	t care siven to	patient ·	
97-319 Sanitarian Time Sheets Orders (other than nuisance abates) Blueprints, Drawings, Plans, Sketches Five Years full year after compliance years or as long as the project exists Five years Food Service Operation Inspection Form Food Service Operation Survey Report Food Handler's Permit Gertification of Vending Machine After last care given to patient Five years Full years years or as long as the project exists Five years Five years Current Record Duly Six Months			y indov	1	" vare ormal l		A recommendation
Blueprints, Drawings, Plans, Sketches Five years or as long as the project exists Five years Food Service Operation Inspection Form Food Service Operation Survey Report Food Handler's Permit Gertification of Vending Machine Five years		oanitarian Time	Sheats	·	-are given to b	Patient atient	
Food Service Operaton Inspection Form Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine Blueprints, Drawings, Plans, Sketches Five years or as long as the project exists Five years Five years Current Record Only Six Months MAR 21 1987		orders (other t	chan nuisance abates) 0- -	ve Years		**************************************
Food Service Operaton Inspection Form Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine Food Service Operaton Inspection Form Five years Current Record Six Months MAR 31 (GG7)	37-320	Blueprints, Dra	wings, Plans co	Co	-L-rance		
Food Service Operation Inspection Form Food Service Operation Survey Report Food Handler's Permit Certification of Vending Machine Five years Current Record Six Months Current Record	97-321			, ,	the project		The such space / Among
Food Handler's Permit Certification of Vending Machine Food Handler's Permit Six Months Five years Current Record Only Six Months	97-322	Cood Service Ope	raton Inspection Fo	ex	sts		Stranger and Constitution of C
Certification of Vending Machine Current Record Only Six Months Current Record Only	77–323	Obe	rarion o		ł .		(Verter and Anna Anna Anna Anna Anna Anna Anna
1989 MAR 31 1997	/ 20/	~ 0 18	::: f 710 71 #→			"' HISTORIC	AL COME
1989 1000 m 4 10000 m 4 1000	1		machine	Six	Months Months		3635
GOVERNMENT RECORDS	נספי	•	,				
1 · · · · · · · · · · · · · · · · · · ·	. '				3	OVERLAMENT	LOCAL RECORDS

Schedule number	Record title and description	Retention period	For use by appr agencies
			33
97–32 5	School Building Inspection Form	Five Years	
97-326	School Sanitation Record	During Period Operation	of ·
97-327	Inspection (or housing) Record Summary Ca	rd Five years	
97-328	Swimming Pool Inspection Forms	Five years unt	red.
97–329	Swimming Pool Sanitation Record	During period equipment and facility and 5 years thereaft	5
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 o	£
97–333	Inspection Forms Park Camp Sanitation	Five years	·
97–334	Application for License to Operate a House	Six months aft audit complete	er
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 Oper	ation
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 expirat	ion
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 Year	
97-348	Analysis of Pasteurized Milk and Milk Products	During Period of operation	JATO HISTORICAL SOCI
97–349	Milk Plant Equipment Test Reports	Five Years	WAR 81, 1997
97-350	Milk Hauling Facilities Inspection Report	Five Years	
/1989			STATE AND LOCAL GOVERNMENT REGOR

Schedule number	Record title and description	Retention period	For use by appro agencies
97-351	Application for a Milk Hauler License	rive Years	
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	Audited means: the year encompassed by the reci
97–355	Application to Drill Well or Install	Six Months after	tave been audited by the Radian of State and the
97-356	Drillers and Installers Permit Stub	Six Months after audit	audit report has been released pursuant to
97-357	Existing Water Supply Inspection Form	Five Years	Sec. 117.26 O.R.C.
97–358	Water Supply Record Card	Retain during facility operati	on
97-359	Well Log	Ten years	
97–360	Request for Water Sample	Until requester notified of resu	lts
97–361	Application for sewage disposal	Six Months after audit:	·
97–362	Sewage Disposal Inspection Reports	Period of Operat	ion after
97–363	Perculation 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 ye	e <mark>ars</mark> ilo HISTORICAL SO:
97–373	Microbiology Report - Positive	Permanent	nuid albunahar oh
97-374	Microbiology Report - Reactive	Permanent	MAC 9.4 19.19
97-375	Prenatal Blood Tests & Gonorrhea	Five Years	MAR 32 1957
97–376	Water Bacteriology	Five years	STATE AND LOCAL
97–377 3/1989	Water Chemistry	Ten Years	GOSA TRANSPORTED

number	Record title and description	Retention period	For use by approving agencies
07 276			
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 Recor	d
97–383	Venerial Disease Informant Report	Five years.	
97–384	Venerial Disease Patient Report	Permanent	
97–385	Venerial Case Register or Index Syphilis	Five Years	
97–386	Laboratory Report - Syphilis, GC Other VI	One year	
97-387	Tuberculosis Register Record	Five years aft	ter inge
97-388	Contact Data when pos	May be destroy	zed
97–389	Drug Therapy Record	May be destroy	ved when
97–390	Davis III	be destroyed when	posted
97-391	Report of Positive Laboratory Findings	Current Record	
97–392	Patient Folders	Five years, la	et
97–393	TB Case Reports	Current Record	Only
97-394	TB Interchange	Current Record	,
97-395	TB Interchange List Recap by Periods	Current Record	"
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	OHIO HISTORICAL SOCIET
97-400	Birth Certificate	Permanent	Outh arothnam anage.
97-401	Death Certificate	Permanent	MAR 21 1997
97-402	Stillbirth Certificate	Permanent	
97-403	Affidavit		STATE AND LUG. L GOVERNMENT RECORDS
97-404	Supplement (adding name of child)	Permanent	GOVERNMENT HEODALL
/1989	Premone (adding stame of child)	Until posted to birth certificate	

Schedule number	Record title and description	Retention For use by approvir period 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
97-425	Law Accident Reports	expiration SHO HISTORICAL SOCT 2 years provided no claims pending
97-426	Administrative Memoranda	Until superseded MAR 32 1997
97-427	City Building Code	Until superseded STATE AND LUCAL
97-428	Project Files (contracts, specifications, progress reports on building projects)	15 years after GOVERNMENT RECORD

Schedule number	Record title and description	Retention For use by approving period 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	Five years 7 years provided audited 3 years provided Auditor of State and the audited 3 years provided audited 3 years provided audited 3 years provided Audited means: the years and the audited
97-432	Monthly Report of Municipal Court	3 years provided Auguston audited
97-433	Oaths of Offices of Elected Officials	Termination Of State Of.
97-434	Purchase Orders	3 years provided 3 years provided
97-435	Receipt Book	3 years provided Audited means: the years
97-436	Requisitions	3 years provided have been sudited by the
97-437	Case Files, Civil	Auditor of State and the 10 years provided audit report has been
97-438	Case Files, Criminal	20 years provided Sec. 117.28 O.R.C.
97-439	City property Files	no action pending 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 OHIC HISTORICAL 300
97-446	Annexation Files	Permanent Cano monomisms of the Permanent
97-447	(Bids) Successful	15 Years WAR 21 1937
97-448	(Bids) Unsuccessful	2 years after letting of STATE AND LODAL
97-449	Board or Dept. Minutes	contract 2 years provided original is kept
97-450	Code of Ordinances	by board.
97-451	Contracts and Agreements	Permanent 15 years of the
3/1989	авичения,	15 years after expiration

Schedule number	Record title and description	Retention For use to period age	oy approvencies
97-452	Ordinances	Permanent	•
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 Provides	
97 – 458	Employee Time Sheets	Permanent 2 years provided Auditor of Standard Permanent Permanent Permanent	idited by
97-459	Notification of Pay step Increases	Permanent Permanent	Taka d
97-460	Letter of Appointment	Permanent	⁻ " ^{ପସି} ଧିକ୍ର
97-461	Letter of Reference employm	l year after ent decision made	
97-462	Letter of Resignation	Permanent	
97-463	Personnel Records for Temp. Employees	2 years after termination	
	Mayor's Office		
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 OHIO HIST	JEDZAL S
97–473	Licenses	1 year after	
97-474	Minutes of the Board of Control	Permanent WEK	31 199
97-475	Project Plans, Drawings, and Maps	Life of Project	1 (Ase.
97-476	Property Inventories	Until superseded GOVERN	MENT he
97–477	Purchases and Bids	Until audited	
97-478	Reference Materials	Until superseded	
97-479	Reports	1 - 5 years	
3/1989		,	

Schedule number	Record title and description	Retention For use by app period 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
	Purchasing	
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 Until terminated 3 years provided Auditor of State and the audited 3 years provided audited 1 year provided audited 1 year provided audited
97–491	Vouchers	3 years provided sport is and ited
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 UHIU MISTORIGAL SCunless transferred
97-499	Property Inventories	Until Superseded MAR 21 997
97–500	Sale of City Property	Permanent
	Municipal Court	STATE AND LOG
97–501	Affidavits and Warrants Civil and Crim	inal 25 years after case closed
	·	
	•	

Schedule number	Record title and description	Retention For use by approperiod agencies
97-502	Annual Report	Permanent
97-503	Arraignment Record	Until final disposition of case
97-504	Audit Reports	Permanent 3 years provided Auditor of Company
97-505	Bail Bond Record	3 years provided Auditor of Cials and audited Until all bonds
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	l year after last entry, provided audited (MH) MISTORICAL SC
97–518	Correspondence	Until no longer of administrative value 1 - 5 years MAR 21 1997
97-519	Court Calendar	1 year after last STATE AND LUCK
97-520	Criminal Preliminary and Appearance Docket	25 years GOVERNMENT REGULATION Audited moons to
97-521	Daily and Monthly Reports of Fines Collect	audited have been audited to
97-522	Employee Time and Attendance Records	3 years provided audit report has been
97–523	Execution Docket	released pursuant to Sec. 117.26 O.R.C.
3/1989	·	

Schedule number	Record title and description	Retention For use by approv period agencies
97-524	Foreign Certificate of Judgment Cases	25 years after case closed
97–525	Foreign Certificate of Judgment Index	Permanent
97–526	Foreign Certificate of Judgment Docket	Permanent 25 years after last entry 7 years provided to the port is released. Permanent Permanent Permanent
97–527	General Debtor Accounts Case Disbursement Journal	7 years provided the portion of State of the
97-528	General Index To Court Cases	Permanent Permanent
97–529	Journal or Minutes	Permanent
97-530	Judgment Entry Journal or Docket	25 years
97–531	Minor Misdemeanor Docket	25 years
97532	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 MISTORICAL SOCIETY audited
97–541	Praecipe Docket	25 years after MAR 21 1997
97-542	Probation Division Annual Report	Permanent STATE AND LOCAL
97–543	Probation Division Daily Record Sheet	3 years SOVERNMENT RECORDS
97-544	Probation Division Master Card File	Permanent Audited means: the year
97-545	Probation Division Monthly Reports	Until compiled encompassed by the resident annual report have been audited by the
97-546	Probation Division Pre-Sentence Reports	10 years Augitor of State and the
97-547	Receipts	3 years provided audit report has been released pursuant to
97–548	Rental Escrow Dockets	Sec. 117.26 O.R.C. entry
97-549	Small Claims Appearance Docket	25 years after last entry
	Traffic Case Files	5 years after

Schedule number	Record title and description	Retention For use by appr period 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	15 years after final settlement 3 years provided audited 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 Audited means: the ye
97-571	Employee Time Records	3 years provided encompassed by the readited have been audited by
97-572	Gasoline Use Records	2 years provided Auditor of State and to audited audit report has been
97–573	Haul Tickets OHIO HISTORICAL SOCIETY	2 years provided released pursuant to Sec. 117.26 O.R.C.
97-574	Monthly Reports MAR 31 1997	Until incorporated in annual report
3/1989	STATE AND LUGAL GOVERNMENT RECORDS	

Schedule number	Record title and description	Retention For use by app period 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 OHIO HISTORICAL SUCIETY	Until reconciled Audited means: One with bank deposit record encompassed by the
97–594	Cash Book. WAR 21:1997	navo been sudited 3 years after Auditer of State and Last date of entry audit report has been
97-595	Equipment Inventories STATE AND CUCAL GOVERNMENT RECORD	3 years provided released pursuant to sec. 117.26 O.R.C.
97-596	Equipment Maintenance Records	Life of Equipment

Schedule number	Record title and description	Retention For use by approperiod agencies
97–597	Fee Books	3 years provided audited
97≃598	Insurance Policies	3 years provided audited 2 years after expiration Permanent Permanent
97-599	Maps and Plans of Park Property	Permanent Permanent
97600	Minutes of Ball Commission	Permanent 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
97-621	Police Annual Budget	İ
97-622	Budget Working Papers	Permanent
97-623	Annual Financial Report	5 years
97-624	Monthly Statement of Balances	Permanent 3 years provided
97-625	Overtime Records	audited 3 years provided audited
97–626	Policemen's Disability and Pension Fund	Permanent
97-627	Police Uniform Allowance Record	Audited masses the use
	The state of the s	audited encompassed by the ser
97-628	Receipt Book	3 years provided Auditor of State and the
97-629	OHIO HISTORICAL SCORT. Record of Funds Received	3 years provided released pursuant to
	MAR 21 1997	audited Sec. 117.26 O.R.C.
3/1989	STATE AND LOOK C GOVERNMENT RECORDS	

Schedule number	Record title and description	Retention For use by apperiod agencies
97-630	Requisitions	
97-631	Time Sheets	3 years provided Authority of Stollar
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 0.000 TORRESS by the
97-638	Gasoline Use Records	2 years provided Auditor of Stota and
97-639	Oil Disbursement Record	1 year provided 1963394 Sursuant to
97-640	Radio/Phone Calls Audio Recording Tape	30 days erase and reuse provided no action pending
97–641	Work Schedules	l 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 OHIU HISTORICAL SOCI	÷√3 years
97-648	Business Security Records	Until superseded
97–649	Child Abuse Records MAR 21 1997	7 years after case closed
97–650	Complaint Reports STATE AND EDUML GOVERNMENT REGORD	2 years provided on action pending
97–651	Criminal Case Files/Felonies **except homicides	6 years provided no action pending
3/1989		

Schedule number	Record title and description	Retention For use by app period 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
97–6 56	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
97-960	Junk Vehicle Cards	2 years after sale or disposition
97–661	Juvenile Arrest Cards	Until the age of 18
97-962	Master Name Index	Permanent
97-563	Missing Person Reports	20 years or until person is found
97-964	Offense Report, Felonies *except homicides	6 years provided no action pending
97665	Offense Report, Misdemeanors	2 years provided no action pending
97–666	Polygraph Record	6 years
97-967	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending
97 -5 68	Telephone Log	2 years
97-969	Radio Log	2 years
97-\$70	Parking Collection Record	Until audited
97 -5 71	Recovered Property Record	2 years after disposal of property
97-572	Rules and Regulations	Until superseded
97-573	Subpoenas	Until discharged
97-574	Warrants OHIO HISTORICAL SOCIETY	Until discharged
97-575	Tow Tickets	3 years after baid.
97-676	Traffic Citations STATE AND LOCAL GOVERNMENT RECORDS	Audited means: the year audited audited have been suched by the real have been suched by the Auditor of State and the
3/1989		audit report has been released pursuant to Sec. 117.26 O.R.C.

Schedule number	Record title and description	Retention For use by approperiod agencies
97–677	Training Materials File	Until superseded
97-678	Training Records	Merge with personnel
97679	Type of Crime File (computer)	Permanent
97-680	Insurance Files	2 years after expiration
97-681	Labor Union Agreements Sanitation	15 years after expiration
97-682	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 by audited audited audited audited audited audited by audited audited by audited
97-688	Haul Tickets	2 years provided Alight report is release
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
97–694	Payroll Record (Journal)	audited Permanent, unless maintained by personnel dept.
97-695	Contracts and Agreements	15 years after Audited means: the year expiration
97-696	Monthly Statement of Balances	3 years provided have been audited by the real audited. Auditor of State and the
97–697	Receipt Books	3 years provided and rejeased pursuant to
97–698	Sanitation Orders OHIO HISTORICAL SOCIETY Water	1 year after Sec. 117.26 O.R.C.
97-699	Accident Reports MAR 21 1997	2 years provided no action pending
97–700	Annual Budget STATE AND LOUAL GOVERNMENT RECORDS	Permanent

Schedule		. Retention For use by appro
number	Record title and description	Retention For use by approperiod 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	l 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 Auria ded 2
97–709	Billing Ledger Cards	of contract Until audited 3 years after final entry provided report is released. 1 year after
97-710	Complaints	l 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 news
97-715	Customer Meter Reader Cards	25 years On Wall Direct Con-
97-716	Daily Meter Repair Sheets	3 years have been their a
97-717	Daily Over and Short Reports	2 years provided audit report has area released pursuant to
97–718	Daily Work Orders	3 years Sec. 117.26 O.R.C.
97-719	Deposit Refund Requests OHIO HISTORICAL SOCIE	Until deposit is Yrefunded, provided audited
97-720	Field Books	Permanent
97-721	House Service Cards WAR 21 1997	Permanent
97–722	Maps and Plans STATE AND LOCAL	Permanent
97-723	Meter and Valve Location Record	Permanent
97-724	Meter Books	25 years
97-725	Meter Test Records	3 years

Schedule number	Record title and description	Retention For use by app period agencies
97-726	Monthly Account Register	Retention For use by app period agencies 10 years provided Audio of audited 3 years provided audited Until incorporated in annual report
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 Addited means the year audited encompassed by the re-
97-736	Water Tap Record	Permanent have been audited by t
97-737	Water Billing Stubs	3 years provided audit report has been released pursuant to
97-738	Water Main Location Record	Permanent Sec. 117.26 O.R.C.
97-739	Bacterial Analysis Records	Permanent
97-740	Daily Chlorination Report	10 years
97-741	Daily Laboratory Testing Records	10 years
97742	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 ONIO HISTORICAL SUCIET
97-751	Water Quality Annual Reports	Permanent
97-752	Water Quality Monthly Reports	Permanent MAR 31 397
3/1989		STATE AND LOCAL BOVERNMENT RECORDS

Schedule number	Record title and description	Retention For use by approperiod agencies
	·	- agoncies
97–753	Gasoline Use Record	2 years provided audited
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	Water Pollution Accident Reports	2 years provided no claims pending
97-762	Annual Report	Permanent
97–763	Building Plans major s	3 yrs residential 5 yrs commercial tructures appraise for historical value
97–764	Licenses	l 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 CHIO HISTORICAL SOCIETY	5 yrs. after last date of entry Audited means the ye
97–775	Accounts Payable Record MAR 21 597	3 years provided encompassed by the readited have been audited by
/1989	STATE AND LUGA GOVERNMENT RECORDS	Auditor of State and to 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 appragencies
97-776	Employee sick leave and vacation record	Permanenta Byle	·
97–777	Encumbrance and Expenditure Journal	7 years provide	1 1
97-778	Inventory of Equipment	Until revised a	ad report ale 2 by
97–779	Overtime Records	3 years provided	18 19/82861
97-780	Payroll Sheets	3 years provided	
97–781	Payroll Record Journal	Permanent unless maintained by personnel	
97-782	Purchase Orders	3 years provided audited	
97783	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	have been audited by the Auditor of State and the audit report has been
97–788	Vouchers	3 years provided audited	released pursuant to Sec. 117.26 O.R.C.
97–789	Worker's Compensation Claims	10 years after final date of	
97-790	OHIO HISTORICAL SOCIETY Annual Report	Permanent	
97-791	Cancelled Checks MAR 21 1997	Until issue is paid and audited	
97–792	Cash Journal STATE AND LUCAL GOVERNMENT RECORDS	10 years provided audited	ł.
97-793	Monthly Financial Statement	Until incorporate in annual report	ed
97–794	Bi-weekly Payroll Journal	3 years provided	
97 – 795 ·	Bi-weekly Report of Sick and Vacation Leave	Until incorporate in sick & vacatio leave record	
97-796	Court Orders for Payroll Deduction	Until employee terminated	
3/1989			

Schedule number	Record title and description	Retention For use by application
97–797	Employee Pay Record Cards	Permanent
97–798	Employee Time Sheets	2 years provided audited Until employee is terminated Permanent
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 Audited means: the year
97-816	Maps and Plans	Permanent encompassed by the rec
97–817	Meter Test Records) VESTS '''SHILL IN DISSO on I it
97-818	Monthly Collection Report	3 years provided released nursuant to
97-819	Monthly Reports (Departmental)	Until incorporated in annual report
97-820	Pay-In Orders	Until audited
97-821	Project Files	Until Project Completed PHILARSTORIOAL PROPERTY
97-822	Property Records	Permanent OHIO HISTORICAL SOCIE
97-823	Special Sewer Authorizations	Permanent MAD 94 more
1989		MAR 31 1997
		STATE AND LOCAL CONTROL OF THE CONTR

-	COM HADAHOM S	SHEET	
Schedule number	Record title and description	Retention period	For use by appre
		period	agencies
97-824	Test Boring Record	Permanent	en.
97–825	Water and Sewer Receipt Books	3 years provid	
97-826	Water and Sewer Tap Record	Permanent	Audi Pana Visite ar
97-827	Water and Sewer Review Board Minutes	Permanent	Assum report is relea
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 Equipme	n <i>t</i> :
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	Audited means: the y
97–841	Septic Tank Hauler Record	3 years provided audited	encompassed by the inhave been audited by Auditor of State and in
97-842	Stream and Outfall Monitor Record	10 years	audit report has heen
97-843	Water Quality Annual Reports	Permanent	released pursuant to Sec. 117.26 O.R.C.
97-844	Water Quality Monthly Reports	3 years	000. 117.20 O.N.U.
	OHIO HISTORICAL SOCIETY		
	MAR 21 1997		
	STATE AND LOGAL 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

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 Aproved 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

Form RC-2

/1989

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

HUMAN RESOLURCES AMENDMENT

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	1
97-848	Employee Performance Evaluation	Permanent	
97849	Letter of Appointment	Permanent	
97-850	Letter of Reference	l year after employment decis is made	Lon
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	
97855	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 Untion Agreements	15 years after expiration	
			*.