

CITY OF AURORA
RECORDS RETENTION SCHEDULE
 NOVEMBER 10, 2005

SECTION 1. - GENERAL ADMINISTRATIVE RECORDS (this section pertains to all City department's general documents)			CODE
Alternate media storage of records	All City of Aurora records stored on microfilm and optical disk shall adhere to the retention period established for that document, with the exception of permanent records. Permanent records will only be kept on optical disk for as long as it is necessary to access them. The permanent records will be maintained permanently on microfilm and in hard copy form. All documents saved on the computer or computer disk or CD-ROM can be deleted once a hard copy is printed and filed appropriately, but may be kept until no longer administratively necessary.		
Accident Reports / Files	Employee Injury Report	Place in Personnel File	01000
	Bodily Injury to non-employee	10 years provided no action pending	01001
	Damage to Municipal Vehicle or Property	10 years provided no action pending	01002
Activity Reports (all types)	3 years		01010
Non-committee Agendas	10 years		01020
Annual Departmental Budget	5 years		01030
Annual Department Report	Permanent - at 50 years, appraise for historical value		01040
Attendance Reports/Records	3 years		01050
Audiovisual, PR & Training Materials replaced	Until information is superseded, obsolete, or then appraise for historical value		01060
Badges & ID's	Turn in upon termination		01070
Blank Forms	Until obsolete or superseded		01080
Budget Preparation Documents (Working Papers)	Until no longer administratively necessary		01090
Bulletins, Posters and Notices to Employees	Until no longer administratively necessary		01100
Calibration Records - All types	5 years		01110
Compliance Reports - All types	5 years		01120
Continuing Education Certificates / Class / Seminar / Training Attendance Records	Place in personnel file		01130
Copies	All Media	Until no longer administratively necessary, as long as the original is filed in the department of origin, and pursuant to the applicable records series retention period	01140
	Official File Copy	Use applicable records retention period	01141
	Reading / Informational / Reference Copy	Until no longer administratively necessary	01142
Correspondence - Routine Form Letters, General, with Legislative Branch, Executive	5 years		01150
Delivery Slips, Packing Slips	3 years		01160
Disaster Plans	Until updated or superseded		01170
Dispatcher Radio / Phone Calls Audio Recordings	30 days, erase and reuse provided no action pending		01180
Drafts - All Media	Until no longer administratively necessary		01190
Drawings, Tracings, Mylars	Until updated, superseded or obsolete, appraise for historical value		01200
Equipment inventories	3 years		01210
Equipment Maintenance Records	Life of the equipment, then until no longer administratively necessary		01220
Equipment Records - Personal Use Items (e.g. tools, weapons, clothing, etc.)	Until equipment returned by employee		01230

Executive Orders		Until superseded, obsolete, or replaces; then appraise for historical value	01240
Expense Records		3 years	01250
Facsimile	Logs	1 year	01260
	Messages	Treat as correspondence	01261
Flow Chart - Operations		3 years	01270
Fuel Usage Records		3 years	01280
General Orders, Directives, Policies, Rules, Regulations or Procedures		Until superseded, retain one copy until audited	01290
Grant Files / Records - Federal / State		5 years provided audited and disputes resolved	01300
Hearings and Meetings (Not Employee Related) Audio Recordings		25 years	01310
Video Recordings		1 year	01320
Report of Proceedings		Permanent	01330
Transcripts		5 years	01340
Licenses, Permits and Certification		Permanent	01350
Mail	Unsolicited Mail (e.g. anonymous / slanderous letters, groundless complaints, sales materials, transitory messages, informational brochures, etc.)	Until no longer administratively necessary	01360
	Postal Records (e.g. Registered / Certified / Insured Logs or Receipts / Postal Meter Documents)	3 years	01361
	Electronic Mail	Retain according to content. Hard Copies of administrative value are to be kept with corresponding information and treated as correspondence. See correspondence section.	01362
Mailing Lists		Until updated, superseded or obsolete	01370
Management/Operations Reports	Monthly / Quarterly / Semi-annual	Until incorporated into an annual report	01380
	Annual	5 years	01381
	Consultant	5 years	01382
Manuals, Handbooks and Directives		Until superseded, obsolete, or replaces. Retain one file copy for 5 years	01390
Maps/Plats		Until updated, superseded or obsolete, then appraise for historical value	01400
Material Safety Sheets		Until superseded	01410
Meetings	Notices (Sec. 121.22 ORC)	1 year	01420
	Minutes of Meetings	Permanent (see Section 14. Committees, Boards and Commissions)	01421
	Draft and Notes from Meetings	Until hardcopy of minutes is approved	01422
Memoranda		Use Correspondence retention periods	01430
Municipal Publications		Until Superseded	01440
Phone Logs		3 years	01445
Photo File (includes prints, slides, negatives, transparencies, and related photographic items)		Until information is no longer current, then appraise for historical value	01450
Press / News Releases		3 years	01460
Printing Orders		3 years	01470
Project Plans / Drawings / As Built		Permanent	01480
Receipts / Receipt Books		3 years, provided audited	01490
Work Orders		3 years	01500

SECTION 2. - BUILDING DEPARTMENT			CODE
Appeals on Interpretation of Code		Permanent	02000
Building Permit		Permanent	02050
Building Permit Files	Commercial	5 years	02051
Building Plans and Files	Residential	5 years	02060
	Commercial	10 years	02061
	Municipal Owned	Permanent	02062
Case Files - Board of Building Standards & Appeals		10 years	02080
Certificate of Appropriateness		Permanent	02090
Certificates of Insurance		5 years	02100
City Building Code		Until superseded; retain 1 copy permanently	02110
Complaints		3 years, providing no action pending	02120
Condemnation and Demolition Records		Permanent	02130
Contractor's Registration		5 years	02140
Historical Data Sheets, Ohio Historical Inventories		Permanent	02160
Historic District / Landmarked Properties, All Records		Permanent	02170
House Number Record		Permanent	02180
Housing, Land Use, Population, and Other Special Studies		Until no longer of administrative value; appraise for historical value	02190
Legislative Research Files / Drafts		Until no longer of administrative value	02210
Loan and Grant Applications (copies)		3 years, provided audited	02220
Occupancy Permit Record		Permanent	02230
Performance Bonds - Contractors		5 years	02240
Street Name Change Record		Permanent	02270
Urban Renewal Files / Historical Districts (Loans for Refurbishing)		Permanent	02280
Violations		Until corrected or adjudicated by a Court	02290

SECTION 3. - CIVIL SERVICE COMMISSION			CODE
Background Investigations		3 years after position eligibility tests expire	03000
Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.		3 years after position eligibility lists expire	03010
Classified Employees List		3 years after superseded	03020
Eligibility List		3 years after superseded	03030
Employment Information Files		3 years after superseded	03040
Hearing Case Files		10 years	03050
Job Classification List		3 years after superseded	03060
Job/Position Descriptions		1 year after superseded	03070
Polygraph/Voice Analysis Exams		3 years after the eligibility list expires	03080
Substance Reports		3 years after the eligibility list expires	03090
SECTION 4. - CLERK OF COUNCIL/CITY COUNCIL			CODE
Bid Bonds	Successful Bidders	Retain until acceptance of project performance bond	04000
	Unsuccessful Bidders	Return after project awarded	04001
Bids and Bid Files	Successful	15 years after completion of project	04010
	Unsuccessful	3 years if no successful bidder, otherwise placed in successful bidder project file	04011

SECTION 4. - CLERK OF COUNCIL/CITY COUNCIL		CODE	
Certificate of Result of Election (Bond Issues)	Until expiration of bond issue	04020	
Charter and Amendments	Permanent	04030	
Contracts and Agreements	15 years after expiration or termination	04035	
Council Member's Files	Term of Office then appraise for historical value	04040	
Deeds	Permanent	04060	
Easements	Permanent	04070	
Index to Council Minutes	Permanent	04080	
Index to Ordinances and Resolutions	Permanent	04090	
Insurance Policies	3 years after expiration, provided all claims settled	04100	
Invitation to Bid (ITB)	15 years	04110	
Invoices and Supporting Documents	5 years	04120	
Leases	Equipment	3 years after expiration or termination	04124
	Real Estate	5 years after expiration or termination	04125
Legal Notice	Proof of Publication	5 years	04130
	Tear Sheets	5 years	04131
Legal Opinions from Municipal Legal Counsel	Permanent	04140	
Liquor License Requests	Approved	5 years	04150
	Denied	5 years	04151
Ordinances	Permanent	04160	
Oaths of Office of Elected/Appointed Officials	10 years after leaving office	04165	
Petitions (Miscellaneous not filed elsewhere)	5 years	04170	
Performance Bonds	15 years after project successfully completed and accepted	04180	
Personal or Professional Services, Invoice or Statement of Services	5 years	04190	
Proclamations	3 years; appraise for historical value	04200	
Public Officials List	10 years	04205	
Purchase Orders	Originals	5 years	04210
	Copies	Until no longer administratively necessary	04211
Reports to Council	10 years	04220	
Request for Proposals (RFP's) and Proposal File	15 years	04230	
Resolutions	Permanent	04160	
Subject and Administrative Files	5 years	04250	
Tax Abatement Agreements	5 years	04260	

SECTION 5. - ENGINEERING DEPARTMENT (includes Water & Sewer Department Records and Plant Operation Records)		CODE	
Aerial Photographs	Permanent	05000	
Application for Service (Water & Sewer Department)	Until service terminated	05010	
Application for Water or Sewer Tap Permits	1 year after final decision rendered	05020	
Blueprints, Maps and Plans	Life of Infrastructure then appraised for historical value	05030	
Billing	Adjustment Books	Until audited	05040
	Ledger Cards	3 years after date of final entry; provided audited	05041
Bridge Plans	Life of Bridge	05050	
Bridge Inspection Reports	25 years	05060	
Change Orders	Place in Project File	05070	

SECTION 5. - ENGINEERING DEPARTMENT (includes Water & Sewer Department Records and Plant Operation Records)			CODE
Contractors' Prevailing Wage Records		5 years	05100
Cost Control Data		Until no longer of administrative value	05110
Curb Box Location Record		Permanent	05120
Customer Computer Meter Reader Cards		5 years	05130
Daily Meter Repair Sheets		3 years	05140
Daily Over and Short Reports		3 years; provided audited	05150
Daily Work Orders		3 years	05160
Dam Inspection Reports		Permanent	05170
Federal Project Files		5 years after completion of project provided audited	05180
Haul Tickets		3 years; provided audited	05190
House Number Record		Permanent	05200
House Service Cards		Permanent	05210
Industrial Waste Records		Permanent	05220
Job Orders		3 years	05230
Maintenance Orders		3 years	05240
Meter and Valve Location Records		Permanent	05250
Meter	Reading Records	5 years	05260
	Test Records	3 years	05261
Monthly Account Register		10 years	05270
Monthly Collection Report		3 years; provided audited	05280
Plant Operation Reports - Analytical Data, Chemical Analysis, EPA Reports, Water Quality Reports, Operating Logs, Monthly Reports - All types		10 years	05290
Plant	Flow Charts - Fluids	5 years	05300
	Laboratory Testing Records	5 years	05301
	Lime Sale Tickets	3 years; provided audited	05302
	Monthly Laboratory Testing Summary Reports	25 years	05303
	Rainfall Statistics	3 years; provided audited	05304
	Septic Tank Hauler Record	3 years; provided audited	05305
	Well Maintenance and Field Logs	10 years after well is capped	05306
Project	Files (Contracts, Specifications, Change Orders, Progress Reports, etc.)	Permanent	05315
	Final Reports	Permanent	05316
	Inspection Records	Include in Project Files	05317
Property Records (Deeds, Right-of-Way, Annexations, Vacations, Easements)		Permanent	05325
Proposals for Street Improvement		5 years or until approved or proposal rejected	05330
Rate Schedules		Until superseded	05340
Sanitary Sewer Records		Permanent	05350
Security Deposit	Records	Until refunded to the Depositor	05360
	Refund Requests	Until audited	05361
Sewer	Rent Record	3 years; provided audited	05370
	Repair Sheets	10 years	05371
	Testing Records	10 years	05372

SECTION 5. - ENGINEERING DEPARTMENT (includes Water & Sewer Department Records and Plant Operation Records)		CODE	
Shut-Off Lists	3 years	05380	
Special Assessment Record	5 years after final payment, provided audited	05380	
Special Sewer Authorizations or Hookups	Permanent	05390	
Suspense Account Records	Until account settled; provided audited	05400	
Test Boring Record	Permanent	05410	
Water & Sewer	Billing Stubs	3 years; provided audited	05420
	Receipt Books	3 years; provided audited	05421
	Tap Record	Permanent	05422
Water Main Location Record	Permanent	05430	
Water Usage Reports	3 years	05440	

SECTION 6. - FINANCE DEPARTMENT		CODE	
Accounts	Ledger	7 years after last entry, provided audited	06010
	Payable Record	5 years, provided audited	06011
	Receivable Ledger, General	5 years, provided audited	06012
	Receivable, Income Tax	10 years	06013
Annual Appropriation Ordinances (copies)	7 years	06020	
Annual Certificate of Estimated Resources	10 years	06030	
Annual Municipal Budget	Permanent - at 50 years, praise for historical value	06035	
Annual Municipal Financial Report	Permanent	06040	
Annual Report to the Auditor of State	7 years	06050	
Appropriation Ledger	7 years, provided audited	06060	
Audit Reports	Internal	7 years	06070
	Federal - Auditor of State	7 years	06071
Bad Check or Bad Debt Records (Receipts, Reconciliation, Slips, Statements, etc.)	5 years after payment or settlement	06080	
Balance Sheets	5 years	06090	
Bank Deposit Records (Receipts, Reconciliation, Slips, Statements, etc.)	5 years provided audited	06100	
Bond & Note Coupon	Permanent	06105	
Bond Register	Permanent	06110	
Canceled Warrants (checks)	5 years provided audited	06120	
Capital Improvement Bonds	Until paid off and audited, appraise for historical value	06130	
Cash Books - Cash Reports	5 years	06140	
Cash Receipts and Disbursements	5 years, provided audited	06150	
Cash Register Tapes and Records	5 years provided internal control established	06160	
Chargeback Reports - Records	5 years	06170	
Check Registers, Stubs and Carbons	5 years provided audited	06180	
Checking Account Statement	5 years provided audited	06190	
Checks, Voided	Until audited 5 years	06200	
Client Payment Files	5 years	06210	
Computer Generated Financial Reports - Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed	06220	
Computer Generated Financial Reports - Annual	5 years	06230	
Cost Control Reports	5 years	06240	

SECTION 6. - FINANCE DEPARTMENT		CODE	
Report of Cash Received	5 years provided audited	06250	
Damage Claims	Until settled and all appeals exhausted	06260	
Deposit Refund Requests	Until deposit is refunded and account audited	06270	
Federal Reserve Sharing Account	10 years provided audited	06300	
Fixed Assets Record	10 years	06310	
General Ledger	25 years	06320	
Indebtness Statement	Permanent	06330	
Insurance Policies	5 years after expiration, provided all claims settled	06340	
Intergovernmental Tax Receipts	5 years provided audited	06350	
Investment Records	5 years provided audited	06360	
Invoices and Supporting Documents	5 years	06370	
Monthly Report of Municipal Court	5 years provided audited	06380	
Monthly Statement of Balances	5 years provided audited	06390	
Pay In Records	5 years provided audited	06400	
Personal of Professional Services, Invoice or Statement of Services	5 years	06410	
Petty Cash Record	5 years provided audited	06420	
Phone Quotes - Confirmations	5 years	06430	
Posting Sheets and Cards for Paid Bills	5 years provided audited	06440	
Land Inventories (City Owned Property)	Permanent	06460	
Receipts and Expenditures Report to Auditor of State	5 years	06480	
Receiving Documents	5 years	06490	
Reconciliation Sheets, Bank Accounts	5 years provided audited	06500	
Record of Funds Received	5 years provided audited	06510	
Refund Check Ledger	7 years provided audited	06520	
Remittance Advice	5 years	06530	
Settlement Sheet or Tax Distribution from County Auditor	10 years	06550	
Sinking Fund	Bond Issue Ledgers	Permanent	06560
	Bond Transcripts	10 years after issue redeemed	06561
	Bonds (Redeemed)	3 years after issue is paid off the appraise for historical value	06562
	Call Notices - Securities	10 years after call	06563
	Cash Journal	10 years provided audited	06564
	Coupons (Redeemed)	5 years after audited then appraise for historical value	06565
	Electronic Fund Transfer Records	10 years	06566
	Ledger or Journal	Permanent	06567
	Monthly Financial Statement	Until incorporated into annual report	06568
	Record of Registered Bonds	Permanent	06569
Special Assessments	Until paid off and audited	06580	
Surety Bonds	Special	10 years after expiration	06590
	Officials or Employees	10 years after termination of officer or employee	06591
Tax Abatement Records	Duration of abatement plus 1 year	06600	
Tax Settlement Records	5 years provided audited	06610	
Trial Balance Records	5 years	06620	
Travel Expense Records	5 years	06640	

SECTION 6. - FINANCE DEPARTMENT		CODE
Treasury Investment Board Report	10 years	06650

SECTION 7. - FIRE DEPARTMENT		CODE	
Above and Underground Storage Tank Records	10 years after tank is out of service or removed	07000	
Alarm Response Reports	5 years	07010	
Arson Reports	50 years appraise for historical value	07020	
Burning Complaint File	1 year	07030	
Daily Alarm Log	5 years	07040	
Dispatch Sheets/Logs	3 years	07050	
Disaster Plan	Until superseded	07060	
Emergency Medical Services Records	10 years	07070	
EPA Burning Violation Record	5 years after violation corrected	07080	
Fire Code	Until superseded	07090	
Fire Incident Reports	10 years	07100	
Fire Investigation Files and Index	50 years appraise for historical value	07110	
Fire and Loss Record	Permanent	07120	
Fireworks Application and Permits	1 year after expiration	07130	
Gas and Oil Disbursement Record	1 year, provided audited	07140	
Hydrant	Location Record	Permanent	07150
	Maintenance Record	3 years after test date	07151
Inspection Reports - Cards; all types	3 years	07160	
Insurance Claim File	10 years after superseded	07170	
Master Run Report	3 years	07180	
Mutual Aid Agreements	10 years after superseded	07190	
Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending	07200	
Standpipe Test	3 years	07210	
Station House Daily Logs	10 years appraise for historical value	07220	
Violation Notices	1 year after violation corrected	07230	
Water Surveys	3 years	07240	

SECTION 8 - MAYOR'S OFFICE		CODE
Community Report	Permanent - 50 years appraise for historical value	08000
Employee Handbook	Until Updated or Superseded	08005
Land Acquisition Files	Permanent	08010
Policy and Procedure Memos	Until updated or superseded	08015
Proclamations	3 years; appraise for historical value	08020

SECTION 9. - PARKS & RECREATION DEPARTMENT		CODE
Fee Books	3 years, provided audited	09000
Plans of Park Property	Permanent	09010
Permission Slips or Waivers	3 years provided no action pending	09020
Pavilion Permits	3 years	09030
Team Rosters and Score Books	1 year	09040

SECTION 10. - PLANNING & ZONING			CODE
Annexation	Case Files	Permanent	10010
	Record	Permanent	10011
Appeals on Interpretation of Code		Permanent	10020
Area Commission Files		25 years	10030
Board of Zoning Adjustments	Case Files	Permanent	10040
	Journal	Permanent	10041
Case Files - Board of Zoning Appeals		Permanent	10050
Community Development Reports		Until no longer of administrative value	10060
Complaints		3 years, provided no action pending	10070
Housing, Land Use, Population, and Other Special Studies		Until no longer of administrative value; appraise for historical value	10080
Index to	Board of Zoning Adjustments Case Files	25 years	10090
	Variance Record	25 years	10091
	Zoning Case Record	25 years	10092
Legislative Research Files / Drafts		Until no longer of administrative value	10100
Loan and Grant Applications (copies)		3 years, provided audited	10110
Planning Briefs		25 years	10120
Planning Commission Case Files		25 years, provided no action pending	10130
Project Planning Files		Permanent	10140
Project Reports		25 years, appraise for historical value	10150
Property Maps		Permanent	10155
Quadrant Files		5 years	10160
Rezoning	Applications	Until final action taken and recorded	10170
	Case Files	5 years after final decision rendered	10171
Street / Alley Vacation Case Files		Permanent	10180
Subdivision Files		Permanent	10190
Transportation Research Files		10 years; appraise for historical value	10200
Urban Renewal Files		Obsolete; appraise for historical value	10210
Violations		Until corrected or adjudicated by a Court	10220
Zoning Case Log		25 years	10230
Zoning Change Request		5 years, provided no action pending	10240
Zoning Codes		Permanent	10244
Zoning Maps		Permanent	10247
Zoning Variance Case Files		Permanent	10250

SECTION 11. - POLICE DEPARTMENT			CODE
Accident Reports - Property Damage, Bodily Injury and Traffic		3 years	11000
Alarm Permits		5 years	11010
Alcohol Breath Testing Records	Operating Permits	Until renewed	11020
	Breath Test Result Forms	3 years	11021
	Calibration Records	3 years	11022
	Radio Frequency Interference Survey	Until the machine is moved	11023
Animal Complaint Book		3 years	11030
Arrest Cards	Records (Non-Traffic)	10 years	11040
	Records (Traffic)	10 years	11041

SECTION 11. - POLICE DEPARTMENT			CODE
	Records & Reports (Juvenile)	Until person turns 18 years of age or when Expungement Order received from a Court	11042
Arrest Reports (Adult)		50 years	11050
Assignment Schedules or Sheets		3 years	11060
Bicycle License	Receipts	3 years, provided audited	11070
	Register	10 years	11071
Bicycle Theft Log		3 years	11080
Block Watch Records		1 year	11090
Bond & Waiver	Sheets & Court Receipts	3 years	11100
	Cash Ledger	3 years	11101
Business Security Records		Until superseded, review annually	11120
Case Report Photographs		10 years	11130
Cash Ledgers	City	1 year and Forward to Finance Dept	11133
	Portage County	5 years	11134
Cash Receipt Books		1 year and Forward to Finance Dept	11137
Child Abuse Case Records		10 years after case closed	11140
Citizen Complaints		5 years provided no action pending	11150
Compliance Records		5 years provided no action pending	11160
Complaint Cards		10 years	11165
Court Disposition Reports		1 year	11170
Criminal Case Files	Felonies Except Homicides	10 years providing no action pending	11180
	Misdemeanors	10 years providing no action pending	11181
Daily Accounting Sheets		1 year	11190
Daily Slating Records		1 year	11200
Deer	Harvested List	5 years	11210
	Permits	5 years	11211
Discharge Permits		5 years	11220
Dispatch Sheet or Log (Record of Runs)		5 years	11230
Domestic Violence Monthly Reports		5 years	11240
E-911 Printouts		3 years	11245
Expunged Records per Expungement Orders		Destroy all files, records and computer references when Expungement order received from a Court	11250
FBI/BCI Investigation Reports		3 years	11260
Field Interrogation Cards		10 years	11270
Fingerprints		50 years	11280
Firearm Records and Inventories		3 years provided audited	11290
Homicide Reports & Evidence (closed cases)		30 years after appeal is exhausted	11300
House & Business Alarm Records		90 days	11310
Incident Reports		10 years	11320
Investigations	Homicide & rape and evidence (Pending)	Permanent	11330
	Homicide and evidence (Closed)	25 years after all appeals are exhausted	11331
	Internal Affairs	5 years	11332
Jail Daily Book - In Records		10 years	11340
Jail Inmate Records	Commissary records	10 years	11350
	Intake & Discharge Records	10 years	11351
	Medical Records	10 years	11352

SECTION 11. - POLICE DEPARTMENT			CODE
	Personal Property Returned	10 years	11353
	Prisoner Count Sheets	10 years	11354
Jail Register and/or Log Book		10 years	11360
Junk Vehicle Records		3 years after sale or other disposition	11370
Juvenile Records		Until person turns 18 years old or when Expungement order received from a Court	11380
Law Enforcement Automatic Data System Records	Logs	3 years	11390
	Printouts	Destroy when no longer administratively necessary	11391
L.E.A.D.S. Validation Copies		5 years	11400
Liquor Permit Records		3 years	11410
Lock Out Waiver		5 years	11420
Master Name Index		Permanent	11430
Missing Person Reports		25 years or until found	11440
Mug Shot Files		Permanent	11450
Municipal Court	Waiver/Bond Receipt Books	3 years and return to Courts for disposal	11460
	Bank Statements	3 years and return to Courts for disposal	11461
	Check Book	3 years and return to Courts for disposal	11462
Offense Reports	Felonies Except Homicide	10 years providing no action pending	11470
	Misdemeanors	10 years providing no action pending	11471
Officer Vehicle Logs		3 years	11480
Parking Citations - Infractions		3 years	11490
Parking Meter Collection Record		Until audited	11500
Prisoner Booking Video Recording Tape		30 days, erase and reuse provided no action pending	11530
Property Room	Log	25 years	11540
	Records (Releases, Transfers, Disposal, etc.)	5 years	11541
Radio and Phone Calls Audio Recordings		30 days, erase and reuse providing no action pending	11550
Radio and Telephone Log		5 years	11560
Records (Background) Check Requests		3 years	11570
Recovered Property Record		3 years after disposal of property	11580
Recovered Vehicle/Gun/Article LEADS files		3 years	11590
Ride Along Forms		3 years	11600
Scale Weigh Slips		3 years	11610
Seizure Log & Record		10 years	11620
Solicitor Permits		5 years	11630
State of Ohio Traffic Crash Reports (OH-1)		3 years	11640
Stolen Property Hot Lists or Cards		3 years	11650
Subpoenas, Summonses, or Warrants		Until served, discharged, answered or withdrawn	11660
Tobacco Permits		5 years	11670
Tow	Logs	3 years	11680
	Release Forms	3 years	11681
Traffic Citations		3 years, provided audited	11690
Type of Crime File		Permanent	11700
Uniform Crime Reports (UCR)		3 years	11710
Vacation House Check Records		30 days after owners return	11720
Varitech/Digitizer Print Outs		5 years	11721
Wanted Posters		Until person apprehended	11722

SECTION 11. - POLICE DEPARTMENT			CODE
Warning/Repair Warning Citations		3 years	11723
Video Tapes	Patrol	3 years	11730
	Jail	30 days	11731

SECTION 12. - PURCHASING/HUMAN RESOURCE			CODE
Encumbrance Documents		3 years	12000
Encumbrance and Expenditure Journal		10 years provided audited	12010
Payroll Records		See Section 6(a)-Payroll Records	
Personnel Records		See Section 6(b)-Personnel Records	
Purchase Orders	Originals	3 years	12020
	Copies	Until no longer administratively necessary	12030
Retirement System	Payment Records	Permanent	12040
	Exemption Record (Waiver)	Permanent	12050
Transmittal of Ohio Wage and Tax Settlement		10 years, provided audited	12060
Unemployment Compensation Records		3 years provided audited	12070
Uniform Allowance Record		3 years provided audited	12080
Vouchers	Originals	3 years provided audited	12090
	Copies	Until no longer administratively necessary	12100
SECTION 12(a). - Payroll Records			
Application for PERS Refund or Waiver		Permanent	12690
Court Orders for Payroll Deduction		Until employee terminates or Order rescinded	12700
Employee	Earning Records	Continually compiled and updated until termination. Placed in personnel file yearly	12710
	Income Tax Withholding Certificate	3 yrs after termination of employment, provided audited	12711
	Income Tax Withholding Payment Record	10 years, provided audited	12712
	Pay Records	Continually updated until termination then placed into personnel file or onto Employee History Card	12713
	Withholding Requests	Until replaced or revoked by employee	12714
Employer Quarterly Federal Tax Return		5 years, provided audited	12720
Garnishment Orders		Until employee terminates or Order rescinded	12730
Leave Balance Reports -	Bi-Weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report	12740
	Annual Employee Leave Use - Balance Reports	5 years	12741
	Annual Leave Use and Balances by Muni Unit	25 years	12742
	Individual Employee	Continually maintained and updated in personnel file. Purge 3 years after terminated providing no outstanding balances	12743
Notification of Pay - Pay Step Increase		Until superseded. Copy in personnel file	12750
Overtime	Authorization	3 years provided audited	12760
	Report	3 years, provided audited	12761
Payroll Journal Records	Annual Cumulative Printout	Permanent	12770
	Weekly /Monthly Payroll Journal	3 years, provided audited and cumulative employee payroll data retained in personnel file	12771
Reports to Retirement System		50 years	12780
State Income Tax Report		25 years	12790
Tax Withholding Reports		10 years, provided audited	12800
W-2 Forms		10 years, provided audited	12810

SECTION 12. - PURCHASING/HUMAN RESOURCE			CODE
W-4 Forms		Until superseded or employee terminates	12820
SECTION 12(b). - Personnel Records			
Application for Employment	Person Hired	Place in Personnel File	12830
	Person Not Hired	Destroy After 1 year	12831
	Copies	Until no longer administratively needed	12832
Commendations, Promotions		Place in Personnel File	12840
Employee	Exposure to Hazardous Chemicals - Biological Hazards or Infectious Disease Reports	Place in Personnel File	12850
	Performance Evaluation	5 years	12851
	Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates. Balances verified yearly and recorded in personnel file	12852
	Time Card or Sheets	3 years	12853
	Training Records	Place in Personnel File	12854
Employment History Record Card		Permanent in lieu of personnel file	12860
Grievance Hearing Records		1 year after resolved	12870
Insurance Enrollment Record		1 year after employee leaves municipal employment	12880
Job - Position Descriptions		One year after superseded	12890
Labor Union Agreements		15 years after termination	12900
Leave Requests - All types, sick, vacation, overtime etc.		3 years provided balances journalized	12910
Letter of	Appointment	Place in Personnel File	12920
	Reference	3 years after hired	12921
	Resignation	Place in Personnel File	12922
Personnel Actions		Place in Personnel File	12930
Personnel Files & Records		Purge 3 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement info and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years	12940
Promotion Action		Place in Personnel File	12950
Record of Disciplinary Action		5 years	12960
Reports to Bureau of Employment Services		3 years	12970
Unemployment Compensation Case Files		5 years after date of final payment	12980
Worker's Compensation Case Files		10 years after date of final payment	12990

SECTION 13. - SERVICE DEPARTMENT			CODE
Aerial Photographs		Until superseded then appraise for historical value	13100
Blueprints, Maps and Plans		Life of infrastructure then appraise for historical value	13110
Cemetery Records		See Section 13(a)-Cemetery Records	13120
Change Orders		Place in Project File	13130
City Properties File		Permanent	13140
Contractors' Prevailing Wage Records		5 years	13150
Day Books		3 years	13160
Federal Project Files		5 years after completion of project provided audited	13170
Haul Tickets		3 years, provided audited	13180
House Number Records		Permanent	13190
Job Orders		3 years	13200

SECTION 13. - SERVICE DEPARTMENT			CODE
Maintenance Orders		3 years	13210
Pesticide Application Records		5 years	13220
Project Files (Contract, Specifications, Change Orders, Progress Reports, etc.)		15 years after completion of the project	13230
Project Inspection Reports		Include in Project Files	13240
Proposal for Street Improvement		Until approved or proposal rejected	13250
Street Lighting	Assessment Records	Until paid off	13260
	Petitions	3 years	13261
	Pole Locations	Until updated	13262
Street Opening Permits		3 years	13270
Street Repair	Cost Summary Record	3 years	13280
	Record	3 years	13281
Traffic Study Files		Until superseded then appraise for historical value	13290
SECTION 13(a) - Cemetery Records			
Burial Fee Receipts		3 years, provided audited	13300
Burial Permit		Permanent	13310
Deposit Record - Perpetual Care		Permanent	13320
Deed Book		Permanent	13330
Index to Burial Plots		Permanent	13340
Minutes		Permanent	13350
Plat Maps		Permanent	13360
Record of Lot Sales		Permanent	13370
Register of Interments		Permanent	13380
Rules and Regulations		Permanent	13390

SECTION 14. - COMMITTEES, BOARD AND COMMISSIONS			CODE
Agendas	Originals (filed with the Clerk of Council)	Permanent	14300
	Copies	5 years, then until no longer administratively necessary	14301
Agenda Actions		1 year, then until no longer administratively necessary	14305
Drafts and Notes from Meetings		Until hardcopy of minutes is approved	14310
Meeting Notices		1 year	14315
Meeting Audio Recordings		25 years	14320
Minutes	Originals (filed with Clerk of Council)	Permanent	14330
	Copies	5 years, then until no longer administratively necessary	14331
Meeting Packets or Packet Indexes		1 year, then until no longer administratively necessary	14340
Reports from Mayor/Department Heads		Kept with original minutes, and copies	14350