

**CITY OF CINCINNATI - CITY COUNCIL
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
City Council	Clerk of Council		06-001	Agendas	Current year plus 6	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-002	Meeting Notices (Sec.121.22 ORC)	Current year	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-003	Minutes of Meetings	Permanent	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-004	Audio of Meetings	Current year	Magnetic Tape	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-005	Municipal Publications	Until superseded or obsolete, retain one copy	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-006	Oath of Office of Elected Officials	10 years after leaving office	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-007	Charter and Amendments	Permanent	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-008	Council Member's File	Term of office then appraise for historical value	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-009	Liquor License Requests Approved	Current year plus 3	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-010	Denied	Current year	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-011	Ordinances	Permanent	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-012	Petitions (miscellaneous not filed elsewhere)	Current year plus 5	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-013	Proclamations	Current year plus 2	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-014	Reports to Council Motions and Communications	Current year plus 5	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-015	Resolutions	Permanent	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-016	Subject and Administrative Files	Current year plus 5	Paper	09/14/2006	Autry, Melissa
City Council	Clerk of Council		06-017	Records Retention Documents Forms RC 1, RC 2, RC3	Current year plus 25	Paper	09/14/2006	Autry, Melissa
Clerk's Office	Clerk of Council		07-01	Correspondence	Current year plus 2	Paper/Electronic	05/07/2008	Autry, Melissa
Clerk's Office	Clerk of Council		07-02	Fax Logs/Fax Copies	Current yr +1	Paper	05/07/2008	Autry, Melissa
Clerk's Office	Clerk of Council		07-03	Press/News Releases	Current yr + 3 previous	Paper	05/07/2008	Autry, Melissa
Clerk's Office	Clerk of Council		07-04	Receipts	Current yr provided audit + 3 previous	paper	05/07/2008	Autry, Melissa
Clerk's Office	Clerk of Council		07-05	Voice Mail messages	No longer admin necessary	Electronic	05/07/2008	Autry, Melissa
Clerk's Office	Clerk of Council		07-06	Telephone messages	No longer admin necessary	Paper	05/07/2008	Autry, Melissa

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Clerk's Office	Clerk of Council		07-07	Personnel files	2 yrs after municipal service	Paper	05/07/2008	Autry, Melissa
Clerk's Office	Clerk of Council		07-08	Reports, Motions and Communications	Current yr + 5	Electronic	05/07/2008	Autry, Melissa