

**CITY OF CINCINNATI - CITY MANAGER'S OFFICE  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Parking Facilities	Administration	79-1	Accident/Incident Reports (records of vandalism, accidents, theft, etc., occurring at parking facilities. Garage retains original copy)	4 Years from date of incident, provided no action is pending.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-2	Accounts Receivable (schedules of accounts for damages, non-payment, etc.)	Retain until payment is received, and account is closed and audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-3	Correspondence (general letters and memos)	Review annually for disposal.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-4	Employment Applications, Part-time (applications, interviews, test scores)	Retain until new test is given & new eligibility list is created.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-5	Invoices (sent to parking patrons for damages to facilities, non-payment, monthly parking)	3 Years, provided paid and audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-6	Monthly Revenue Report - Treasury Division (copy of monthly revenue report of parking facilities maintained in Treasury Division)	3 Years	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-7	Parking Meter Shop Operational Data (daily, monthly, & annual information regarding work performed: location, code, condition of meter, time, number of meters checked, license number of vehicle, etc.)	2 Years	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-8	Payroll Records (Payroll attendance records, payroll registers, time sheets for garage employees, & leave forms)	3 Years, provided audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-9	Personnel Records (applications, performance ratings, disciplinary action, etc.)	5 Years, after termination of employment.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-10	Requisitions (department copy, record copy in Purchasing Dept.)	Current & Previous 3 Years.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-11	Revenue Reports, Daily Master (number of tickets, location, date, time; copy sent to Treasury Division)	3 Years, provided audited.	Paper	12/20/1979	Ty----, Willie

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Public Utilities	Parking Facilities	Administration	79-12	Seasons Parking Tickets, Applications for (book number, name & address of applicant)	Current & Previous 2 Years	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-13	Vouchers & Closed Contracts (department copies - original contract in Accounts & Audits - Finance Dept.)	5 Years after expiration of contract provided vouchers have been audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Operational Facilities	90-1	Accident/Incident Reports: Records of accidents, thefts, vandalism, etc. reported at a facility; copy sent to Administrative Office.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-2	Customer Owes Forms: Records of patrons owing small amounts of money.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-3	Deposit Records: Records of deposits being picked up by contract courier service.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-4	General Correspondences: Includes all letters and memos except those containing policy statements or payment for parking services.	1 Year	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-5	Operational Data: records of miscellaneous work performed, work schedules, surveys, etc.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-6	Overnight Reports: Listing of vehicles in facility at the start of a business day.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-7	Parking Applications/Orders: Request for prepaid parking, special rental of a facility.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-8	Parking Receipts: Serialized receipts for parking services.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-9	Payroll Records: Attendance records of employees and other contracted personnel, leave of absence forms (originals to Administrative Office).	2 Years	Paper	01/31/1990	Illegible

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Public Utilities	Parking Facilities	Operational Facilities	90-10	Prepaid Permits: Passes, permits, and related tickets which allow entry or exit into a facility. Does not include those permits transferred to City Treasurer for accounting purposes.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-11	Revenue Reports: Records of deposits. Copies sent to City Treasurer and administrative Office. Includes supporting documentation.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-12	Fee Computer Reports: Reports of transactions as recorded by a fee computer.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-13	Access Control Reports: Miscellaneous reports generated by access control equipment.	1 Year	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-14	Security Reports: Reports compiled by employees or contract security personnel.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-15	Revenue Count Records: records of counter activities, crew leader reports and check-out forms.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Convention Center		94-1	Accounts Receivable Schedules	3 Years, provided payments received and audited.	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-2	Bid & Bid Computations	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-3	Blanket Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-4	C.G. & E. Computer Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-5	Cancelled Event Contracts	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-6	Cancelled Event Options	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-7	Cash Receipt Schedules	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-8	Cincinnati Concessions	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-9	City Bulletin	1 Year	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-10	Completed Event Files	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-11	Construction Contracts and Agreements	15 Years after expiration	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-12	Correspondence (general letters)	5 Years, review for disposal	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-13	Credit Card Receipts/Charges	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-14	Crowd Control - security form	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-15	Detail Entry Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.

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Public Utilities	Convention Center		94-16	Employee Accidents/Injury Reports	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-17	Encumbrance Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-18	Exhibitor Service Files - usage of utilities by exhibitors by event	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-19	Expense Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-20	First Aid Records - security form	10 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-21	Grievance Hearings	3 Years, until resolved	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-22	1971-1984 Guard Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-23	Interdepartmental Billing & Schedule	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-24	Invoices - sent to leasees and exhibitors	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-25	Job Opportunities - posted from City Hall Personnel Office	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-26	Maintenance Records	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-27	Municipal Garage Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-28	Objectives	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-29	Ogden Food Service	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-30	Ordinances	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-31	Parking Record Sheets - 1977-1979 prior to expansion	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-32	Payroll	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-33	Personnel Records	5 Years after termination of employment	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-34	Photographs	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-35	Purchase Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-36	Requisitions	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-37	Revenue Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-38	Statement of Balances	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-39	Table of Organization	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-40	Turnstiles	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-41	Vouchers	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-42	Vouchers Paid Report	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-43	Work Orders	3 Years	Paper	11/08/1994	Lewis, Dave E.
General Services	Parking Facilities		96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.

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Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Convention Center		96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.

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Public Utilities	Convention Center		96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.

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General Services	Parking Facilities		96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-14	Seasons Parking Records (book number, name & address of applicant, payment record	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
City Manager's Office	Office of Contract Compliance	Centennial II	11-001	SBE Quarterly & Annual Compliance Reports to City Council	5 years	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-002	Prevailing Wage Payrolls	3 years after project completion	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-003	SBE Certification Files	3 years after certification is terminated	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-004	SBE Application Log Sheet	2 years	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-005	Solicitor's Opinion on SBE matters	15 years	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-007	Expense Records/Mileage Reports for SBE Site Visits	1 Year	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-008	Delivery Slips/Packing Slips	1 Year	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-009	Employee Injury Report	Place In personnel files	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-010	Bodily Injury to Non-Employee Damage to Municipal Vehicle or Property	6 years provided non-action pending	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Economic Development		2012-01	Sidewalk Vending Applications & Leases	5 Years	Paper	03/16/2012	Fischer, William S.
City Manager's Office			07-001	Agendas	Current year plus previous 6	Paper	08/28/2007	Dohoney, Milton R., Jr.

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City Manager's Office			07-002	Attendance reports/records	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-003	Audiovisual, PR & Training Material	Until information is superseded, obsolete, or replaced, then appraise for historical value	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-004	Budget Preparation Document (working papers)	Current year plus previous 4	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-005	City Manager's Journal	Permanent	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-006	Contracts & Agreements	15 years after expiration or termination	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-007	Correspondence General	Current year plus previous 2	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-008	Correspondence Executive	Current year plus previous 5	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-009	Disaster Plans	Until updated or superseded	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-010	Fax logs	Current year plus previous 1	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-011	Fax messages	Current year plus previous 1	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-012	Mail	Until no longer administratively necessary	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-013	Memoranda	Current year plus previous 1	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-014	Minutes of meetings (approved hardcopy)	Permanent	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-015	Press/News Release	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-016	Receipts/Receipt Books	Current year plus previous 2, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-017	Records Retention Documents	Current year plus previous 25	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-018	Records Request	Current year plus previous 2	Paper, e-mail	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-019	Requisitions	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-020	Speeches/Presentations	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.

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City Manager's Office			07-021	Table of Organization/ Organizational Chart	Until superseded	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-022	Telephone Message-Telephone Records, Charges, Bills, Call Detail Records	Current year plus previous 2, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-023	Voice Mail Messages	Until no longer administratively necessary	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-024	Warranties	2 years after expiration	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-025	Report of cash received	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-026	Encumbrance documents	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-027	Invoices & supporting documents	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-028	Petty cash record	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-029	Purchase Orders (original)	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-030	Record of funds received	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-031	Travel expense records	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-032	Vouchers (original)	Current year plus previous 3, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-033	Court Orders	Until employee terminates or order rescinded	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-034	Employee Income Tax Withholding Certificate	3 years after terminations of employment, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-035	Withholding Payment Record	Current year plus previous 6, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-036	Garnishment Orders	Until employee terminates or order rescinded	Paper	08/28/2007	Dohoney, Milton R., Jr.

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City Manager's Office			07-037	Leave Balances/Reports (Biweekly report of leave use and balances)	Until incorporated in annual leave balances report	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-038	Leave Balances/Reports (Annual Employee Leave Use/Balance Report)	Current year plus previous 5	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-039	Leave Balances/Reports (Annual Leave Use and Balances by Muni Unit)	Current year plus previous 25	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-040	Leave Balances/Report (Individual Employee)	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-041	Reports to Retirement System	Current year plus previous 50	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-042	Tax Withholding Reports	Current year plus previous 6, provided audited	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-043	W-4 Forms	Until superseded or employee terminates	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-044	Commendations, Promotions	Place in personnel file	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-045	Employee Performance Evaluations	Current year plus previous 5	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-046	Employee Sick Leave and Vacation Balances	Continually maintained and updated in personnel file. Balances verified yearly and recorded in personnel file.	Computer	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-047	Leave Requests - all types, sick, vacation, overtime, etc.	Current year plus previous 3, provided balances journalized	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-048	Letter of Appointment	Place in personnel file	Paper	08/28/2007	Dohoney, Milton R., Jr.

**CITY OF CINCINNATI - CITY MANAGER'S OFFICE  
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 Manager's Office			07-049	Letter or Resignation	Place in personnel file	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-050	Personnel File Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers. In lieu of these documents, use a duly certified Employment History Card. Retain OSHA related records 20 years.	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-051	Record of Disciplinary Action	Current year plus previous 3	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-052	Project Plans/Drawings/As Built	Life of project or obsolete then appraise for historical value	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office			07-053	Project Reports	Current year plus previous 25, appraise for historical value	Paper	08/28/2007	Dohoney, Milton R., Jr.
City Manager's Office	Retirement		08-01	CRS Election Ballots	1 year	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-02	Bank Statements	6 years after audit	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-03	Committee minutes and All Associated Attachments and Reports.	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-04	Board of Trustees Minutes and All Associated Attachments and Reports	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-05	Actuary Reports	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-06	Investment Reports	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-07	Division Budget	3 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-08	Payroll Sheets	5 years	electronic	06/25/2015	Black, Harry

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City Manager's Office	Retirement		08-09	ID Badges	destroy upon termination w/o RC-3E	plastic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-10	Personnel file (this division only)	3 years after employee terminates employment from Division	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-11	Accident Reports (this division only)	3 years after claim settled	Paper	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-12	Employee Time sheets	5 years	Paper	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-13	Requests for Proposals	2 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-14	Travel Expense Reports	3 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-15	Cash Receipts	5 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-16	Claim Vouchers/Invoices	5 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-17	Check Registers	5 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-18	Contracts	5 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-19	Member's Loan Documents	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-20	Member's Benefit Calculations	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-21	Member's Reciprocity -prior service credit and purchase documents	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-22	Member's Beneficiary Forms	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-23	Member's Payroll Deductions (garnishments / child support)	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-24	Member's Disability Application and associated documentation	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-25	Member's Enrollment Cards	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-26	Member's Medicare and Health Care documents	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-27	Member's Medical Records	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-28	Member's Direct Deposit	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-29	Member's Election Form	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-30	Member's Death Claim Form	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-31	Member's Death Certificate	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-32	Birth Certificates	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-33	W4 Form	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-34	Health Care Form	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-35	Military Service Purchase	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-36	CRS monthly pension payroll benefit documentation	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-37	Member's Application for Retirement	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-38	Member's Return of Contribution Application	Permanent	electronic	06/25/2015	Black, Harry

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City Manager's Office	Retirement		08-39	Spousal Waiver	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-40	Member's Affidavit for stop-payments	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-41	Deferred Comp bi-weekly payroll reports	5 years	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-42	Member's documents - benefit related	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-43	Member retirement Option form selection	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-44	OPF - member enrollment form & other benefit related documents	1 year after separation from service or death	Paper	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-45	OPF monthly payroll files	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-46	OPF monthly payroll files	15 years	Paper	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-47	OPERS - member enrollment form & other benefit related documents	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-48	OPERS monthly payroll forms	Permanent	electronic	06/25/2015	Black, Harry
City Manager's Office	Retirement		08-49	OPERS monthly payroll forms	15 years	Paper	06/25/2015	Black, Harry