

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		C	08-001	Acceptance of Utility Rate Ordinance Notices	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		BWS	08-002	Accident Files- Reports	6 years, provided no action pending	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-003	Accounts Ledger	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-004	Accounts Ledger	5 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-005	Accounts Payable Balance Listing	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-006	Accounts Receivable - Sundries	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-007	Accounts Receivable - Sundries	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-008	Accounts Receivable Ledger - General	3 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-009	Accounts Receivable Schedule	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-010	Accounts Receivable Schedule - ID Bills	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-011	Administrative Expense Records	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-012	Annual Budget	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-013	Annual Financial Report	Permanent - at 50 years appraise for historical value	Paper	11/23/2008	David Rager

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Greater Cincinnati Water Works		E	08-014	Annual Report and Histories	Permanent - at 50 years appraise for historical value	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-015	Annual Report, Preparation Documents	4 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		CE	08-016	Application for Water Tap Permits	1 year after final decision	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-017	Applications for Service	Until service terminated	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-018	Appropriation Files/Receiving Tickets	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-019	As Built Information	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-020	Financial Audit Reports - Federal/State	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-021	Financial Audit Reports - City	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-022	Auditor's Report (State Auditor)	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-023	Bacteria - Bench Sheets	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-024	Bacteria - Quality Assurance/Quality Control (QA/QC) Reports	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-025	Bacteria - Temperature	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-026	Bad Check or Bad Debt Records/Files	2 years After Payment/Settlement	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-027	Balance Sheets	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-028	Blue Print Drawings	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-029	Bonds / Letters Of Intent	2 years after project completion & acceptance	Paper	11/23/2008	David Rager

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Greater Cincinnati Water Works		E	08-030	Branch and Meter Projects (Files)	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-031	Budget Control Reports - Rev & Expenses	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-032	Budget Preparation Documents	4 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-033	Building Permit Applications	2 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-034	Building Permit Letters	2 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-035	Building Permit Plans	5 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-036	Building Permits and Water Availability Application (WAA)	7 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-037	Business Plans	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-038	Capital Purchases, Office and Technical Equipment (OTEA)	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-039	Card Access	2 months	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-040	Cash Book	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-041	Cash Books/Cash Reports (Cashiers Daily Sheets)	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-042	Cash Receipt Reports	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-043	Cash Receipts & Disbursements	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-044	Cash Register Tapes/Records	2 years with internal controls	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-045	Cashier Journal Entries (All Five Cashier Forms)	5 years plus current after Audit	Paper	11/23/2008	David Rager

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Greater Cincinnati Water Works		B	08-046	Cashier Journal Entry (Recap Record of Daily Payments Received)	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		DWS	08-047	Cell Phone Bills	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-048	CFS / People soft Balancing	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-049	CUFFS / People soft Balancing	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-050	Charge Sheets	6 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-051	Chargeback Reports/Records	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-052	Checks and Check Stubs (from Customers)	Until Audited	Microfilm	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-053	Checks Voided (from Customers)	Until Audited	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-054	Chemical Dose Sheets	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-055	Chemical Dose Sheets	10 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-056	Chemical Spills	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-057	Capital Improvement Project (CIP) Planning Studies (include Retail Service Areas)	Until No Longer Necessary-Appraise for Historical Value	Paper	11/23/2008	David Rager
Capital Projects/Infrastructure								
Greater Cincinnati Water Works		E	08-058	Capital Project Files	Permanent	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-1	Bid Comparison Sheets	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager

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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
Greater Cincinnati Water Works		E	08-058-2	Bids & Documents	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-3	Bonding Company Issues	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-4	Change Orders including Justification	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-5	Consultant/Geotech/Permit Fees/Contractor	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-6	Contract, including insurance & surety	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-7	Contractor's Original Construction Schedules	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-8	Contractor's Safety Manual	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-9	Contractor's Updated Construction Schedules	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-10	Correspondence	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-11	Customer Complaints & Resolution	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-12	Daily Activity Log/Progress Meeting Minutes	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-13	Department Requisition Form	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager

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Greater Cincinnati Water Works		E	08-058-14	Design Project Cost Estimate	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-15	Design Survey	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-16	EPA Approvals, where applicable	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-17	Final drawings, Specs./ as-built	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-18	Forms 66 & 104	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-19	Geotechnical Report	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-20	In Progress Contract Administration	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-21	In-progress testing (Water Quality tests, Friction Co-efficient tests, Material tests, etc.)	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-22	Inspector's Daily Log	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-23	Inspector's Pay Item Summary Sheets	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-24	Inspector's Report	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-25	Lien related information and Release	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager

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Greater Cincinnati Water Works		E	08-058-26	Material Certifications	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-27	Material Failures & Investigations and Related Warranties	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-28	Material Paid in Full Affidavit	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-29	Misc. project information and correspondence	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-30	Notice of Contract (Notice to Proceed)	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-31	Original Bid document	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-32	Original Contract Design Plans	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-33	Payment History	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-34	Pre-construction Meeting Minutes/Notes	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-35	Prevailing Wage Affidavit	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-36	Product Specification Approvals,	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-37	Project Photos	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager

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Greater Cincinnati Water Works		E	08-058-38	Project Plan Documents (Do Not Microfilm)	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-39	Punch Lists	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-40	Street Opening Permits (City, County, ODOT, etc.)	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-41	Subcontractor Approval Forms	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-42	Wage Determination Request	Place in Project File	Paper/Microfilm/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-058-43	Project Site Conditions-Video	7 years	Video Tape or Electronic Disk	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-059	City Council Reports and FYI Memos	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-060	Civil Service Minutes	Until no longer of administrative value	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		CS	08-061	Claims for Damages	2 years after case settled	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-062	Client Payment Files	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-063	Client Payment Files	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-064	Co-Funding Agreements e.g. American Water Works Association Research Foundation	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-065	Commissioner's Drawings	Permanent	Linen	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-066	Community Development Studies	7 years plus current	Paper	11/23/2008	David Rager

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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
Greater Cincinnati Water Works		EC	08-067	Compliance Reports - All Types	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-068	Computer Account Request Forms and Rivest, Shamir and Aldeman (RSA) Token Applications	2 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-069	Computer Generated Financial Reports	Until replaced by next printout	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-070	Computer Generated Financial Reports	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-071	Computer Help Desk Requests	2 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-072	Confined Space Entry Permits	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-073	Construction / Meter Material Inventory Sheets	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-074	Construction / Meter Material Inventory Sheets	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-075	Construction Contracts & Capital Purchase Orders	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		EC	08-076	Contracts - Outside Consultants	15 years After Expiration	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-077	Contracts - Political Subdivisions/Hamilton County (ECD)	15 years After Expiration	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-078	Contracts Excluding CIP and Consultant	6 years plus current after Audit	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-079	Contracts/Vendors, e.g. Chemicals, Supplies	6 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-080	Coordinated Reports	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-081	Coordinated Reports and County Actions	7 years plus current	Paper/Electronic	11/23/2008	David Rager

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Greater Cincinnati Water Works		EC	08-082	Correspondence - City Manager	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		EC	08-083	Correspondence - From Council	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-084	Correspondence (General Letters & Memos)	2 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-085	Correspondence - Outside/Citizens/Customers	Review Annually for Disposal	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-086	Cost Control Reports	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-087	Court Orders for Payroll Deduction	Termination or order rescinded	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-088	Customer Hearing/Reports/Files	4 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-089	Credit and Reference Memos	3 year plus audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-090	Curb Box Location Record	Permanent	Electronic/Microfiche	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-091	Daily attendance Records	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		CD	08-092	Daily Work Orders	3 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		EC	08-093	Damage Claim	2 years after Case Settled	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-094	Deeds & Easements	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-095	Director's Customer Service Corr./Customer Service Center Referrals	2 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-096	Disaster Recovery Plans	Permanent until revised	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-097	Disbursement Register	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-098	Disbursement Register	6 years plus current after Audit	Electronic	11/23/2008	David Rager

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Greater Cincinnati Water Works		DSW	08-099	Division Policies & Procedures	Until Information is superseded, updated or replaced	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-100	EEO Policies, Regulations & Forms	15 yrs after expiration or Termination	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		SW	08-101	Eligibility Lists	2 years after List expires	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-102	Emergency Response Plan	Permanent until revised	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-103	Enterprise Maintenance Planning and Control System (EMPAC) Asset Records	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-104	Employee Surveys	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-105	Encumbrance Report	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-106	Encumbrance Report	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-107	End of Year Mileage Report	6 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-108	Environmental Records (Air Emission Tests & Chemical Spills)	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-109	Facility Data Sheets	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-110	Facility Manuals	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ES	08-111	Facility Standard Drawings	Permanent	Electronic/Mylar/Linen/Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-112	Filter Profiles (Interim Enhanced Surface Water Treatment Rule)	3 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-113	Finals (Final Bill for Moving Customers)	6 years plus current	Electronic	11/23/2008	David Rager

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Greater Cincinnati Water Works		B	08-114	Fleet Billing	6 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-115	Flow Test	Until Obsolete	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-116	Frequent Flier forms	6 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-117	Fund Trial Balance Report - Finance	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-118	Fund Trial Balance Report - Finance	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-119	Garnishment Orders	Termination or order rescinded	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-120	General Engineering Drawings	Until updated, superseded, or obsolete, appraise for historical value	Linen	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-121	General Ledger	25 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-122	General Maps - Census, OKI, Flood, Plan	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-123	Hazardous Toxic Waste Records	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-124	Hydrant Books	Permanent	Linen	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-125	ID Bills (Bills to other City Agencies)	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-126	ID Bills (Bills to other City Agencies)	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-127	Inorganic Bench Quality Assurance/Quality Control (QA/QC) reports	10 years plus current	Paper	11/23/2008	David Rager

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Greater Cincinnati Water Works		WS	08-128	Inorganic Bench Sheets	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-129	Insurance-Property	2 years after expiration provided all claims settled	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-130	IT Computer Training Material	1 year after system is no longer operational	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-131	IT Consultant files (perf reviews, notes, schedules)	Until no longer administratively necessary	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-132	IT Network schematics	Permanent until revised	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-133	IT Program Source Code	2 years after system is no longer operational	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-134	IT Project Data Conversion Documentation (Reconciliation Documentation)	6 years plus current after Audit	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-135	IT Project Documentation (Deliverables, Signoff Sheets)	6 years plus current after Audit	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-136	IT Reference Manuals	Destroy when revised, superseded, or rescinded	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-137	IT Requirements Analysis Documentation	4 years after Post Implementation Review	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-138	IT Software Media	Until updated, superseded, or obsolete.	Electronic	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
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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
Greater Cincinnati Water Works		I	08-139	IT Software Registrations, Warranties, and Licenses	Until updated, superseded, or obsolete.	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-140	IT Strategic Plan	Permanent until revised	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-141	IT Systems Documentation	1 year after system is no longer operational	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-142	IT Testing Documentation	2 years after the Post Implementation Review	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-143	IT User Documentation	1 year after system is no longer operational	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-144	Job Folder (All paperwork of construction Jobs Plant Accounted)	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-145	Job Hazard Analysis	Until Superseded, obsolete or replaced	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-146	Job Order Status Report	Until Superseded	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-147	Journal Entries (Journal Voucher Sheet)	6 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-148	Journal Vouchers	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-149	Journal Vouchers	6 years plus current after Audit	Electronic	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
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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
Greater Cincinnati Water Works		B	08-150	Keys	Until employee terminated or assignment changes	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-151	Labor Distribution Reports (Cost Accounting Labor)	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-152	Labor Distribution Reports (Cost Accounting Labor)	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-153	Lead Copper Rule - Results	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-154	Lead Copper Rule - Site Information	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-155	Legal Notices - Proof of Publication	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-156	Legal Opinions - From City Solicitor	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-157	Maintenance Logs	Permanent	Paper/electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		EWS	08-158	Maps/Plans/Drawings	Life of Infrastructure, then appraise for historical value	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-159	Mason / HAMCO CIP Letters	5 Years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-160	Master Plan Files	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-161	Material Safety Data Sheets	Until revised	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		D	08-162	Meal Allowance Record	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-163	Memorandums of Understanding	Until Superseded, obsolete or replaced	Paper	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		C	08-164	Meter & Value Location Record	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-165	Meter Reading Cards	6 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-166	Meter Reading Records	4 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-167	Meter Reading Records	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-168	Meter Test Records	3 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-169	Misc Project Files	Until Project is completed and final report issued	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		D	08-170	Misc. Billing for Water Main Repair	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-171	Misc. Memos	Until no longer of administrative value	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-172	Monthly Operating Reports (5002)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-173	Monthly Operating Reports (5001)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-174	Monthly Operating Reports (5011)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-175	Monthly Operating Reports (5109)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-176	Monthly Operating Reports (5109-A)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-177	Monthly Operating Reports (5114)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-178	Monthly Operating Reports (5115)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-179	Monthly Operating Reports	Until incorporated into Annual Report	Paper	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		E	08-180	Monthly Reports	15 years After Expiration	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-181	Motorized Equipment Record Folder	One year after equipment is sold	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-182	News Releases	2 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-183	Newspaper Articles	2 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-184	Non - Plant Disposals - Obsolete Sale Documentation	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-185	National Pollutant Discharge Elimination System Application (NPDES)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-186	National Pollutant Discharge Elimination System Monthly Reports (NPDES)	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-187	Ohio Utilities Protection Correspondence	10 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-188	Old Branch Books (50 scale)	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-189	Operation Plans	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-190	Ordinance - Water Works	Until Superseded	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-191	Organics - Bench Sheets	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-192	Organics - chromatograph data	10 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-193	Organics - QA/QC	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-194	OUPS Tickets	3 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-195	Pandemic Flu Plan	Permanent until revised	Paper/Electronic	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority	
Greater Cincinnati Water Works		B	08-196	Parking Stickers	Until vehicle changes or employee terminated	Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		C	08-197	Payment Coupons	Until Paid & Audited	Paper	11/23/2008	David Rager	
Greater Cincinnati Water Works		C	08-198	Payment Report	6 years plus current after Audit	Electronic	11/23/2008	David Rager	
			Payroll Records						
Greater Cincinnati Water Works		ECD	08-199-1	Employee Earning Record	Until termination	Paper/Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-2	Employee Income Tax Withholding Certificate	3 years after separ	Paper	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECDS	08-199-3	Employee Pay Records	Updated until termination	Paper/Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-4	Employee Withholding Requests	Until replaced or revoked	Paper	11/23/2008	David Rager	
Greater Cincinnati Water Works		WS	08-199-5	Gross Pay Register	10 years plus current	Paper	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-6	Leave Balances/Reports	2 years after termination	Paper/Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECDWS	08-199-7	Overtime Authorization	2 years plus current	Paper	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-8	Overtime Reports	2 years plus current after Audit	Paper	11/23/2008	David Rager	
Greater Cincinnati Water Works		B	08-199-9	Payroll Attendance Card (Record of Attendance, Vacation, & Sick Leave for Employees)	Permanent	Paper/Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-10	Payroll Journal - Annual Cumulative	50 years plus current	Paper/Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-11	Payroll Journal - Weekly, Monthly	3 years plus current after Audit	Paper/Electronic	11/23/2008	David Rager	
Greater Cincinnati Water Works		ECD	08-199-12	Tax Withholding Reports	6 years plus current after Audit	Paper/Electronic	11/23/2008	David Rager	

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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
Greater Cincinnati Water Works		SW	08-199-13	Temporary Transfer Pay	5 years	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		CDE	08-199-14	Time Cards/Time Sheets	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-200	Performance Measures	5 years	Electronic	11/23/2008	David Rager
			Personnel File					
Greater Cincinnati Water Works			08-201	Personnel File	Purge 2 years after employee leaves. Retain permanent records 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.		11/23/2008	David Rager
Greater Cincinnati Water Works		SBW	08-201-1	Application for Employment- Not Hired	2 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-2	Application for Employment	Place in Personnel File	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-3	Application for Employment	Place in Personnel File	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-201-4	Audiometric Test Results	3 years after separation	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-201-5	Co-op/Seasonal Employee File	3 years after separation	Paper	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		W	08-201-6	Co-op/Seasonal Employee File	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-201-7	Employee Medical File	3 years after separation	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-201-8	Employee Medical File	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-9	Employee Performance Evaluation	5 years after separ	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-10	Employee Performance Evaluation	5 years after separ	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-201-11	Employee Photos	3 years after separ	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-201-12	Employee Photos	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-13	Employee Training Records	Place in Personnel	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-14	Employee Training Records	Place in Personnel	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-15	Grievance Hearing Records	3 years after separ	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-16	Grievance Hearing Records	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		BWS	08-201-17	Injury Reports	Place in Personnel	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-201-18	Interview Notes Transfer, New Hires Promotion	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-19	Leave Requests - All Types	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-20	Leave Requests - All Types	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-21	Letter of Appointment	Place in Personnel	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-22	Letter of Appointment	Place in Personnel	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-23	Letter of Resignation	Place in Personnel	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-24	Letter of Resignation	Place in Personnel	Electronic	11/23/2008	David Rager

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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
Greater Cincinnati Water Works		ECD	08-201-25	Letters of Reference	Place in Personnel	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-201-26	Letters of Reference	Place in Personnel	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-201-27	PEAP Referrals	3 years after separ	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-201-28	PEAP Referrals	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-29	Personnel Actions (Form 14)	Place in Personnel	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-30	Personnel Actions (Form 14)	Place in Personnel	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-201-31	Recognition Awards	3 years after separ	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-201-32	Required Licenses, Certificates, renewals	3 years after separ	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-201-33	Required Licenses, Certificates, renewals	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WSECD	08-201-34	Notice of disciplinary action, separation or lay-off	4 years. If appealed, retain until all litigation is terminated.	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-35	W-2 Forms	6 years provided A	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-36	W-2 Forms	6 years provided A	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-37	W-4 Forms	Until superseded or employee terminated	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-201-38	W-4 Forms	Until superseded or employee terminated	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-201-39	Notification of Pay/Pay Step Increase	Place in Personnel	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		CDS	08-202	Petty Cash Record	3 years plus current after Audit	Paper	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		CDS	08-203	Petty Cash Record	3 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		EDWS	08-204	Photographs	Until information is no longer current, then appraise for historical value	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-205	Pitometer Reports	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-206	Planning Staff Meeting Minutes	3 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-207	Plant (Fixed Asset) Disposals	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-208	Plant (Fixed Asset) Listing - Annual	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-209	Plant (Fixed Asset) Listing - Annual	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-210	Plant (Fixed Asset) Transaction	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-211	Plant Record Sheets	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		BWS	08-212	Policies and Procedures City	Permanent until revised	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-213	Policies and Procedures computer and security	Permanent until revised	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		BWS	08-214	Policies and Procedures Dept.	Permanent until revised	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-215	Posting Sheets & Cards for Paid Bills	3 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-216	Preliminary Applications	Review Annually for Disposal	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-217	Pressure Regulator Drawings	Permanent	Electronic	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		WS	08-218	Project Correspondence	15 years after expiration or termination	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-219	Project files Including Submittals	15 years after completion of the project	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-220	Project folders from Primes and Subs.	15 years after expiration or termination	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-221	Project Study Files	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-222	Property and Easements Records	Permanent	Mylar/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-223	Property Files	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-224	Property Vouchers	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-225	Planned Unit Development (PUD) Letters	5 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-226	Pump Station Plans and Specifications	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-227	Pump Station/Treatment Plant Files	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-228	Pumpage and Consumption Reports	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-229	Pumpage Rate Sheets	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-230	Purchase Orders (Excluding Capital)	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-231	Purchase Orders (Excluding Capital)	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-232	Purchasing Documents (Miscellaneous, e.g. Receiving tickets, Requisitions, Receipts)	Until no longer of administrative Value, 10 Yrs	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-233	Rate Schedules	Until superseded	Paper	11/23/2008	David Rager

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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
Greater Cincinnati Water Works		WS	08-234	Receiving tickets	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-235	Reconciliation Sheets, Bank Accounts	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-236	Record of Funds Received	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECDWS	08-237	Record Retention Documents	25 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-238	Records Requests/Responses	See Citywide Retention Schedule	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-239	Records Requests/Responses	See Citywide Retention Schedule	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-240	Records to Bureau of Employment Services	2 years	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-241	Refund Check Ledger	5 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-242	Register of Billing	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-243	Regulatory Policies/Energy	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-244	Report of Cash Received	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-245	Request for Information (RFIs)	4 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-246	Request for Proposals (RFPs) Successful/Unsuccessful	2 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-247	Request for Qualifications (RFQs), Successful/Unsuccessful	10 years plus current	Paper/Electronic	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		B	08-248	Requisitions	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-249	Requisitions	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-250	Financial Statement and Audit Work papers	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-251	Safety Equipment Maintenance Records	Life of Equipment	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-252	Sample Submission Reports	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-253	Sand Filter Cards	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-254	Sand Filter Cards (Supervisory Control And Data Acquisition, SCADA)	10 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-255	Sanitary Survey Results	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-256	SCIP Applications	7 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-257	Security, system, and other alert logs	Permanent until revised	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-258	Service Branch Report	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-259	Service Branch Report	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-260	Shop Drawings	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-261	Shut-Off Lists	3 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		S	08-262	Special Permits (Cranes, Elevator, Halon, Fire)	Until renewed or after expiration	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-263	Special Projects and Studies	7 years plus current	Paper/Electronic	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		E	08-264	Standard Construction Specifications	10 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-265	Standard Letters	1 year and until no longer of administrative value	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-266	Statement of Balances	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-267	Statement of Balances	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-268	Statistical Reports	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-269	Statistical Reports	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-270	Stores Balancing Documentation	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-271	Stores Balancing Documentation	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-272	Stores Cycle Count Sheets & Physical Inventory Records	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-273	Stores Cycle Count Sheets & Physical Inventory Records	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-274	Stores Reports (Stores Issues & Adjustments Report)	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-275	Stores Reports (Stores Issues & Adjustments Report)	6 years plus current after Audit	Electronic	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		B	08-276	Stores Stock Status Reports	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-277	Stores Stock Status Reports	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-278	Stores/Supplies Request	Until no longer of administrative value	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-279	Street Improvement Responses	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-280	Street Improvement Reviews	7 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		I	08-281	Studies and Reports (IT Feasibility, IT performance, etc.)	4 years after approval	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-282	Subsidiary Ledger	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-283	Subsidiary Ledger	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-284	Summaries of agency disciplinary action hearings.	4 years. If appealed, retain until all litigation is terminated.	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-285	Survey Project Folders	Permanent	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-286	Survey Projects	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-287	Telecommunication Billing Listing	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-288	Telecommunication Billing Listing	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-289	Tour/Visitors log/sign in sheets	5 years plus current	Paper	11/23/2008	David Rager

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		ECWS	08-290	Travel Expense Records	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		EC	08-291	Trial Balance Records	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-292	Turbidimeters Calibration	10 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		ED	08-293	Underground Reports	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		CDS	08-294	Uniform Allowance Record	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-295	Vehicle Commuting Sheets	6 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-296	Vehicle Inspection Reports	1 year plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		EC	08-297	Vendor Files - Purchase Orders, Invoices, Receiving Slips	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-298	Vendor List	Until Superseded	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-299	Video (Surveillance)	1 week	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-300	Voucher (Excluding Capital Purchases)	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-301	Voucher (Excluding Capital Purchases)	6 years plus current after Audit	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-302	Voucher Registers	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-303	Voucher (Capital Purchase Only)	1 year plus current after audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-304	Voucher (Capital Purchase Only)	Permanent	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-305	Voucher Registers	6 years plus current after Audit	Electronic	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		E	08-306	Water Availability Studies (Water Availability/Branch Footage-WABF)	7 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-307	Water Billing Stubs	3 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-308	Water Billing Stubs	3 years provided Audited	Microfilm	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-309	Water Contract/Service Area Files	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-310	Water Main Agreements	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-311	Water Main Charges (Def Asses.)	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-312	Water Main Extension Payments (Contributions to Plant)	Permanent	Paper/Electronic	11/23/2008	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works		ECD	08-313	Water Main Location Record	Permanent	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-314	Water System Expansion Files	10 years plus current	Paper/Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-315	Water Usage Reports	3 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-316	Water Usage Reports	3 years provided Audited	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-317	Wet Chem - Monitors Calibration	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-318	Wet Chem Bench - Sheets	10 years plus current	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-319	Wet Chem QA/QC - Sheets	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-320	Wing Wall maps 1000 Scale	Permanent	Mylar	11/23/2008	David Rager
Greater Cincinnati Water Works		ECD	08-321	Withholding Payment Record	6 years plus current after Audit	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		WS	08-322	Work Order Records	For life of equipment	Electronic	11/23/2008	David Rager
Greater Cincinnati Water Works		W	08-323	Water Quality Control Check Sample - Test Results	10 years plus current	Paper	11/23/2008	David Rager
Greater Cincinnati Water Works		C	08-324	Call Center Customer Service and Dispatcher Recordings	1 year	Electronic-Disk	11/23/2008	David Rager
Greater Cincinnati Water Works		E	08-325	Preconstruction Meetings Audio Recordings	Until information is no longer current	Audio Tape	11/23/2008	David Rager
Greater Cincinnati Water Works		B	08-326	Ingress-Egress Card Reads	2 months	Electronic-Disk	11/23/2008	David Rager
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B	Business Services
C	Commercial
D	Distribution
E	Engineering
I	Information Tech.
S	Supply
W	Water Quality

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works			08-046-A	Cashier Journal Entry (Recap Record of Daily Payments Received)	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-078-A	Contracts Excluding CIP and Consultant	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-098-A	Disbursements Register	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-126-A	ID Bills (Bills to other City Agencies)	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-152-A	Labor Distribution Reports (Cost Accounting Labor)	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-209-A	Plant (Fixed Asset Listing - Annual	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-249-A	Requisitions	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-259-A	Service Branch Report	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-269-A	Statistical Reports	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-271-A	Stores Balancing Documentation	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-288-A	Telecommunications Billing Listing	6 years + Current after Audit	Microfilm	11/19/2010	David Rager
Greater Cincinnati Water Works			08-301-A	Voucher (Excluding Capital Purchases)	6 years + Current after Audit	Microfilm	11/19/2010	David Rager

**CITY OF CINCINNATI - DEPARTMENT OF GREATER CINCINNATI WATER WORKS
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Greater Cincinnati Water Works			08-305-A	Voucher Register	6 years + Current after Audit	Microfilm	11/19/2010	David Rager