

**CITY OF CINCINNATI - HUMAN RESOURCES DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Personnel	Management Services & Civil Service		79-1	Annual Budget (copy of department budget)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-2	Annual Report (for this department - forward record copy to Municipal Library)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-3	Application for Employment & Examinations (filed numerically, with application, interview and grade sheet, examination notice stub, & examination sheet)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-4	Application for Employment - Failed to Appear (applications of persons failing to appear for scheduled examinations)	6 months after examination date	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-5	Applications for Workmen's Compensation (applications filed alphabetically by employee's name; copy sent to State Office - ORC 4123.68)	5 Years after last award	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-6	City Bulletins (department copy)	Current Year	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-7	Civil Service Minutes (bound record of Commission meetings and business)	Permanent	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-8	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-9	Correspondence (general letters & memos)	5 Years, then review for disposal	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-10	Correspondence - Rejection Letters (letters to applicants not eligible to take exams; résumés, applications, rejection letters)	3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-11	Eligibility Lists (filed in binders by year of exam, with lists for both open and promotional exams)	2 Years, then microfilm	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-11 A	Eligibility Lists (filed in binders by year of exam, with lists for both open and promotional exams)	Permanent	Microfilm	04/23/1979	Machenheimer, Harry E.

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Personnel	Management Services & Civil Service		79-12	Eligibility List - Card File (examination record card of persons eligible for employment)	1 Year after expiration of eligibility	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-13	Employee Date File (print-out of basic statistics on each employee - record copy in Finance Department)	Until new print-out is issued	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-14	Employment Record Card (filed alphabetically by name; includes address, date of birth, salary adjustments, classification and status, exams taken, grade, rank, annual service rating, disciplinary action, and date of termination of employment)	35 Years after termination of employment	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-15	Employment Verification List (bi-monthly print-out of basic statistics on each employee)	Until new print-out is issued	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-16	Examination Record Card (name, address, date of birth, exam date, exam, exam number, score, rank & expiration date - filed with Employment Record Card)	35 Years after termination of employment	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-17	Job Complement Sheet (sheet for computer changes indicating codes, additions, deletions, reclassifications, transfers, etc., copy sent to Finance Department - information also on Employment Record Card)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-18	Ordinance Book - Personnel Department (copies of ordinances pertinent to Personnel & Civil Service - record copy in Clerk of Council's Office)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-19	Outside Work Permits (approval of employee's employment in positions other than their positions with the City)	Retain until expiration	Paper	04/23/1979	Machenheimer, Harry E.

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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
Personnel	Management Services & Civil Service		79-20	Payroll Attendance Records (record of attendance, vacation, & sick leave for employees of this office only)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-21	Payroll Correspondence File (notification of promotion, employee change form, temporary transfer sheets, step-up files - information also on Employment Record Card)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-22	Payroll Register (for this department - record copy in Finance Department)	Current + previous Year	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-23	Performance Rating Sheets (annual evaluation of employee's performance, signed by supervisor & employee)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-24	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-25	Rate File - Notification of Changes (Record notifies data processing division of changes in rate of pay - copy also in Finance Department & all changes are recorded on Employment Record Card)	Current + Previous Year	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-26	Request for Unemployment Payments (applications for unemployment payments by City employees - copy sent to State Office)	2 Years, after date of application, provided no action is pending.	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-27	Requisitions (For this Department - record copy in Purchasing Department)	Current + previous 3 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-28	Specifications (position descriptions for City employment)	Until obsolete or until superseded	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-29	Statistical Reports (copies sent to State and Federal agencies)	5 Years	Paper	04/23/1979	Machenheimer, Harry E.
Personnel	Management Services & Civil Service		79-30	Solicitor's Opinions (opinions pertinent to this department)	Permanent	Paper	04/23/1979	Machenheimer, Harry E.

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Personnel	Management Services, Civil Service, Personnel Development, EEO		80-1	Correspondence concerning Civil Service Commission appeal hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-2	EEO Complaints records	5 Years		06/10/1980	Machenheimer, Harry E.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-3	EEO computer print-outs (Dec. Report 21, Dec. Report 25, Dec. Report Table of Organization)	5 Years	Paper	06/10/1980	Machenheimer, Harry E.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-4	Exhibits of Civil Service Commission appeal hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-5	Notice of disciplinary action, separation, or lay-off (Form 32)	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-6	Summaries of agency disciplinary action hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.
Personnel	Management Services, Civil Service, Personnel Development, EEO		80-7	Transcripts of Civil Service Commission appeal hearings	5 Years. If appealed, retain until all litigation is terminated.	Paper	06/10/1980	Machenheimer, Harry E.
Human Resources			79-9	Correspondence (general letters & memos)	DELETE SCHEDULE NUMBER 79-9	Paper	5/7/08	Hilary Bohannon
Human Resources			79-11	Eligibility Lists (filed in binders by year of exam, with lists for both open and promotional exams)	2 years plus current	Paper	5/7/08	Hilary Bohannon
Human Resources			79-15	Employment Verification List (quarterly print-out of basic statistics on each employee - CHANGE FROM "bi-monthly")	Until new print-out is issued	Paper	5/7/08	Hilary Bohannon

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Human Resources			79-25	Rate File - Notification of Changes (Record notifies data processing division of changes in rate of pay - copy also in Finance Department & all changes are recorded on Employment Record Card pre-1985) then electronically	Current + Previous Year	Electronic (DELETE "paper")	5/7/08	Hilary Bohannon
Human Resources			79-28	Classification Specifications (position descriptions for City employment)	1 years after obsolete or superseded	Paper & Electronic	5/7/08	Hilary Bohannon
Human Resources			80-2	EEO Complaints records	Current year + previous 5	Paper, Electronic ("Electronic" ADDED)	5/7/08	Hilary Bohannon