

**CITY OF CINCINNATI - DEPARTMENT OF PUBLIC SERVICES
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 Works	Highway Maintenance		98-1	ACCOUNTING JOB ORDER JOURNAL	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-2	VARIOUS ACCOUNTING DOCUMENTS	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-3	COST MANAGEMENT	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-4	VARIOUS ACCOUNTING MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-5	DAILY CREW REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-6	EQUIPMENT CHECK LIST	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-7	OVER-TIME CERT.	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-8	VOUCHERS AND I.D. BILLS	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-9	MISC. ACCOUNTING REPORTS	5 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-10	VARIOUS FORMS (3rd Shift)	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-11	VARIOUS ACCOUNTING FORMS	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-12	PAYROLL BATCHES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-13	COST MANAGEMENT MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-14	STORMWATER DAILY CREW CHECK	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-15	DAILY CREW CHECK SCHEDULES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-16	ACCOUNTING RECEIVABLE	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-17	ASPHALT DAILY CREW REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-18	PAYROLL INFORMATION	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-19	PAYROLL EXPENDITURES REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-20	GARNISHMENTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-21	ACCOUNTING PAID VOUCHERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-22	TELECOM CHARGE BILLS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-23	ACCIDENT REPORTS	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-24	REQUEST & SUMMARY REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-25	ACCOUNTING BILLS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-26	VOUCHERS ACCOUNTING	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-27	VOUCHERS DAILY CREW REPORTS (3rd Shift)	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-28	MISC. ACCOUNTING FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.

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Public Works	Highway Maintenance		98-29	DAILY CREW REPORTS - EQUIPMENT	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-30	DAILY CREW REPORTS - OVERTIME CERTS.	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-31	INVOICES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-32	CODE 6 (Going to a location) and CODE 7 (At the location) Radio Calls	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-33	DAILY CREW REPORTS (TA & Structures)	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-34	CONTRACTS	EXPIRED	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-35	DAILY CREW REPORTS (Sign Shop)	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-36	MISC. ACCOUNTING	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-37	STORMWATER VOUCHERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-38	PAYROLL	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-39	DAILY CREW REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-40	RADIO CALL (Going to location & At the location)	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-41	VACATION BALANCE & OVERTIME	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-42	WORK ORDERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-43	DISC. COUNTER MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-44	MISC. ACCOUNTING FORMS	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-45	WEATHER REPORTS	1 Year	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-46	OVERTIME CERTS.	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-47	MISC. ACCOUNT. USER MANUALS	Superseded	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-48	DAILY CREW REPORTS (Sign Shop & Structures)	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-49	WEATHER REPORTS	1 Year	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-50	VEHICLE INSPECTION SHEET	2 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-51	MISC. ACCOUNTING PAPERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-52	MISC. PERSONNEL	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-53	POLICE OFFICERS EXPENDITURES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-54	DUPLICATE PERSONNEL FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-55	ACCOUNTING FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-56	MISC. SUPERVISORS FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.

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Public Works	Highway Maintenance		98-57	DUPLICATE ACCOUNTING REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-58	SUPERVISOR FILES ASPHALT	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-59	JOB ORDERS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-60	INVOICES	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-61	INTERSTATE BILLING	4 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-62	MISC. PLATS REPORTS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-63	STORE ORDER ISSUE FORMS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-64	ASPHALT PLANT TICKETS	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-65	SUPERVISOR DUP. PERS. FILES	3 Years	Paper	12/23/1998	Tarvin, Elliott, Jr.
Public Works	Highway Maintenance		98-66	DUP. COPIES COMPLAINTS	1 Year	Paper	12/23/1998	Tarvin, Elliott, Jr.
Greater Cincinnati Water Works	Fleet Services		86-1	Payroll - Daily Employee Time Cards	Permanent	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-2	Payroll Attendance Reports, Payroll Registers, Time Sheets and Leave Forms	Permanent	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-3	Claim Vouchers (original copy in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-4	Vendors Invoices (Primary copies)	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-5	Pool Car Tickets - copy sent to agency	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-6	Fuel transaction reports for city fleet	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-7	Fuel card request form	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-8	Master Vehicle Usage Log - form used at automated fuel pumps when vehicles identification card is damaged or lost and emergency fuel is needed.	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-9	Record of Manuel Fuel Disbursements a) Regular Gasoline, b) Unleaded Gasoline, c) Diesel Fuel, 2) Non-Fuel Disbursements	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-10	Fuel Inventory Report - form used weekly by automated and manual fuel stations to report their inventory of fuel and oils	3 Years	Paper	11/01/2005	Schwab, James E.

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Greater Cincinnati Water Works	Fleet Services		86-11	Parts Requisitions - basis for agency billing for parts used	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-12	Repair Orders: a) White Copy - sent to office to establish account for charges to agency b) Yellow Copy - sent to office when job completed. File in equipment folder.	1 Year when equipment disposed of	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-13	Expense Orders - Pink copy filed in office after items received and charged to agency.	3 Years	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-14	Purchasing Agent Contracts	5 Years after expiration	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-15	Purchase Orders	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-16	Requisitions (original in Purchasing Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-17	Accident Files	2 Years, provided no action pending	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-18	Inventory Records	Until superceded, provided audited	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-19	Cash Receipt Schedules (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-20	Payroll Journal Book	Permanent	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-21	Accounts Receivable Invoices & Reports (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-22	Interdepartmental Settlement Voucher Report (original in Finance Department)	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.
Greater Cincinnati Water Works	Fleet Services		86-23	Vendors Price Lists	3 Years provided audited.	Paper	11/01/2005	Schwab, James E.