

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Public Works	General Engineering		81-1	Engineering Drawings	Microfilm original tracings and keep film permanently. Destroy tracings at discretion of City Engineer once filmed. (This pertains to tracings made in 1981 and afterward. Evaluate pre-1981 tracings for their continuing value to the city; film tracings with future value, purge those without.)	Microfilm	08/06/1981	Rove?, George
Public Works	General Engineering		81-2	Flood Records	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-3	House Numbering Records	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-4	Non-Project Correspondence	Review annually for disposal. May film the larger files	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-5	Ordinance Copies (Ordinances for this section)	Permanent	Paper	08/06/1981	Rove?, George

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Public Works	General Engineering		81-6	Project Files (Files include: Correspondence and memos [incl. problems and funding sources], copies of legislation for the project, site plan copies, payment vouchers for construction [copies also sent to Finance Dept.], bid tabulations, awarding of contract, change orders, property agreement copies for real estate bought, property description copies.)	After 1 to 2 years, microfilm entire file and retain microfilm permanently. Then destroy paper copy. Film old files back to ca. 1955, retain film permanently and destroy paper copies. Evaluate pre-1955 files for same procedure if file is of future use.)	Microfilm	08/06/1981	Rove?, George
Public Works	General Engineering		81-7	Street Dedication Records - Plats	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-8	Street Dedication Records - Written Reports	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-9	Street Inventory	Permanent	Computerized	08/06/1981	Rove?, George
Public Works	General Engineering		81-10	Street Vacation Records	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-11	Topographic Maps	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-12	Underground Sewer Records	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-13	United States Weather Bureau Records	Permanent	Paper	08/06/1981	Rove?, George
Public Works	General Engineering		81-14	Blue Ash Airport Land Acquisition Records	Permanent	Microfilm then destroy paper copy	08/06/1981	Rove?, George
Transportation & Engineering			2007-01	Accident Reports	6 years provided no action pending	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-02	Accounts Receivable Ledger	3 years provided audited	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-03	Acquisition Plats	Permanent	Mylar, Linen, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-04	Air Traffic Reports Annual (Copies)	2 years	Paper	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Transportation & Engineering			2007-05	Air Traffic Reports Monthly (Copies)	1 year	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-06	Airport Noise Complaint Logs/Data/Reports	1 year	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-07	Annexation Plats	Permanent	Mylar, Linen	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-08	Annual Departmental Budget	5 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-09	As-Built Roadway Plans	Life of infrastructure then appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-10	Attendance Reports/Records (Daily Sign-in/out)	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-11	Badges and ID's	Destroy upon termination without RC-3E	Cards	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-12	Bank Deposit Records	3 years provided audited	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-13	Benchmark Manual	Until updated	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-14	Budget Preparation Documents (Working Papers)	4 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-15	Bulletins, Posters, and Notices to Employees	Until no longer administratively necessary, no RC-3E required	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-16	Cash books	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-17	City of Cincinnati Corporation Line	Until updated	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-18	Computer Equipment Inventory	Life of equipment	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-19	Continuing Education Certifications/Class/Seminar/ Training Attendance Records	Place in personnel file	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-20	Correspondence-General	2 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-21	Correspondence-Routine Form Letters	1 year	Paper	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Transportation & Engineering			2007-22	Customer Complaint Log	6 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-23	Design Files and As-Built Drawings	Life of infrastructure then appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-24	Disaster Plans	Until updated or superseded	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-25	Drafts - All Media	Until no longer administratively necessary, no RC-3E required	All media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			1981-01	Engineering Drawings	Life of infrastructure then appraise for historical value	Microfiche	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-26	FAA Compliance, Certification, Inspections, and Related Documents	5 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-27	Flight Tracking Data/Reports	1 year	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-28	Fuel Flowage Fee Records	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-29	FYI Memos to City Council	5 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-30	General Orders, Directives, Policies, Rules, Regulations, or Procedures	Until superseded, retain one copy until audited	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-31	Hillside Step Closure Records	3 years after Council action	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			1981-03	House Numbers	Permanent	Digital media (CAGIS)	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-32	Index Cards/Sheets (Drawings / Field Notes / Plats)	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-33	Landing Fee Records	3 years	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-34	Leases at Lunken Airport (Copies)	5 years after expiration	Paper	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Transportation & Engineering			2007-35	Line Surveys	Until updated, superseded, or obsolete, then appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-36	Lunken Airport Operations Advisory Board Agendas	6 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-37	Lunken Airport Operations Advisory Board Minutes	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-38	Lunken Airport Operations Advisory Board Reports	5 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			1981-14	Lunken and Blue Ash Airport Drawings	Until updated, superseded, or obsolete, then appraise for historical value	Mylar, Linen, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-39	Maintenance Agreements	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-40	Manuals, Handbooks, and Directives	Until superseded, obsolete, or replaced. Retain one file copy 5 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-41	Material Safety Sheets	Until superseded	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-42	Messages	Until no longer administratively necessary, no RC-3F required	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-43	Pavement Condition Reports	30 years	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-44	Pavement Marking Drawings	Until superseded	Mylar, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-45	Permits to Operate at Lunken Airport	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-46	Petty Cash Records	3 years provided audited	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-47	Phone Quotes	2 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-48	Printing Orders	3 years	Paper	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Transportation & Engineering			1981-06	Project Files (Const. Eng files, Inspector files, Accounting files)	15 years after completion	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-49	Property Surveys	Until updated, superseded, or obsolete, then appraise for historical value	Mylar, Linen, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-50	Purchase Orders	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-51	Purchase Orders-Copies	Until no longer administratively necessary, no RC-3F required	Mylar	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-52	Receiving Documents	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-53	Records Requests	2 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-54	Records Retention Documents	25 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-55	ROW Complaints, Investigations, Referrals	6 years	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-56	ROW Violations and Orders	6 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-57	Sidewalk Construction Contract Admin. Records	15 years after completion	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-58	Sidewalk Inspections	6 years after appeal period	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-59	Sidewalk Repair orders	6 years after appeal period	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-60	Standard Drawings for Street Light and Signal Construction	Keep current version and one version back	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-61	Standard Drawings, Supplemental Specifications, Restoration, and Subdivision Manuals	5 years after superseded	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-62	Street Contractor License	1 year after bond expires	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			1981-07	Street Dedication Plats	Permanent	Linen	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Transportation & Engineering			1981-08	Street Files (Current)	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-63	Street Files (Historic)	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-64	Street Files for Traffic Service Requests	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-65	Street Histories	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-66	Street Light Assessment Records	Life of infrastructure then appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-67	Street Light Drawings	Until superseded	Mylar	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-68	Street Light Permit Records	Life of infrastructure then appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-69	Street Lighting Service Requests and Work Orders	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-70	Street Opening Permits	3 years after close out	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			1981-10	Street Vacation Plats	Permanent	Mylar, Linen, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-71	Structural Inspection Reports (Bridges, Wall, Steps)	10 years	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-72	Survey Field Note Books	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-73	Survey Field Notes 1995 to Present	Permanent	Digital media	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-74	Survey Field Notes Prior to 1995	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-75	Table of Organization/Organizational Charts	Until superseded	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-76	Telephone Logs	2 years	Paper	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
Transportation & Engineering			1981-11	Topo/Location Surveys	Until updated, superseded, or obsolete, then appraise for historical value	Paper, Linen	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-77	Topographic Maps	Until updated, superseded, or obsolete, then appraise for historical value	Mylar, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-78	Traffic Count Records	10 years until superseded, appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-79	Traffic Project Files	Life of infrastructure then appraise for historical value	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-80	Traffic Signal Layout and Timing	Until superseded	Mylar, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-81	Transportation Asset Drawings	Life of infrastructure then appraise for historical value	Mylar, Linen, Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-82	Travel Expense Reports	3 years	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-83	Unsolicited Mail (e.g. anonymous/slandorous letters, groundless complaints, sales materials transitory messages, informational brochures, etc.)	Until no longer administratively necessary, no RC-3E required	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-84	Urban Design Review Records	Permanent	Paper	06/18/2007	Enabnit, Eileen
Transportation & Engineering			2007-85	Vouchers, Invoices and Support Documents	15 years	Paper	06/18/2007	Enabnit, Eileen

**CITY OF CINCINNATI - TRANSPORTATION ENGINEERING 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
------------	------------------------	-------------------	-----------------	------------------------------	------------------	------------	----------------------------------	----------------------