

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Department of Economic Development			92-1	PROJECT FILES - public improvements, correspondence, budgets, grants, appraisals, acquisition, relocation (unless there is litigation pending)	3 Years after completion	Paper	01/22/1992	Illegible
Department of Economic Development			92-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports.	3 Years	Paper	01/22/1992	Illegible
Department of Economic Development			92-3	DAY LETTER FILES	Current Year + Previous Year	Paper	01/22/1992	Illegible
Department of Economic Development			92-4	DEVELOPMENT AGREEMENTS - (Contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	01/22/1992	Illegible
Department of Economic Development			92-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants	3 Years after completion of services	Paper	01/22/1992	Illegible
Department of Economic Development			92-6	ENTERPRISE ZONE AGREEMENTS	3 Years after term of agreement	Paper	01/22/1992	Illegible
Department of Economic Development			92-7	PLANS, DRAWINGS AND SPECIFICATIONS	Until obsolete	Paper	01/22/1992	Illegible
Department of Economic Development			92-8	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications	10 Years	Paper	01/22/1992	Illegible
Department of Economic Development			92-9	FINANCIAL REPORTS - monthly revenue and expense reports, fund status reports, cash receipts schedules	5 Years	Paper	01/22/1992	Illegible
Department of Economic Development			92-10	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	01/22/1992	Illegible

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Department of Economic Development			92-11	FINANCIAL DOCUMENTS - budget working papers, purchase orders, requisitions, Community Budget Request Forms	3 Years provided audited if necessary	Paper	01/22/1992	Illegible
Department of Economic Development			92-12	STATEMENT OF BALANCES	Current Year + 2 Years	Paper	01/22/1992	Illegible
Department of Economic Development			92-13	PUBLICATIONS AND REPORTS - issued by this department	3 Years - 1 copy each to Municipal Reference Library and PAMMS	Paper	01/22/1992	Illegible
Department of Economic Development			92-14	CITY BULLETINS - department copy	3 Years	Paper	01/22/1992	Illegible
Department of Economic Development			92-15	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	01/22/1992	Illegible
Department of Economic Development			92-16	MISCELLANEOUS - Department copy of Civil Service Commission minutes, job opportunity notices	6 Months	Paper	01/22/1992	Illegible
Department of Economic Development			92-17	PERSONNEL FILES - Duplicated in Personnel Department	3 Years after termination, 1 Year after retiring	Paper	01/22/1992	Illegible
Department of Economic Development			92-18	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	01/22/1992	Illegible
Department of Economic Development			92-19	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	01/22/1992	Illegible
Department of Economic Development			92-20	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Approved	10 Years from date of loan	Paper	01/22/1992	Illegible
Department of Economic Development			92-20 A	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Rejected	1 Year after application	Paper	01/22/1992	Illegible
Research, Evaluation and Budget			86-1	CAPITAL IMPROVEMENT PROJECTS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	02/13/2006	Weg----, Thomas W.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Research, Evaluation and Budget			86-2	COMMUNITY DEVELOPMENT RECORDS	3 YEARS AFTER CLOSE OF PROJECT	PAPER	02/13/2006	Weg----, Thomas W.
Research, Evaluation and Budget			86-3	CITY OF CINCINNATI ANNUAL REPORT, OPERATING BUDGET DOCUMENT, CD BUDGET DOCUMENT, CIP BUDGET DOCUMENT	2 COPIES PERMANENTLY. ONE SHELF COPY IN REB DIRECTOR'S OFFICE. ONE COPY TO MUNICIPAL REFERENCE LIBRARY	PAPER	02/13/2006	Weg----, Thomas W.
Research, Evaluation and Budget			86-4	GENERAL CORRESPONDENCE (INCOMING LETTERS AND REPLIES OF R.E.B.)	3 YEARS	PAPER	02/13/2006	Weg----, Thomas W.
Research, Evaluation and Budget			86-5	REB INTERNAL ORGANIZATION RECORDS, INTERNAL FINANCIAL RECORDS, INTERNAL TIME SHEETS AND PAYROLL RECORDS	3 YEARS	PAPER	02/13/2006	Weg----, Thomas W.
Finance	Budget & Evaluation		99OPRPRE00.TAR	OPERATING BUDGET /PREPARATION/TARGETS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.EST	OPERATING BUDGET /PREPARATION/ESTIMATES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.INS	OPERATING BUDGET /PREPARATION/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.CON	OPERATING BUDGET /PREPARATION/CONVERSIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.TTP	OPERATING BUDGET /PREPARATION/TENTATIVE TAX PLAN	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.TRN	OPERATING BUDGET/PREPARATION/TRAINING	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.ISS	OPERATING BUDGET/PREPARATION/ISSUES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.RQT	OPERATING BUDGET /PREPARATION/REQUEST	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRPRE00.BWP	OPERATING BUDGET /PREPARATION/BUDGET WORKING PAPERS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Budget & Evaluation		99OPRANL00.SWS	OPERATING BUDGET /ANALYSIS/SALARY AND WAGE SCHEDULE	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRANL00.INS	OPERATING BUDGET /ANALYSIS/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRANL00.SUM	OPERATING BUDGET /ANALYSIS/SUMMARY	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRANL00.ANL	OPERATING BUDGET /ANALYSIS/ANALYSIS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRANL00.BUP	OPERATING BUDGET /ANALYSIS/BACKUP DOCUMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPPRECO00.NOT	OPERATING BUDGET /RECOMMENDATION/NOTES/NOTICES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPPRECO00.BAL	OPERATING BUDGET /RECOMMENDATION/BALANCING	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPPRECO00.MRD	OPERATING BUDGET /RECOMMENDATION/MAKE READYS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPPRECO00.REC	OPERATING BUDGET /RECOMMENDATION/RECOMMENDATION	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPPRECO00.CHG	OPERATING BUDGET /RECOMMENDATION/CHANGES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRAPRO00.MRD	OPERATING BUDGET /APPROVAL/MAKE READYS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRAPRO00.APR	OPERATING BUDGET /APPROVAL/APPROVED DOCUMENT	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRAPRO00.APP	OPERATING BUDGET /APPROVAL/APPROPRIATION ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRAPRO00.PHD	OPERATING BUDGET /APPROVAL/PUBLIC HEARING DOCUMENTATION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRAPRO00.CHG	OPERATING BUDGET /APPROVAL/CHANGES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRMON000.INS	OPERATING BUDGET /MONITORING/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRMON000.MYR	OPERATING BUDGET /MONITORING/MID-YEAR REPORT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Budget & Evaluation		99OPRMON 000.YEC	OPERATING BUDGET /MONITORING/YEAR END CLOSE REPORT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRMON 000.ADJ	OPERATING BUDGET /MONITORING/ADJUSTMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRMON 000.BSS	OPERATING BUDGET /MONITORING/BUDGET STATUS SUBMISSION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRMON 000.VEX	OPERATING BUDGET /MONITORING/VARIANCE REPORTS & EXPLANATION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRMON 000.BMP	OPERATING BUDGET /MONITORING/BUDGET MONITORING PROJECTION	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRCHG 000.ADJ	OPERATING BUDGET /CHANGES/ADJUSTMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99OPRCHG 000.FOR	OPERATING BUDGET/CHANGES/FORMS(e.g. 33s, TOs)	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.RPJ	CAPITAL BUDGET/PREPARATION/RESOURCE PROJECTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.TAR	CAPITAL BUDGET/PREPARATION/TARGETS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.INS	CAPITAL BUDGET/PREPARATION/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.MAN	CAPITAL BUDGET/PREPARATION/MANUAL	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.CWP	CAPITAL BUDGET/PREPARATION/CAPITAL WORKING PLAN	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.RQT	CAPITAL BUDGET/PREPARATION/REQUEST	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPPRE0 00.DSK	CAPITAL BUDGET/PREPARATION/DISKETTE (ELECTRONIC)	5 YEARS	DISKETTE	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPANL0 00.INS	CAPITAL BUDGET/ANALYSIS/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPANL0 00.ANL	CAPITAL BUDGET/ANALYSIS/ANALYSIS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Budget & Evaluation		99CAPRECO00.NOT	CAPITAL BUDGET/RECOMMENDATION/NOTES/NOTICES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPRECO00.WKP	CAPITAL BUDGET/RECOMMENDATION/WORKING PAPERS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPRECO00.RQT	CAPITAL BUDGET/RECOMMENDATION/REQUEST	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPRECO00.MRD	CAPITAL BUDGET/RECOMMENDATION/MAKE READYS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPAPRO00.ORD	CAPITAL BUDGET/APPROVAL/ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPAPRO00.RPT	CAPITAL BUDGET/APPROVAL/REPORT	FINAL REPORT IN LIBRARY PERMANENTLY	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPADMO00.BND	CAPITAL BUDGET/ADMINISTRATION/BONDS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPADMO00.STM	CAPITAL BUDGET/ADMINISTRATION/STATEMENT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPMON000.INS	CAPITAL BUDGET/MONITORING/INSTRUCTIONS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPMON000.FRM	CAPITAL BUDGET/MONITORING/FORMS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPMON000.RPT	CAPITAL BUDGET/MONITORING/REPORT	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPMON000.OTB	CAPITAL BUDGET/MONITORING/ORDINANCE TABLES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPMON000.ORD	CAPITAL BUDGET/MONITORING/ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPMON000.RSP	CAPITAL BUDGET/MONITORING/RESPONSES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CAPCHGO00.ADJ	CAPITAL BUDGET/CHANGES/ADJUSTMENTS	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Budget & Evaluation		99CAPCHG00.ORD	CAPITAL BUDGET/CHANGES/ORDINANCES	5 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRE00.TAR	CONSOLIDATION PLAN/PREPARATION/TARGETS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRE00.INS	CONSOLIDATION PLAN/PREPARATION/INSTRUCTIONS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRE00.CPP	CONSOLIDATION PLAN/PREPARATION/CITIZEN PARTICIPATION PLAN	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPDEV00.FRM	CONSOLIDATION PLAN/DEVELOPMENT/FORMS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPDEV00.PKG	CONSOLIDATION PLAN/DEVELOPMENT/CDAB PACKAGE	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPDEV00.MMN	CONSOLIDATION PLAN/DEVELOPMENT/MEETING MINUTES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPDEV00.REC	CONSOLIDATION PLAN/DEVELOPMENT/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPDEV00.PHD	CONSOLIDATION PLAN/DEVELOPMENT/PUBLIC HEARING DOCUMENT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRECO0.REC	CONSOLIDATION PLAN/RECOMMENDATION/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRECO0.BUD	CONSOLIDATION PLAN/RECOMMENDATION/BUDGET (RECOMMENDED)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRECO0.DEC	CONSOLIDATION PLAN/RECOMMENDATION/DECISION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAPRO0.BUD	CONSOLIDATION PLAN/APPROVAL/BUDGET (APPROVED)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAPRO0.HSD	CONSOLIDATION PLAN/APPROVAL/HUD SUBMISSION DOCUMENT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAPRO0.LTR	CONSOLIDATION PLAN/APPROVAL/LETTERS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Budget & Evaluation		99CDPAPRO00.NOT	CONSOLIDATION PLAN/APPROVAL/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAPRO00.RPT	CONSOLIDATION PLAN/APPROVAL/REPORT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAPRO00.ORD	CONSOLIDATION PLAN/APPROVAL/ORDINANCES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.GAG	CONSOLIDATION PLAN/PROGRAM MGMT/GRANT AGREEMENTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.CND	CONSOLIDATION PLAN/PROGRAM MGMT/CONTROL DOCUMENTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.ROF	CONSOLIDATION PLAN/PROGRAM MGMT/RELEASE OF FUNDS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.FRM	CONSOLIDATION PLAN/PROGRAM MGMT/FORMS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.CPR	CONSOLIDATION PLAN/PROGRAM MGMT/COMPLIANCE REQUESTS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.IDS	CONSOLIDATION PLAN/PROGRAM MGMT/IDIS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.AUD	CONSOLIDATION PLAN/PROGRAM MGMT/AUDIT MATERIALS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.CNS	CONSOLIDATION PLAN/PROGRAM MGMT/CENSUS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPPRM00.INL	CONSOLIDATION PLAN/PROGRAM MGMT/INCOME LIMITS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAMB00.YEC	CONSOLIDATION PLAN/AMENDED BUDGET/YEAR END CLOSE REPORT	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAMB00.REC	CONSOLIDATION PLAN/AMENDED BUDGET/RECOMMENDATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAMB00.APP	CONSOLIDATION PLAN/AMENDED BUDGET/APPROPRIATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Finance	Budget & Evaluation		99CDPAMB00.BUD	CONSOLIDATION PLAN/AMENDED BUDGET/BUDGET	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPAMB00.ORD	CONSOLIDATION PLAN/AMENDED BUDGET/ORDINANCES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRPT00.NOT	CONSOLIDATION PLAN/REPORTING/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRPT00.DTA	CONSOLIDATION PLAN/REPORTING/DATA GATHERING	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRPT00.COO	CONSOLIDATION PLAN/REPORTING/COORDINATION	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPRPT00.BAL	CONSOLIDATION PLAN/REPORTING/BALANCING	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPHUD00.LTR	CONSOLIDATION PLAN/CITY HUD CORRES/LETTERS	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPHUD00.NOT	CONSOLIDATION PLAN/CITY HUD CORRES/NOTES/NOTICES	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Finance	Budget & Evaluation		99CDPHUD00.EML	CONSOLIDATION PLAN/CITY HUD CORRES/EMAIL (ELECTRONIC)	10 YEARS	PAPER	10/08/1999	Riordan, Timothy M.
Public Utilities	Parking Facilities	Administration	79-1	Accident/Incident Reports (records of vandalism, accidents, theft, etc., occurring at parking facilities. Garage retains original copy)	4 Years from date of incident, provided no action is pending.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-2	Accounts Receivable (schedules of accounts for damages, non-payment, etc.)	Retain until payment is received, and account is closed and audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-3	Correspondence (general letters and memos)	Review annually for disposal.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-4	Employment Applications, Part-time (applications, interviews, test scores)	Retain until new test is given & new eligibility list is created.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-5	Invoices (sent to parking patrons for damages to facilities, non-payment, monthly parking)	3 Years, provided paid and audited.	Paper	12/20/1979	Ty----, Willie

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Parking Facilities	Administration	79-6	Monthly Revenue Report - Treasury Division (copy of monthly revenue report of parking facilities maintained in Treasury Division)	3 Years	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-7	Parking Meter Shop Operational Data (daily, monthly, & annual information regarding work performed: location, code, condition of meter, time, number of meters checked, license number of vehicle, etc.)	2 Years	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-8	Payroll Records (Payroll attendance records, payroll registers, time sheets for garage employees, & leave forms)	3 Years, provided audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-9	Personnel Records (applications, performance ratings, disciplinary action, etc.)	5 Years, after termination of employment.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-10	Requisitions (department copy, record copy in Purchasing Dept.)	Current & Previous 3 Years.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-11	Revenue Reports, Daily Master (number of tickets, location, date, time; copy sent to Treasury Division)	3 Years, provided audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-12	Seasons Parking Tickets, Applications for (book number, name & address of applicant)	Current & Previous 2 Years	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Administration	79-13	Vouchers & Closed Contracts (department copies - original contract in Accounts & Audits - Finance Dept.)	5 Years after expiration of contract provided vouchers have been audited.	Paper	12/20/1979	Ty----, Willie
Public Utilities	Parking Facilities	Operational Facilities	90-1	Accident/Incident Reports: Records of accidents, thefts, vandalism, etc. reported at a facility; copy sent to Administrative Office.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-2	Customer Owes Forms: Records of patrons owing small amounts of money.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-3	Deposit Records: Records of deposits being picked up by contract courier service.	2 Years	Paper	01/31/1990	Illegible

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Parking Facilities	Operational Facilities	90-4	General Correspondences: Includes all letters and memos except those containing policy statements or payment for parking services.	1 Year	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-5	Operational Data: records of miscellaneous work performed, work schedules, surveys, etc.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-6	Overnight Reports: Listing of vehicles in facility at the start of a business day.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-7	Parking Applications/Orders: Request for prepaid parking, special rental of a facility.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-8	Parking Receipts: Serialized receipts for parking services.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-9	Payroll Records: Attendance records of employees and other contracted personnel, leave of absence forms (originals to Administrative Office).	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-10	Prepaid Permits: Passes, permits, and related tickets which allow entry or exit into a facility. Does not include those permits transferred to City Treasurer for accounting purposes.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-11	Revenue Reports: Records of deposits. Copies sent to City Treasurer and administrative Office. Includes supporting documentation.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-12	Fee Computer Reports: Reports of transactions as recorded by a fee computer.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-13	Access Control Reports: Miscellaneous reports generated by access control equipment.	1 Year	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-14	Security Reports: Reports compiled by employees or contract security personnel.	2 Years	Paper	01/31/1990	Illegible
Public Utilities	Parking Facilities	Operational Facilities	90-15	Revenue Count Records: records of counter activities, crew leader reports and check-out forms.	2 Years	Paper	01/31/1990	Illegible

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Convention Center		94-1	Accounts Receivable Schedules	3 Years, provided payments received and audited.	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-2	Bid & Bid Computations	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-3	Blanket Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-4	C.G. & E. Computer Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-5	Cancelled Event Contracts	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-6	Cancelled Event Options	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-7	Cash Receipt Schedules	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-8	Cincinnati Concessions	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-9	City Bulletin	1 Year	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-10	Completed Event Files	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-11	Construction Contracts and Agreements	15 Years after expiration	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-12	Correspondence (general letters)	5 Years, review for disposal	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-13	Credit Card Receipts/Charges	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-14	Crowd Control - security form	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-15	Detail Entry Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-16	Employee Accidents/Injury Reports	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-17	Encumbrance Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-18	Exhibitor Service Files - usage of utilities by exhibitors by event	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-19	Expense Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-20	First Aid Records - security form	10 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-21	Grievance Hearings	3 Years, until resolved	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-22	1971-1984 Guard Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-23	Interdepartmental Billing & Schedule	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-24	Invoices - sent to leasees and exhibitors	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-25	Job Opportunities - posted from City Hall Personnel Office	2 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-26	Maintenance Records	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-27	Municipal Garage Reports	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-28	Objectives	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-29	Ogden Food Service	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-30	Ordinances	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-31	Parking Record Sheets - 1977-1979 prior to expansion	2 Years	Paper	11/08/1994	Lewis, Dave E.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Convention Center		94-32	Payroll	3 Years, provided audited	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-33	Personnel Records	5 Years after termination of employment	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-34	Photographs	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-35	Purchase Orders	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-36	Requisitions	3 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-37	Revenue Reports	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-38	Statement of Balances	Permanent	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-39	Table of Organization	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-40	Turnstiles	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-41	Vouchers	7 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-42	Vouchers Paid Report	5 Years	Paper	11/08/1994	Lewis, Dave E.
Public Utilities	Convention Center		94-43	Work Orders	3 Years	Paper	11/08/1994	Lewis, Dave E.
General Services	Parking Facilities		96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-3	Contracts (for services; includes purchase orders). Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Public Utilities	Convention Center		96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
Public Utilities	Convention Center		96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-1	Accident/Incident/Injury Reports: Records of accidents, thefts, vandalism, etc. reported from a parking facility.	2 Years, provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-2	Accounts Receivable (schedules of accounts from invoices.)	2 Years after account closed	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-3	Contracts (for services; includes purchase orders), Finance Department maintains original.	2 Years after end of contract	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-4	Correspondence (general letters & memos)	1 Year	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-5	Employment Applications, Part-Time (applications, interviews, test scores).	1 Year	Paper	08/29/1996	Cullen, Charles J.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
General Services	Parking Facilities		96-6	Financial Reports (reports received or created on budget, revenue, expenses, capital projects, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-7	Invoices (sent to parking patrons for parking services, damages to facilities, monthly parking, returned checks, etc.)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-8	Monthly Revenue Report - Treasury Div. (copy of monthly revenue report of parking facilities maintained in Treasury Division.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-9	Payroll Records: (Payroll attendance records, payroll registers, time sheets for garage employees, time cards and leave forms).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-10	Personnel Records (applications, performance ratings, disciplinary action, etc.)	3 years, after termination of employment	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-11	Requisitions (department copy, record copy in Purchasing Department)	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-12	Revenue Control Reports (reports from counters and other equipment used to audit revenue collection).	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-13	Revenue Reports (number of tickets, location, date, time; copy sent to Treasury Division) includes supporting documentation	2 Years	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-14	Seasons Parking Records (book number, name & address of applicant, payment record)	2 years provided audited	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-15	Security Reports (reports generated by security personnel).	2 Years provided no action is pending	Paper	08/29/1996	Cullen, Charles J.
General Services	Parking Facilities		96-16	Vouchers (department copies - original document in Finance Department.)	2 Years	Paper	08/29/1996	Cullen, Charles J.
City Manager's Office	Office of Contract Compliance	Centennial II	11-001	SBE Quarterly & Annual Compliance Reports to City Council	5 years	Paper	04/15/2011	Holmes, David L.

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

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
City Manager's Office	Office of Contract Compliance	Centennial II	11-002	Prevailing Wage Payrolls	3 years after project completion	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-003	SBE Certification Files	3 years after certification is terminated	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-004	SBE Application Log Sheet	2 years	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-005	Solicitor's Opinion on SBE matters	15 years	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-007	Expense Records/Mileage Reports for SBE Site Visits	1 Year	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-008	Delivery Slips/Packing Slips	1 Year	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-009	Employee Injury Report	Place In personnel files	Paper	04/15/2011	Holmes, David L.
City Manager's Office	Office of Contract Compliance	Centennial II	11-010	Bodily Injury to Non-Employee Damage to Municipal Vehicle or Property	6 years provided non-action pending	Paper	04/15/2011	Holmes, David L.