

**CITY OF CINCINNATI - DEPARTMENT OF LAW
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Law			09-001	All records from Real Estate Division 79-1 through 79-17 and Civil Division 79-1 through 79-17 to be deleted	All	All	3/5/2010	John P. Curp, City Solicitor
Law			09-002	Acquisition Files - Filed by project/parcel number; provides details of real estate acquisitions (Contracts, agreements, Request for Legal Services, appraisals, correspondence, deeds, court records, plats, title exams, negotiator notes)	Current +10yrs	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-003	Active BMV Files - Suspension documents	30 Days Past Last Appeal	Paper	3/5/2010	John P. Curp, City Solicitor
Law			09-004	Annual Budget for this Department	5 years	Paper	3/5/2010	John P. Curp, City Solicitor
Law			09-005	Attorney Working Files (Development agreements, Request for Legal Services, correspondence, contracts, deeds, leases, licenses, Revocable Street Privileges, maintenance agreements, ordinances, legal opinions, memoranda, public records responses and log, legislation solicitor's/attorney copies, council reports, releases/waivers, bi-monthly reports)	Current + Previous 3 years	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-006	Bond Files (Bond sale files, bond ordinances, and supporting papers.) Record copy in Finance Department	2 years after last issue is paid	Paper	3/5/2010	John P. Curp, City Solicitor
Law			09-007	Case Files Complaints, answers, correspondence, discovery, pleadings, motions)	10 years provided no action	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-008	Case files -False alarm (Civil citation, correspondence, decisions, default notices)	5 yrs after closed	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-009	Case files -Vicious dog (Civil citation, correspondence, decisions, default notices)	5 yrs after closed	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-010	Case files-Housing (Civil citation, correspondence, complaint, answers, opinions, decisions, default notices)	5 yrs after closed. Appraise for historic value.	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-011	City Bulletin	Permanent	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-012	Claim Files (Claim form, estimates, request for payment, report by department concerned, correspondence, determination, insurance documents, settlement documents, vouchers, releases, certified judgments)	2 years after settled and appeals exhausted	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-013	Collections (Correspondence, department invoices, small claim complaints, municipal court complaints, answers, settlement agreements, payment arrangements, notices, bankruptcy/foreclosure documents)	5 yrs	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor

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Law			09-014	Correspondence - Routine letters and memos	1 year	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-015	Correspondence - General letters and memos	2 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-016	Correspondence - Legislative Branch letters and memos	3 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-017	Correspondence - Executive	5 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-018	Directives	Until superseded, obsolete, or replaced. Retain one copy for 5 years.	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-019	Directories	Until superseded, obsolete, or replaced. Retain one copy for 5 years.	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-020	Domestic Violence Incident Reports	1 yr after closed	Paper	3/5/2010	John P. Curp, City Solicitor
Law			09-021	DUI Attorney Copies - DUI Report	Until distributed to attorney	Paper	3/5/2010	John P. Curp, City Solicitor
Law			09-022	Handbooks	Until superseded, obsolete, or replaced. Retain one copy for 5 years.	Paper	3/5/2010	John P. Curp, City Solicitor
Law			09-023	Inventory (List of City-owned property)	Permanent	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-024	Job Descriptions	1 year after superseded	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-025	Legislation Files - Ordinances and resolutions passed by Council	Permanent	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-026	Library Materials	Until superseded, obsolete, or replaced.	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-027	Open Diversion Files	Until closed	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-028	Organizational Charts	1 year after superseded	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-029	Payroll Attendance Records for department (Record of employee sick leave, vacation, and hours worked.) Record copy in Finance Department	Current + Previous 3 Years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor

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Law			09-030	Payroll Registers for department. Record copy in Finance Department.	Current + Previous 3 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-031	Personnel Files for department (employee information, training, licenses, permits, registration.)	2 years after termination of employment.	Paper	3/5/2010	John P. Curp, City Solicitor
Law	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec 117.26 O.R.C.		09-032	Petty Cash Record/Receipts	3 years after audited	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-033	Professional Service Contracts (Appraisers, attorneys, titles, equipment, maintenance)	Until terminated + 15 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-034	Property Files - Easements (Contracts, agreements, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)	Permanent	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-035	Property Files - Leases (Contracts, agreements, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)	5 years after expiration	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-036	Property Files - Street Sales & Vacations (Contracts, agreements, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)	Permanent	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-037	Property Files- Permanent Municipal Properties (Contracts, agreements, appraisals, correspondence, deeds, copies of ordinances, photographs, plats, maps, court records, and negotiation documentation)	Permanent	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-038	Property Files- Sales (contracts, agreements, appraisals, Request for Legal Services, correspondence, deeds, ordinances, photographs, plats, maps, court records, and negotiation documentation)	Current +10yrs	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-039	Property Tax Files (tax bills and department authorizations)	Current +10yrs	Paper-Electronic	3/5/2010	John P. Curp, City Solicitor

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Law			09-040	Purchase Orders - Record copy in Purchasing Department	Current + previous 3 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
Law			09-041	Records Retention Schedule (Record copy with Records Commission)	Until superseded, obsolete, or replaced. Retain one copy for 25 years.	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-042	Reference Manuals	Until superseded, obsolete, or replaced. Retain one copy for 5 years.	Paper/Electronic	3/5/2010	John P. Curp, City Solicitor
			09-043	Relocation Files - Normal Code, Business & Residential (Client information, vacate notice, inspection report, project information, notices, move specifications, claim forms)	Current + previous 3 yrs	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-044	Requests for Legal Services ("RLS")	Current + previous 3 years	Electronic	3/5/2010	John P. Curp, City Solicitor
			09-045	Requisitions - Record copy in Purchasing Department	Current + previous 3 year	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-046	Rosters	1 year after superseded	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-047	Settlement Agreements	3 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-048	Sign In Sheets	1 year	Paper	3/5/2010	John P. Curp, City Solicitor
			09-049	Solicitor's Case Files - Record copy retained by Clerk of Courts	4 years after closing	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-050	Solicitor's Opinions - Filed by subject	Permanent	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-051	Taxicab Driver Appeals	1yr	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-052	Title Examination and Appraisal Files-Non Project (Title opinion, deeds, appraisals)	Until superseded	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
			09-053	Vouchers/Claims, ID Bills (Requests and documentation) Record copy in Finance Department	Current + previous 3 years	Paper - Electronic	3/5/2010	John P. Curp, City Solicitor
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