

**CITY OF CINCINNATI - METROPOLITAN SEWER DISTRICT
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	Stormwater Management	Utility Division	94-1	Accounts Payable Records	3 Years	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-2	Accounts Receivable Records	3 Years after payment, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-3	Bank Deposit Slips	3 Years	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-4	Bank Statements	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-5	Check Stubs	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-6	Daily Report of Cash Received	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-7	General Correspondence	5 Years	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-8	Montly Statement of Balances	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-9	Purchase Orders	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-10	Time Sheets	3 Years	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-11	Vouchers	4 Years, provided audited	Paper	10/17/1994	Hamner, John H.
Public Works	Stormwater Management	Utility Division	94-12	Sewer Testing Records	5 Years	Paper	10/17/1994	Hamner, John H.
Metropolitan Sewer District			08-001	Analytical Data / Chemical Analyses	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-002	As Builts / Drawings / Maps / Plats	Until updated, superseded or obsolete, appraise for historical value	Paper/Linen/ Mylar	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-003	As Builts / Drawings / Maps / Plats	Until updated, superseded or obsolete, appraise for historical value	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-004	Accident Reports - Employee Injury Report	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-005	Accident Reports - Bodily Injury to non-employee	6 yrs provided no action pending	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-006	Accident Reports - Damage to Municipal Vehicle or Property	6 yrs provided no action pending	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-007	Accounts Payable Records	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-008	Accounts Receivable Records (General)	3 yrs provided audited	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-009	Affirmative Action Reports	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-010	Annual Department Budget Records	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-011	Annual Departmental Reports	Permanent – at 50 yrs appraise for historical value	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-012	Audit Reports (Internal/Federal/Auditor of State)	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-013	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements)	3 yrs provided audited	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-014	Barrier Dam Files	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-015	Bids – Successful	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-016	Bids – Unsuccessful	2 yrs after letting of contract	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-017	Blueprints	Until updated, superseded or obsolete, appraise for historical value	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-018	Building Permit Records	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-019	Cash Receipts	3 yrs provided audited	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-020	Cash Received Reports	3 yrs provided audited	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-021	Capital Improvement Project (CIP) Budget Development	Until no longer of administrative value	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-022	*Capital Improvement Project (CIP) Files	15 yrs after completion	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-023	Checks (Canceled, Registers, Stubs)	3 yrs provided audited	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-024	City Bulletins	Until no longer of administrative value	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-025	Clean Water Act Section 401 Water Quality Certificate	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-026	Clean Water Act Section 404 Permit	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-027	Confined Space Permit	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-028	Contracts (project related)	15 yrs after project completion	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-029	Change Orders	Place in Contract file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-030	Contracts (not project related)	15 yrs after expiration or termination	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-031	Court Transcript of Proceedings	3 yrs after case settled	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-032	Customer Complaints / Letters	2 yrs provided no action pending	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-033	Daily Crew Work/Location Logs	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-034	Damage Claims	2 yrs after case settled	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-035	Detailed Provisions / Specifications	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-036	Detention Files	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-037	Eligibility Lists	Until list expires	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-038	Emergency Response Plan	Until updated or superseded	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-039	Employee Medical File	30 yrs after termination	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-040	- Alcohol/Drug Testing Records	Place in medical file	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-041	- Audiometric Test Records	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-042	- Family Medical Leave of Absence (FMLA)	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-043	- Physical Results	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-044	- Physician Reports/Notes	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-045	- Respiratory Protection Files	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-046	- Workers Compensation Files	Place in medical file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-047	Employee Personnel File	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-048	- Application for Employment	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-049	- Application for Employment – Not Hired	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-050	- Awards/Commendations	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-051	- Disciplinary Actions	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-052	- Grievance Hearing Files	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-053	- Employee Exposure to Hazards	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-054	- Employee Training Record	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-055	- Employee W-2	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-056	- Employee W-4	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-057	- Letter of Appointment	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-058	- Letter of Resignation	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-059	- Performance Evaluations	Place in Personnel file	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-060	- Promotions	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-061	- Temporary Employment files	Place in Personnel file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-062	Employee Payroll Record	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-063	- Daily Attendance Records	Place in Payroll file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-064	- Gross Pay Register	Place in Payroll file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-065	- Temporary Transfer Pay	Place in Payroll file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-066	- Timesheets	Place in Payroll file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-067	Employee Uniform Records	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-068	*Environmental Monitoring Records	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-069	*EPA Reports	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-070	*EPA Correspondence	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-071	*EPA Correspondence	10 yrs	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-072	Equipment Maintenance Records	Life of Equipment	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-073	Equipment Maintenance Records	Life of Equipment	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-074	Equipment Sign-In / Out Sheets	1 yr	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-075	Excavation and Fill Files	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-076	Expense / Travel Expense Reports	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-077	Field Visits / Inspections	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-078	Final Reports – All Projects	Permanent	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-079	Financial Reports	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-080	Fire Hydrant Usage Log	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-081	Flow Monitoring Records	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-082	Flow Monitoring Records	5 yrs	Excel	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-083	General Correspondence	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-084	General Policies and Procedures	Until Information is superseded, updated or replaced	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-085	General Policies and Procedures	Until Information is superseded, updated or replaced	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-086	*Global Consent Decree Annual / Quarterly Reports	Permanent	CD	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-087	*Global Consent Decree Annual / Quarterly Reports	Permanent	Electronic pdf	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-088	*Global Consent Decree Negotiations	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-089	Hazardous Waste Records	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-090	Insurance Certificates & Policies	2 yrs after expiration provided all claims settled	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-091	Inventories – Equipment / Stores	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-092	Invitation to Bid	Place in contract file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-093	Invoices	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-094	Job Orders	3 yrs	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-095	Job Hazard Analysis	Until superseded, obsolete or replaced	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-096	Job / Position Description	1 yr after superseded	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-097	Job / Position Posting File	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-098	Journal Vouchers	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-099	Labor Union Agreement	15 yrs after termination	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-100	Legislation	15 yrs after termination, expiration, or project completion	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-101	Manhole Rehabilitation Records	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-102	Manhole Rehabilitation Records	10 yrs	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-103	Material Safety Data Sheets	Until Superseded	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-104	Meeting Minutes	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-105	Metropolitan Sewer District (MSD) CAD Symbols	Permanent	Access / Excel	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-106	Metropolitan Sewer District (MSD) Publications	Until no longer of administrative value	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-107	Monthly Balance Statements	3 yrs provided audited	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-108	NACWA (National Association of Clean Water Agencies) Correspondence	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-109	NACWA (National Association of Clean Water Agencies) Correspondence	5 yrs	Electronic	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-110	Non-Hazardous Waste Records	3 yrs	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-111	NPDES Permits (National Pollutant Discharge Elimination System)	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-112	Operating Logs	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-113	Overtime Records	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-114	Performance Bond - Contractors	15 yrs after expiration or termination	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-115	Permit to Install (PTI) Records	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-116	Photographs - Aerial	Until superseded then appraise for historical value	Photographs	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-117	Photographs - Aerial	Until superseded then appraise for historical value	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-118	Photographs - Sewer	Until superseded then appraise for historical value	Photographs	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-119	Photographs - Sewer	Until superseded then appraise for historical value	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-120	Postal Records (e.g. Registered / Certified / Insured Logs or Receipts / Postal Meter Documents)	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-121	Press/News Releases	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-122	Project Files (specifications, progress reports)	15 yrs after completion	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-123	*Project Final Reports	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-124	Property Lease Agreements (Property)	2 yrs after expiration	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-125	Property Lease Agreements (Real Estate)	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-126	Property Records (Deeds, Rights-of-Way, Vacations, Easements)	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-127	Property Records (Deeds, Rights-of-Way, Vacations, Easements)	Permanent	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-128	Purchase Orders	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-129	Rainfall Data & Statistics	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-130	Rainfall Data & Statistics	5 yrs	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-131	Records Retention Documents (RC1, RC2, RC3)	25 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-132	Records Requests	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-133	Report to Bureau of Employment Services	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-134	Reports – Monthly & Quarterly	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-135	Sanitary Sewer Records	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-136	Septic Tank Hauler Record	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-137	Sewer Availability Files	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-138	Sewer Inspections	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-139	Sewer Inspections	5 yrs	Video Tape	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-140	Sewer Repair Records	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-141	Sewer Repair Records	10 yrs	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-142	Sewer Tap Records	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-143	Sewer Tap Records	Permanent	Electronic	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-144	Sewer Tap Permits	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-145	Sewer Tap Permits	Permanent	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-146	Sewer Testing Records	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-147	Shop Drawings	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-148	State Income Tax Report	25 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-149	Stores/Supplies Request	3 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-150	Stormwater Removal Program/Project Files	25 yrs after completion	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-151	Street / Alley File	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-152	Street Cards	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-153	Street Opening Permit	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-154	Subdivision Files	Permanent	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-155	Subdivision Files	Permanent	Microfilm	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-156	Tap Inspections	5 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-157	Test Boring Log	Place in project file	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-158	Utility Review Files – Incoming (MSD Projects)	Retain with Project File	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-159	Utility Review Files – Outgoing (Outside Consultant Projects)	7 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-160	Vehicle Inspection form	1 yr	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-161	Vehicle Maintenance Records	Life of Vehicle	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-162	Vehicle Mileage Records	Life of Vehicle	Paper	05/07/2008	Parrott, James A.

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Metropolitan Sewer District			08-163	Vehicle Mileage Records	Life of Vehicle	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-164	Visitor Log In / Sign In Sheets	1 yr	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-165	Water Quality Reports	10 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-166	*Water-In-Basement (WIB) Program & Project Files	15 yrs after completion	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-167	*Water-In-Basement (WIB) Program & Project Files	15 yrs after completion	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-168	*Wet Weather Improvement Program (WWIP) Program & Project Files	15 yrs after completion	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-169	*Wet Weather Improvement Program (WWIP) Program & Project Files	15 yrs after completion	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-170	Work Orders	2 yrs	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-171	Work Orders	2 yrs	Electronic	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-172	WPCLF (Water Pollution Control Loan Fund) File	1 yr after final payment	Paper	05/07/2008	Parrott, James A.
Metropolitan Sewer District			08-173	Zoning Change Request	7 yrs	Paper	05/07/2008	Parrott, James A.