

**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	Monthly 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.