

**CITY OF CINCINNATI - POLICE 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 |
|-------------------|------------------------|-------------------|-----------------|--|----------------------------|---------------|----------------------------------|---------------------------------|
| Safety | Police | | 01-001 | OH-2 Ohio Traffic Crash Diagram Narrative | Current year plus 5 yrs | Optical Image | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-002 | OH-3 Ohio Traffic Accident Witness Statement | Current year plus 5 yrs | Optical Image | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-003 | OH-4 Ohio Traffic Crash Report (Addendum) | Current year plus 5 yrs | Optical Image | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-004 | 437A K9 Daily Activity Report | Current year plus previous | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-005 | 437B K9 Monthly Officer's Daily Activity Record | Current year plus previous | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-006 | 437C Canine Officer's Activity Record Yearly Composite | Current year plus 3 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-007 | 440 Voluntary Shift Deviation | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-008 | 443 Voluntary off-day Deviation | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-009 | 606 Records Request | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-011 | RC-2 Schedule of Records Retention and Disposition | Perpetual | Paper | 10/1/2001 | Baker, S. Gregory |
| Police Department | | | 01-012 | RC-3 Certificate of Records Disposal | 2 years + current | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 01-013 | 2-S Authorization for Payroll Deduction | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-014 | IS-5 Intelligence Data Form Company/Organization | 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-015 | 6-S Lost Time Notice | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-016 | 8C Change Order for Purchase Order | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-017 | 13S Telephone | Destroyed Daily | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-018 | 16S City of Cincinnati Correction Form | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-019 | 17S Request for Paid Overtime | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-020 | 17S Temporary Transfer Division 1 Employees | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-021 | 17-SA Interdepartment Correspondence | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |

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| Safety | Police | | 01-022 | 17S-B Interdepartment Correspondence Sheet | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-023 | 18S Petty Cash Reimbursement Voucher | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-024 | 21S Ohio Division of Wildlife Deer Killed by Motor Vehicle | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-025 | 27-S Local Mileage Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-026 | 33S Requisition for Materials, Supplies and Services | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-027 | 34 Vehicle Pursuit Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-028 | 35S Performance Report Civilian | Place in Personnel Jacket | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-029 | 190 Request for Elimination Prints | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-030 | 195 Picture Label | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-031 | 212 Media Identification pass | Current year plus previous year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-032 | 243-A Conviction Record Transcript | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-033 | 272 Affidavit | Twenty years | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-034 | 273 Notice of Seizure/Proof of Service | Twenty years | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-035 | 277A Controlling District/Section/Unit | Twenty years | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-036 | 279 Confidential Informant Receipt | Twenty years | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-037 | 309 Inactive Case Warrants | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-038 | 311-ADD Supplementary Offense Report Addendum | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-039 | 311 DV Domestic Violence Investigation Report | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-040 | 316A Deceased Person Report | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-041 | 341 Cincinnati Police Departmental Receipt | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |

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| Safety | Police | | 01-042 | 368 Abandoned Vehicle Sticker | One year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-043 | 400 Employee Separation Time Report | Place in Personnel Jacket | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-044 | 405 Personal Crimes Unit Report of Missing Person | Two years | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-045 | 428 Mountain Bike Inspection Report | Current year plus previous year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-046 | 430 Lease Car Exchange Form | Current year plus previous year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-047 | 439A Shift Selection Form (Early Power) | Current year plus 3 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-048 | 439B Shift Selection Form (Late Power) | Current year plus 3 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-049 | 439C Shift Selection Form (Early/Late) | Current year plus 3 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-050 | 444 Administrative Remarks | Place in Personnel Jacket | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-051 | 451 Commendations | Place in Personnel Jacket | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-052 | 497 DUI Jacket Sign-Out Log | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-053 | 515 Volunteer Application for Volunteers | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-054 | 516 Office Request for Volunteers | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-055 | 517 Volunteer Cincinnati Volunteer Agreement | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-056 | 518 Volunteer Cincinnati Confidentiality Agreement | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-057 | 528 Accident Information Exchange Form | 30 days | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-058 | 536 Notice of Exclusion-Prostitution Exclusion Zone (Ninety Days) | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-059 | 537 Notice of Exclusion-Prostitution Exclusion Zone (One Year) | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-060 | 538 Notice of Exclusion Drug Exclusion Zone (Ninety Days) | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |

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| Safety | Police | | 01-061 | 539 Notice of Exclusion Drug Exclusion Zone (One Year) | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-062 | 540 Exclusion Zone Variance | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-063 | 551 Notice of Improper Form or Information | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-064 | 603 Consent to a Chemical Test without a Warrant | Perpetual | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-065 | 604 Request for Release of Records | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Police | | | 01-069 | 644 Daily Observation Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 01-071 | Form 650 First Response Notice | Current year plus previous year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-072 | 651 Second Response Notice | Current year plus previous year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-073 | 653 Citation Tag Registration Information Card | Until Superseded | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-074 | 655M Minor Misdemeanor Fine Schedule | Until Superseded | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-075 | 655P CPI Payment Instructions | Until Superseded | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-076 | 655R Citizen Referral | Until Superseded | Paper | 10/1/2001 | Baker, S. Gregory |
| Police Department | | | 01-077 | 655T MUTT Payment/CPI Payment Instructions | Until Superseded | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 01-078 | 662 Prisoner Phone Log | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-079 | 317 Cincinnati Police General Conditions Report | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-080 | 668C Overtime Availability Form | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-081 | 670 Interdepartmental Warrant Control Form | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-082 | 671 Notification Letter Traffic | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-083 | 674 Case Delay Request Card | Destroyed Daily after Court | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-084 | 675P Address Information Request (Post Office) | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |

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| Safety | Police | | 01-085 | 685 Report of Investigation | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-086 | 689 Abandoned Building Status Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-087 | 690 Visitors Log Sheet | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-088 | BMV-2308 Request for Drivers License Examination or Recertification | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-089 | BMV-3134 Financial Responsibility Proof | Current year plus 2 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-090 | BMV-3303 State of Ohio Motor Vehicle Crash Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-091 | Burglary Prevention Check List | One year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-092 | Card Request Form | One year | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-093 | Canine Activity Report | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-094 | Canine Drug Training Record | Perpetual | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-095 | Cars Cleared | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-096 | Cartridge Envelope | Disposal of Contents | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-097 | CDOP 100 Emergency Lineup | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-098 | CDOP 105 Command Post | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-099 | Certificate of Military Training Pay | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-100 | CHRC Suspected Hate Crime Incident Referral | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-101 | Civilian Observer Stickers | Until Superseded | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-102 | Confiscated Property Notice | 1 year after disposal of property | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-103 | Consent Agreement (Polygraph) | Lifetime of Subject | Paper | 10/1/2001 | Baker, S. Gregory |

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| Safety | Police | | 01-104 | HP 3A State Highway Patrol Aircraft Accident Record | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-105 | Completion of 3 month Training Session | Perpetual | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-106 | Damage Claims | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-107 | DLC 4053 Police Notification | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-108 | Driver's License Verification | Current year plus 3 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-109 | FD-249 Ten Print Fingerprint Card | Subject 80 years of age or dies | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-110 | Front Yard Parking Stickers | Until Superseded | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-111 | Gang Hotline Complaint Form | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-112 | Gun Envelope | Until Disposal of Contents | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-113 | Hamilton County Coroner's Laboratory Evidence Submission Form | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-114 | HEA 2652 State of Ohio Intoxilyzer Test Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-115 | HP 70 State Highway Patrol Investigative Field Sketch | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-116 | Official Crime Laboratory Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-117 | Ohio Uniform Incident Report | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-118 | PSA-17 Personal Firearm Approval Request | Perpetual | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-120 | Robbery Key Book | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-121 | Robbery Task Force Cars Cleared Report | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-122 | School Crossing Guard Information | Place in Personnel Jacket | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-123 | Staff Time and Cost of Referral (Council Response) | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |

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| Safety | Police | | 01-124 | State of Ohio Intoxilyzer Log Book | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-125 | State of Ohio Test Card Record | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-126 | Victim/Witness Statement | Current year plus 6 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-127 | Visitor Pass | Destroy at end of visit | Paper | 10/1/2001 | Baker, S. Gregory |
| | | | 01-128 | Cincinnati CAD System Defect Report | Current year plus 3 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-129 | Cincom 7 Communication Complaint Form | Five years | Paper | 10/1/2001 | Baker, S. Gregory |
| | | | 01-130 | Cincom 10 TCRU | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| | | | 01-131 | Cincom 12 DEC Service Log | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-132 | Daily Worksheet (TCRU) | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-133 | Dispatcher Training and Evaluation Daily Observation Report | Ten years | Paper | 10/1/2001 | Baker, S. Gregory |
| | | | 01-134 | Police Communications Section Report | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-135 | Sit Form | Current year plus 1 yr | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-136 | Notice of Vehicle Impoundment | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 01-137 | Notice to Lienholder of Impounded Vehicle | Current year plus 5 yrs | Paper | 10/1/2001 | Baker, S. Gregory |
| Police | | | 01-138 | 18C Use of Canine | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 01-139 | 18CI Use of Chemical Irritant | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 01-140 | 18I Injury to Prisoner | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 01-141 | 18TBFP Use of Taser/Beanbag Shotgun/40MM Foam Round/Pepperball | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |

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| Police | | | 01-142 | Mobile Video Recording | 90 days | electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 01-143 | Mobile Video Recording | The orig.mobile video recording will be retained for 1 yr when used as: evidence, training, public rec rqst | Electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 01-152 | Form 17IT Request for Division Information Technology | Current Year + 5 Years | Paper | 07/11/2001 | Baker, S. Gregory |
| Police | Criminal Investigation Section | Major Offenders Unit | 02-001 | Fraud "Information Only" case jackets and contents | Current year plus 3 previous years | Paper | 6/28/2002 | Janke, Assistant Chief Richard L. |
| Police | | | 02-002 | Police Department Assignment Report | Current year plus 5 previous years | Paper | 6/28/2002 | Janke, Assistant Chief Richard L. |
| Police | | | 02-003 | Employment Verifications | Current year plus 1 previous year | Paper | 6/28/2002 | Janke, Assistant Chief Richard L. |
| Police | | | 02-004 | Form 17S Substation Request Form | Current year plus 1 previous year | Paper | 6/28/2002 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-005 | Form 17MS Monthly Substation Inspection | Current year plus 1 previous year | Paper | 6/28/2002 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-006 | Form 473--Liquor Permit Application Routing Slip | Until Liquor License is cancelled | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-007 | Crime Stoppers Tip Cards | Current year plus 2 yrs | Index Card and Electronic Data Base | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-008 | Department of Justice Compliance Documents | Current year plus 5 yrs | Paper and Electronic Data Base | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-010 | 18T Use of Taser/Diagram (Discontinued as Form 18A) | Current year plus 10 years | Paper and Electronic Data Base | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-011 | 18A Weapons Discharged at an Animal | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |

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| Police | | | 02-012 | 18AD Accidental Discharge | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-013 | Form 18F-Supervisor's Preliminary Use of Force Investigation Jacket | Ten years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-014 | 18SW Supplemental Witness List | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-015 | 17DP Detail Policy | Current year plus 5 yrs | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-016 | 17FTA Failure to Appear for Court | Current year plus 5 yrs | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-017 | 17IT Information Technology Request | Current year plus 5 yrs | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-018 | 644S Daily Observation Report Supplemental Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-019 | 646A FTO Program Sergeant's Weekly Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-020 | 646B FTO Program Relief Commander's Narrative Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-021 | 647A FTO Program Supervisor Monthly Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-022 | 647B FTO Evaluation Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-023 | Form 648A-Citizen Complaint Resolution Process-Acknowledgement of Participation-Meeting | Ten years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-024 | Form 648B-Citizen Complaint Resolution Process-Resolution Disposition | Ten years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-025 | 301AS CPD Arrest Supplement | No longer used; replaced by schedule #08-037, #08-038 and #08-039 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-026 | 311G CPD Confidential Investigative Notes-General | No longer used; replaced by schedule #08-041 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |

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| Police | | | 02-027 | 311N CPD Confidential Investigative Notes-Narrative | No longer used; replaced by schedule #08-041 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-028 | 301PS CPD Property Supplement Report | No longer used; replaced by schedule #08-037, #08-038 and #08-039 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-029 | 311S CPD Confidential Investigative Notes-Suspect | No longer used; replaced by schedule #08-041 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-030 | 301 WS CPD Victim/Vehicle Supplement | No longer used; replaced by schedule #08-037, #08-038 and #08-039 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-031 | 311DV CPD Confidential Investigative Notes-Domestic Violence | No longer used; replaced by schedule #08-041 | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 02-032 | 303 CPD Motor Vehicle Incident Report | Current year plus 6 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-003 | Form 304A, Child Abduction/Amber Alert Plan Form | Current Year + 3 Years | Paper | 12/30/2004 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-004 | Form 331, CPD Money Disposition Order | Current Year + 2 Years after disposition | Paper | 12/30/2004 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-005 | Form 70T, Request for Outside Travel | Five Years + current term | Paper | 12/30/2004 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-007 | Court Notices | 30 Days | Paper | 12/30/2004 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-008 | Neighborhood Reports | 30 Days | Paper | 12/30/2004 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-010 | Contact Cards | Current + 5 Years | Electronic | 12/30/2004 | Streicher, Chief Thomas H., Jr. |
| Police | | | 04-011 | Bureaus' News Release, monthly and annual reports | None established | Paper | 12/30/2004 | Streicher, Chief Thomas H., Jr. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|-------------------|------------------------|--------------------------------|-----------------|---|--|----------------|----------------------------------|---------------------------------|
| Police | | | 05-001 | Court Control Daily Tally Sheet | Current Year + 1 Year | Paper | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-002 | Court Control Daily Log Sheet | Current Year + 1 Year | Paper | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-003 | Form 330 Receipt for Property (evidence types of property) (white copy) | Maintained in Daily File Jacket | Paper | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-004 | Release/Return of Items Card | Maintained in Daily File Jacket | Paper | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-005 | Disposition Court Order | Maintained in Daily File Jacket | Paper | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-006 | Daily File Jacket | Current Year + 5 Years | Manilla Folder | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-007 | ACE Court Property Database | Current year + 25 Years | Magnetic Disk | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-008 | Property Card File (to 1995) | Current year + 25 Years | Index Card | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-009 | Paid CPI's | Until Audited | Paper | 3/5/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 05-010 | Unpaid CPIs | Perpetual | Paper | 11/1/2005 | Streicher, Chief Thomas H., Jr. |
| Police | Investigations Bureau | Criminal Investigation Section | 06-001 | Form RIP1 - Rapid Indictment Program request to officers for more information on felony cases | Current plus the previous 6 months -- Destroy without RC-3 | Paper | 09/14/2006 | Streicher, Chief Thomas H., Jr. |
| Police | Investigations Bureau | Criminal Investigation Section | 06-002 | Form RIP2-Rapid Indictment Weekly Report | Two years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | Investigations Bureau | Criminal Investigation Section | 06-003 | Form RIP3-Rapid Indictment Program Monthly Report | One year plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | Investigations Bureau | Criminal Investigation Section | 06-004 | Form RIP4 - Rapid Indictment Program Annual Incremental Report | Current plus previous 10 years | Paper | 09/14/2006 | Streicher, Chief Thomas H., Jr. |
| Police | Investigations Bureau | Criminal Investigation Section | 06-005 | Form RIP5-Rapid Indictment Program Log | Two years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 07-001 | Staff Notes (maintained in the Planning Section only) | Three years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-002 | Staff Notes - electronic (H drive) | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |

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|-------------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Police Department | | | 07-003 | Form 527E - Case Investigation Jacket | Current year plus 3 previous years after the adjudication of the criminal charges | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-004 | MVR1 - In-car Camera Tape/Disc Log | 90 days | electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police Department | | | 07-005 | MVR2 - In-car Camera Spare Tape/Disc Log | 90 days | electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police Department | | | 07-006 | MVR3 - MVR/DVR Custody Log | One year | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-007 | MVR4 - Supervisor's Daily Review Log | 90 days | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-008 | Form 15CD - CD/DVD Property Envelope | Upon disposal of contents | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-009 | Form 15DIH - Notice of Impoundment and Hearing | 1 year | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-010 | Form 311CW - Canvas/Witness Information | Current year plus 10 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-011 | Form 311 ON - Officer's Notes | Current year plus 10 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-012 | Form 529 LI - Liquor Inspection Check Off List | Perpetual | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-013 | Form 560 - Community Problem Solving Worksheet | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-014 | Form 561 - Community Problem Oriented Policing Action Summary | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-015 | Form 562 - CPOP Resource Request | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-016 | Form 669 - Report of Inspection Outside Employment | Current year plus 6 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-017 | MUTT and NTA Correspondence | Current year plus 1 previous year | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|-------------------|------------------------|-------------------|-----------------|--|--|------------|----------------------------------|---------------------------------|
| Police Department | | | 07-018 | Form 314 Adult (copies only) | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-019 | Telephone Bills (change from Cincinnati Bell Records to include all telephone bills) | 2 years (no change) | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-020 | Daily Reports/Worksheets | Current year plus 1 previous year | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-021 | Court Control Unit Log | Current year plus 1 previous year | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-022 | Form 202C - Civilian Daily Time Report | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-023 | Criminal Case Files - Misdemeanor | Change retention to "Current year plus 2 previous years- provided no action pending" from "current year plus 5 previous years" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-024 | Criminal Case Files - Felony, 6-year prosecution limitation | Change retention to "Current year plus 6 previous years- provided no action pending" from "current year plus 5 previous years" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-025 | Criminal Case Files - Felony (20-year prosecution limitation) | Change retention to "Current year plus 20 previous years-provided no action pending" from "current year plus 5 previous years" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-026 | Accreditation Files - Copies | Current year plus 5 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |

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|-------------------|------------------------|-------------------|-----------------|---|--|------------|----------------------------------|---------------------------------|
| Police Department | | | 07-027 | Form 17DC - Change in Detail Assignment | Current year plus 6 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-028 | Form 90SP-Supervisor's Review of Vehicle Crash (copies) | Five years after the vehicle is removed from service | Electronic | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-029 | Criminal Case Files - Homicide; Closed | Change retention to "30 years after appeals exhausted" from "current year plus 5 previous years" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-030 | Criminal Case Files - Homicide:Pending | Change retention to "Permanent" from "current year plus 5 previous years" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-031 | DVR-HD, DVR Hard Drive Log | 90 days | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-032 | 647C, FTO Recertification and Evaluation Report | Current year plus 10 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-033 | 647D, FTO Sergeant Recertification and Evaluation Report | Current year plus 10 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 07-034 | 647E, Community Problem Oriented Policing Problem-Solving Exercise | Current year plus 10 previous years | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-001 | AE-2, Alarm Notification of 3 False Alarms | 5 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-002 | AE-3, False Alarm Appeals | 5 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-020 | BMV0018-Ohio Bureau Motor Vehicles Affidavit of Non-Liability for Parking Infractions | 2 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-021 | Dog Day Reports (K-9 Handlers) | 2 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-022 | Daily QOS (Court Query) | Daily | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |

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|-------------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|---|
| Police Department | | | 08-023 | Time Balances for Transferred Personnel and Increment OT Peperwork | 5 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-024 | Restricted Parking Requests | 6 Months | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-025 | Contract Agreements (copies) | 5 Years after close of the contract | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-026 | Invoices (copies) | 5 Years after date of invoice | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-027 | AED Incident Report | 10 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-028 | AED Monthly Maintenance Checklist | Retain as long as AED in service | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-029 | Safety Action Plans | Until Superseded | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-030 | Public Vehicle Taxi Driver Files | 7 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-031 | Gun Validations | 1 Month + Current Month | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-032 | Gun Cancellations | Cancel if on RCIC list longer than 7 years or otherwise instructed by the Court Property Unit | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-033 | Truant Logs | 6 months | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-034 | Wanted Fliers | Until Arrested | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 08-035 | Wanted Fliers | Until Arrested | Electronic | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Police | | | 08-036 | CAD Point to Point Electronic Mail | 30 days | Electronic | 11/13/2008 | Lieutenant Colonel Michael Cureton, APC |
| Police Department | | | 08-037 | CAD Transitory messages | 30 days | Electronic | 11/13/2008 | Streicher, Chief Thomas H., Jr. |

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|------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|----------------------------|
| Police | | | 08-037 | Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Originals | 1 year plus current year at Records Section | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-038 | Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Second Copy | One year plus current year at District of Occurrence | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-039 | Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) - Third Copy | Placed in Criminal Case Jacket | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-040 | Form 301 - Incident Report (includes all reports starting with "301", including 301A, 301B, etc.) LLE entry | Homicides, 30 years, Offenses with 20-year statute of limitation, 20 years; all other felonies, 10 years; all other incidents, 10 years | Electronic | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-041 | Form 311 - Incident Report (includes all reports starting with "311", including 311A, 311B, etc.) - Original | Placed in Criminal Case Jacket | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-042 | Form 311 - Incident Report (includes all reports starting with "311", including 311A, 311B, etc.) - Second Copy | One year plus current year at District of Occurrence | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-043 | CINCOM 6 Weapons, Stolen/Lost/Found/Recovered Card | Two years after disposal of weapon | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-044 | Commendations (Copies) | Six months | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-045 | Criminal Case Jacket - Homicides | 30 years | Electronic | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 08-046 | Criminal Case Jacket - Offenses with 20 years statute of limitation | 20 years | Electronic | 11/13/2008 | Ltc. Richard L. Janke, APC |

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|------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Police | | | 08-047 | Criminal Case Jacket - Offenses with less than 20 years statute of limitation | 10 years | Electronic | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Police | | | 09-001 | Form 311MO-Method Of Operation Report | Placed in criminal case jacket | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-002 | Form 311MO-Method Of Operation Report | Ten years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-003 | Form 601PV-Consent to Search Person or Vehicle | On capital crimes; Perpetual; length of appeals process on other crimes | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-004 | Form 18F-Supervisor's Preliminary Use of Force Investigation Jacket | Ten years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-005 | Form 18DD-Canine Detection Squad Deployment | One year plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-006 | Form 18CD-Use of Canine (Field Deployment Report) | One year plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-007 | Form 17MPR-Mobile Phone Reimbursement Report | Two years | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-008 | Form 311IA-Internet Access Report | Two years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-009 | Form 311MA-Monthly Internet Access Report | Two years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-010 | Bureau Memos | Two years plus current | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-011 | Form 527J-Juvenile Case Information Jacket | Not retained by CPD-sent immediately to the Hamilton County Prosecutor's Office | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-012 | Form 306-Preventive Patrol Report | 30 days | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-013 | Form 648-Citizen Complaint or Information | Ten years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |

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|------------|------------------------|-------------------|-----------------|---|--|------------|----------------------------------|---------------------------------|
| Police | | | 09-014 | Case Files (incl. the case narrative [Form 17] and the citizen's complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: | Ten years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-015 | Form 648A-Citizen Complaint Resolution Process-Acknowledgement of Participation-Meeting | Ten years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-016 | Form 648B-Citizen Complaint Resolution Process-Resolution Disposition | Ten years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-017 | Form 457V-Video Examination Worksheet | Five years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-018 | Citywide Neighborhood Public Safety Camera-Video | 14 days | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-019 | ALPR-Automatic Vehicle License Plate Recognition Database | 90 days, then archived to server for one year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-020 | ALPR-Automatic Vehicle License Plate Recognition Database, Hot List | Overwritten daily | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 09-021 | Video | Maintain for length of associated report/case jacket | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-0001 | MUTT (Ohio Multi-Uniform Traffic Ticket) - Records Copy (Green Copy) | Two years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-002 | Form CS-8, Certificate of Military Training Pay | Five years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-003 | Form 285-Vice Activity Complaint | Four years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-004 | Form 411-Financial Profile Request | Two years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |

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|------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|---------------------------------|
| Police | | | 10-005 | TASER AXON (Electronic Video) | 90 days | Electronic | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-006 | Affirmative Action Files | Permanent | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-007 | Form REOC-Regional Emergency Operations Center Activation Matrix | Five years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-008 | Form 474M-Standardizing Liquor License Objection Assessment Matrix | Perpetual | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-009 | Form 311EQ-Missing Persons High Risk Assessment Questionnaire | Ten years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-010 | Form 311EL-ESME Officer Check-Off List | Ten years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-011 | Form 311EC-Missing Persons Case Jacket Check-Off List | Ten years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-012 | Form 311EA-Missing Persons Task List-Adults | Ten years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-013 | Form 311EJ-Missing Persons Task List-Juvenile | Ten years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Police | | | 10-014 | Form IV1-Infant Vitality Referral Form | One year plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-015 | Personnel Information Sheet | One year after separation, then microfilmed and filed perpetually | Microfilm | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-016 | Medical Jackets-includes Form 91S and Worker's Comp. reports, Form 25S for FMLA, WH380, Form 74, Form 96, Exemption for Grooming Standards, drug screen results for transfers, employment medical evaluation form, WH382 | Perpetual until separation then purged of Form 96, Exemption for Grooming standards and drug screen results; then kept for two years after separation then destroyed. | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |

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| Police | | | 10-017 | Chronic Nuisance Premises, Notice Letter | Seven years plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-018 | Chronic Nuisance Premises, Change in Status Letter | Seven years plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-019 | Chronic Nuisance Premises, Billing Letter | Seven years plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-020 | Form 526A-Liquor Permit Premise Vice Activity | Two years plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-021 | Digital Photos | All digital photos should be downloaded to a computer disk (CD) and placed in the corresponding case jacket/report and retained for the length of time as the case jacket/report associated with. | Electronic/Computer Disk | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-022 | Paper Photos | All paper photos will have the retention period of the case jacket/report file they are associated with. | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-023 | Form 529L-Cincinnati Police Department, Request for Citation | Perpetual | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-024 | Form 290-Flagged Person Entry/Removal Request | One year plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |

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|------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Police | | | 10-025 | Form 607A-Witness Preparation Form, Photo Lineups Blind Administrator | Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with. | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-026 | Form 607B-Witness Preparation Form, Photo Lineups Blinded Administrator | Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with. | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-027 | Form 607C-Witness Preparation Form, Live Lineups | Placed in criminal case jacket and retained for the length of time as the case jacket/report associated with. | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-028 | Files on Gambling | Five years plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-029 | Form 15D-Dangerous/Vicious Dog Registration | One year plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | | | 10-030 | Form 15DE-Vicious Dog/Pit Bull Registration Envelope | One year plus current year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Police | Telecommunications | | 79-1 | Accounts receivable (accounts may relate to damaged facilities) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-11 | Cincinnati Gas & Electric Bills | Until Audited | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-14 | Diagrams, Drawings, and Prints (alarm boxes, switchboards, circuits, etc. | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |

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|------------|------------------------|----------------------|-----------------|---|--|------------|----------------------------------|----------------------|
| Police | Telecommunications | Dispatchers Records: | 79-15 | Auxillary Alarm Records (DC26 circuit tests: ADT, LUD, & WH) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-16 | Box Tests, Yearly (box number & date) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-17 | Circuit No. (DC88 - date, sopen, GRN HR, crossed, clear, location) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-18 | Circuit Readings (DC37 - circuit number, date, line volts, etc.) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-19 | Company No. (DC87 - date, complaint, service data) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-2 | Activity Reports, Yearly (for this division) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-20 | Dispatcher's Report of Damaged Facilities (DC82 - date, time, facility damaged, extent of damage, cause, names & addresses of persons involved) | Retain until facility is repaired, & restitution is made | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-21 | Emergency Calls Record - Dispatcher's (DC25-date, time, location, time dispatched, etc.) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-22 | False Alarms (DC101 - date, time, box number, phone, location) | 2 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-23 | Fire Hydrants Reported Used (DC77-date, by whom, received from, time, & location) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-24 | Fire Report Records (DC34 & 34A - dispatcher, time, box, location, cause) | 5 Years, provided no action is pending | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-25 | Hydrants & Water Sprinklers/Streets (DC27 - date removed from service) | 2 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-26 | Miscellaneous Orders (DC30 - date, time, message) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-27 | Monthly Data Sheet (DC38 - date, circuit number, telephones, teletype, alarm circuit, paging circuits) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|----------------------|-----------------|--|------------------|------------|----------------------------------|----------------------|
| Police | Telecommunications | Dispatchers Records: | 79-28 | N.A.W.A.S. Record (DC111 - national air warning service: warning point, tour of duty, date, time, message) | 2 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-29 | Paging Circuit No. (DC98 - monthly circuit readings) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-3 | Applications for Hold-up Alarm at Station X (DC103-date, company, & address) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-30 | Radio Log, Fire 2-way KQC 767 (FCC Regs.:47 CFR 89.175, 89.179, 91.160, 93.160) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-31 | Running Card - 5 Alarm (DC50 - engine company, box number, location) | Until Superseded | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-32 | Signal Circuit L to R Card (DC45 - circuit break locator) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-33 | Telephone Circuit Test Sheet (DC52) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-34 | Teletype Co. No. (DC86 - date, complaint, service data) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-35 | Teletype Unit No. (DC89 - service record) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-38 | Formal Account Status Report (print-out; complete summary) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-39 | Interdepartmental Billing (voucher number, department billed, description, accounts to be credited, etc.) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Dispatchers Records: | 79-40 | Invoices (includes packing slips, & requisitions) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-41 | Box Typer & Mounting Sheet (DC33 - box number, circuit number, etc.) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-42 | Central Office Battery Readings (DC56) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-43 | Circuit Trouble & Complaints (DC35 - date, time, circuit, complaint, remarks) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |

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|------------|------------------------|---------------------|-----------------|---|---|------------|----------------------------------|----------------------|
| Police | Telecommunications | Line Crew Records: | 79-44 | Installations & Removals - Outside (DC32-name, date, code, location, poles) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-45 | Job Time Sheets - Outside (DC33 - name, code, hours, location, description, date) | Provided transferred to Record Book: 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-46 | Pedestal & Call Box Terminal Cards (DC46 & 47) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-48 | Municipal Garage Charges (print-out) | 2 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Line Crew Records: | 79-49 | Payroll Records (includes crew time sheets, daily time sheets DC21, overtime sheets DC69, payroll exemptions, payroll register, vacation & sick leave balances, & worksheets - record copies of print outs in Finance Department) | Provided audited: 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-5 | Capital Improvement Files (reports & files relating to major projects) | 22 Years after date of project completion | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-51 | Daily Radio Repair Records (DC12, 12A, & 12B - status, date, complaint, service data) | 2 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-52 | Portable Radio Equipment Log (DC83R) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-53 | Radio Circuit Diagrams (DC95) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-54 | Radio Operator's Schedule (DC20) | 1 Year | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-55 | Radio Shop Maintenance Record (DC93) | Retain until equipment is sold or replaced. | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-56 | Satellite Service Records (DC112 - battery charger service) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-57 | Service Record for Radio Equipment (DC84 - date, location, service data, serviced by) | Retain until equipment is sold or replaced. | Paper | 04/23/1979 | Webking, Ralph T. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|---------------------|-----------------|---|--|---------------|----------------------------------|----------------------|
| Police | Telecommunications | Radio Shop Records: | 79-58 | Siren Record (DC114 - date, equipment number, siren type, serial number & department) | Retain until equipment is sold or replaced. | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-59 | Transmitter Log (DC113 - system, transmitter or channel, frequency, date, current, & service data - FCC Regs.: 47 CFR 89.175, 89.179, 91.160, 93.160) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-6 | Cash Receipt Book | Until Audited | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | Radio Shop Records: | 79-62 | Voucher Index & Voucher Record Sheets (includes DC49 - date, voucher number, amount, firm, inventory number, purchase order number, etc.) | 3 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-8 | Centrex Telephone System (DC116 - listing of Centrex lines) | Permanent | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 79-9 | Centrex Trouble Report Cards - Telephone Operators | 2 Years | Paper | 04/23/1979 | Webking, Ralph T. |
| Police | Telecommunications | | 80-1 | Magnetic Tape Recordings of Emergency Requests | Information on tapes may be destroyed after three (3) months. The tapes themselves may be destroyed when no longer capable of making a good recording (at the discretion of the department head) by a means of destruction which protects their confidentiality. | Magnetic Tape | 1980 | McGinnis, Bret |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|--------------------------------|-----------------|--|--|------------|----------------------------------|---------------------------------|
| Police | | | 81-1 | Case Files (incl. the case narrative [Form 17] and the citizen's complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, Arrest reports, Reprimand reports). | Ten years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | Personnel Section | 81-10 | Job Complement Number | Permanent | Electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Personnel Section | 81-11 | Job Complement Numbers of Payroll List | Until superseded | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-13 | Weekly Leave Report | 5 years plus current | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Personnel Section | 81-16 | Notary Public Commission Forms | Until superseded | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | | 81-18 | Personnel Bulletins | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 81-19 | Personnel Distribution List | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | Internal Investigation Section | 81-2 | Case Ledger (case by case listing) | Permanently | Paper | 02/26/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-2 | Assignment Availabilities Notices | 3 Years | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-20 | Personnel Jackets-Current; Includes auto accident list, efficiency rating scores and reports, commendations list, assignments list, armed forces service reports, personal history statement, disciplinary action reports and official Oath of Office | Purge discipline per contracts; retain remainder of file until termination of employee, then treat as a Separated Personnel Jacket | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|--------------------------------|-----------------|--|---|------------|----------------------------------|---------------------------------|
| Safety | Police | Personnel Section | 81-21 | Personnel Jackets - Separated Personnel (Includes: same as current personnel jacket with the addition of separation forms, Form 17 memo on separation) | Purge as for 81-20. Retain file for 1 year, then microfilm all items, except for discipline other than layoff or dismissal. Retain film permanently and destroy paper copy (unless there is continuing litigation, in which case the paper copy is to be kept until settlement) | Microfilm | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Personnel Section | 81-23 | Promotional List from City Hall | Permanent | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-24 | Request for Transfer | 3 Years | Paper | 08/06/1981 | McGinnis, Bret |
| | | | 81-26 | Salary Step-up | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | Personnel Section | 81-27 | Seniority List | Until superseded | Electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Personnel Section | 81-28 | Separations List | Permanent | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 81-29 | Tuition Reimbursement Forms | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | Internal Investigation Section | 81-3 | Index Card File of Cases | Permanently | Paper | 02/26/1981 | McGinnis, Bret |
| Police | | | 81-3 | Background Investigation Reports (of job applicants) | 2 Years | Paper | 6/28/2002 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Personnel Section | 81-30 | Unemployment Claim Forms | 5 Years | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | | 81-3A | Background Investigation Reports (of rejected job applicants) | Change retention period to 5 Years | Paper | 10/16/1995 | Gustavson, William M. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|--------------------------------|-----------------|--|---|------------|----------------------------------|---------------------------------|
| Safety | Police | Internal Investigation Section | 81-4 | Monthly Summary Reports | At least one copy permanently | Paper | 02/26/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-4 | Badge Number File | Permanent | Electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Internal Investigation Section | 81-5 | Special Analysis Reports (compiled from other records) | Review annually for disposal. | Paper | 02/26/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-5 | Change in Employee Data Forms - 31P | Until superseded | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-7 | Correspondence and Interdepartmental Memos | Review annually for disposal. | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-8 | Death Claims (Death benefit vouchers - original in Finance) | 5 Years | Paper | 08/06/1981 | McGinnis, Bret |
| Safety | Police | Personnel Section | 81-9 | Disciplinary Action File (to enable personnel jacket purges) | Revolving file as outlined in contracts | Electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | Communications | 85-12 | Wrecker Tow Logs | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-13 | P.C.S. Misc. Record Files | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-15 | GBDC Messages | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-16 | ERD Printouts | 3 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-18 | Computer Teletype Room Output | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-2 | REACT Logs | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-20 | Teletype Cards - Active and Cancel | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-21 | False Alarm Cards - CINCOM 5 | 3 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| | Police | Communications | 85-22 | Dispatch Cards - CINCOM-1 | 4 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-3 | Auto Theft/Recovery Log Book | 3 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-4 | P.C.S. Misc. Correspondence | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|-------------------|------------------------|-------------------|-----------------|--|--|------------|----------------------------------|---|
| Safety | Police | Communications | 85-7 | Information Desk Reports | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Safety | Police | Communications | 85-8 | Temporary Transfer Sheets | 2 Years | Paper | 05/17/1985 | Staff, Assistant Chief Joseph |
| Police Department | | | 87-014 | Cin-Com 2 - Stolen License Plate Card (green) | Change retention to "Current year plus 4 previous years" from "retain for period current license plate color is valid" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Police Department | | | 87-016 | Cin-Com 2 - Lost License Plate Card (blue) | Change retention to "Current year plus 4 previous years" from "retain for period current license plate color is valid" | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| | | | 87-094 | 304 CPD Missing Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-10 | OH-1 - Auto Accidents | Five years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-100 | Form 311A Preliminary Investigation Report (investigative report filed with form 301) | No longer in use. Maintain currently completed forms for length of associated case jacket. | Microfilm | 11/13/2008 | Lieutenant Colonel Michael Cureton, APC |
| Police Department | | | 87-102 | Form 312 Criminal Arrest Record (manual file of criminal arrest; form is no longer generated and has been replaced by computer program.) | Retain until entered into RCIC, subject reaches 80 years of age, or the Year 2034; whichever comes first | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|-------------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-103 | Form 314 Notice to Appear-Juvenile (used for updated criminal history file) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-104 | Form 315 alarm Response Report (report burglar alarm drop radio run) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-105 | Form 316 Aided Cases Report (completed for sick, injured, found dead, suicides transported by Police Division personnel) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-108 | Form 322 Article Received by Pawn Broker (completed by pawn broker and returned to Police Division) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-109 | Form 323M Report of Purchase of Precious Metals/Stones (completed by purchaser and returned to Police Division) | Current plus 2 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-11 | IS-1 Daily Activity Report (criminal intelligence activity report) | Five Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-111 | Form 327 Property Tag (hold for court) | Upon disposal of contents | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-112 | Form 333 Report of Traffic Violations (a statistical report generated by computer) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-113 | 335 Personnel Payroll Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-114 | Form 335A Shift Differential Report (tracking of shift differential pay) | Current + 3 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-115 | 335B Sworn Annual Shift Differential Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-116 | 335C Bi-Weekly Shift Differential Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-117 | Form 336 Unit Juvenile Arrest Report (juvenile arrests by unit) (computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-118 | Form 337 UCR Adult Arrest by Arresting Unit (computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |

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|-------------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-119 | Form 338 Total Arrests by Arresting Unit (computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-12 | IS-2 Intelligence Report (cross reference of intelligence information) | Five Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-120 | Form 369 Information to Wrecker Driver (authorized wrecker to tow vehicle at police officer's request) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-121 | Form 387 UCR Juvenile Arrest/Conviction Report (computer generated) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-122 | Form 388 UCR Arrest and Convictions Report (adults-computer generated) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-123 | Form 389 UCR Total Arrest and Convictions Report (adults and juveniles - computer generated) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Police Department | | | 87-124 | Form 392 Personal Crimes Index Card File (cross index on investigations involving juveniles) | 7 Years on cases brought to trial or closed otherwise/ indefinitely on unresolved cases | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 87-125 | Form 404 Missing Persons Monthly Report (statistical report on number of missing persons) | 2 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-127 | Form 413-35 Photo Negative Record for 35MM film | Until film is developed | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-13 | Cin-Com 2 Auto Theft Card (buff color) (used to update computer file) | Current + 4 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-130 | Form 426 Mileage Report (monthly record of miles vehicle has driven) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-131 | Form 427 Field Vehicle Inspection Report (inspection record of police vehicles) (listed on 81-31 schedule of record retention and destruction - request change to this schedule) | Current + previous year | Paper | 09/30/1987 | Rager, David |

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|------------|------------------------|-------------------|-----------------|--|--|------------|----------------------------------|---|
| Safety | Police | | 87-132 | Form 434 Non-Sworn Employee's Daily Time Report (listing of hours worked daily by civilian employees) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-133 | 435 Overtime Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-134 | Form 436A Daily Activity Record (daily activity of police officer) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-135 | Form 436B Monthly composite Activity Report | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-136 | Form 436C Yearly Composite Activity Record | Current + 3 Previous Years | Paper | 09/30/1987 | Rager, David |
| Police | | | 87-137 | Form 436J Personal Crimes Unit Daily Activity Record | 1 year + current | Paper | 11/13/2008 | Lieutenant Colonel Michael Cureton, APC |
| Safety | Police | | 87-138 | Form 438A Personnel Index Card (index file of Police Division employees, kept at Unit of Assignment) | Destroyed upon separation | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 87-139 | Form 439 Shift Selection Form (request of police officer to select shift wished to work for upcoming year) | Current year only | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-14 | Cin-Com 2 Stolen License Plate Card (green color) (used to update computer file) | While current license plate color is valid | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-140 | Form 441 Personal History Statement (list of personal information on Police Division personnel) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-141 | Form 441A Personal History Statement (supplement to Form 441) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-142 | Form 442 Services in U.S. Armed Services (documentation of service in U.S. Armed Services) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|--|------------|----------------------------------|----------------------|
| Safety | Police | | 87-143 | Form 445 Continuous Service Record (listing of services performed in the Police Division) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-144 | Form 446 Miscellaneous Record (used to record training received while with the Police Division) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-145 | Form 447 Automobile Accident Record (record of auto accidents involved in during career) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-146 | Form 448 Performance Report (evaluation of yearly performance) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-147 | Form 448A/B Evaluation Form (used to assist supervisor in evaluation of employee's yearly performance) | Destroyed upon completion | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-148 | Form 449 Efficiency Ratings Percentile (listing of evaluation rating number) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-149 | Form 450 Wanted Person Computer Entry Sheet (descriptive data and pickup radius information on wanted subject where a warrant has been issued) | Until warrant is served and computer entry is removed | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-15 | CINCOM 2 Unauthorized Use of Motor Vehicle Card (pink color) (used to update computer file) | Current + 4 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-150 | Form 451 BCI Log Sheets (criminal history/record dissemination log) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-151 | Form 452 Service Record Folder (folder used to maintain personnel jacket information on Police Division Employees) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |

**CITY OF CINCINNATI - POLICE 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 |
|------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|----------------------|
| Safety | Police | | 87-152 | Form 457 Articles for Fingerprint Check (evidence submitted) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-153 | Form 458 Wrecker Release (signed by driver involved in auto accident who calls own wrecker) | Current year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-154 | Form 474 Renewal, Transfer, or Issuance of Liquor License | Until liquor license is cancelled by State of Ohio | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-155 | Form 475 Personnel Memorandum (disciplinary action) | 3 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-156 | Form 475 Personnel Memorandum (Non-disciplinary action) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-157 | Form 475A Weapon, Ammo Approval (target range qualification yearly) | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-158 | Form 479 Station Key Book Page (listing of offenses by offense number yearly) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-159 | Form 481 Warrant Transfer Slip (listing transfer of warrant/capias from one unit to another) | Destroyed upon receipt | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-16 | Cin-Com 2 Lost License Plate Card (blue color) (used to update computer file) | While current license plate color is valid | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-160 | Form 484 Analytical Report for Liquor Violations (chemical analysis of Liquor confiscated) | 6 Years after final disposition of case in court or Ohio Department of Liquor Control | Paper | 09/30/1987 | Rager, David |

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RECORDS RETENTION SCHEDULES**

| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|--|------------|----------------------------------|-----------------------|
| Safety | Police | | 87-161 | Form 506 Juvenile Complaint Memorandum (investigation of juvenile) | 7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-162 | Form 517 Application for Private Police (personal history data on applicant) | 5 Years after separation | Paper | 10/16/1995 | Gustavson, William M. |
| Safety | Police | | 87-163 | Form 518 Commission for Private Police | 5 Years after separation | Paper | 10/16/1995 | Gustavson, William M. |
| Safety | Police | | 87-164 | Form 521 Application for Employment as School Crossing Guard (personal data on applicant) | 1 Year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-166 | Form 524 Monthly Vice Activity Report (report on vice activity by month) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-167 | Form 525 Worksheet for Tallying Motor Vehicular Accidents (number of auto accidents) | Current Month | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-168 | Form 526 Vice Activity Report (report on each vice activity occurrence) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-169 | Form 529 Liquor Arrest and Summary Report (arrest and investigation report involving liquor permit premise) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-17 | Cin-Com 3 Additional Information Card (used for description of suspects or vehicles) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-170 | Form 533 Hit and Run Supplementary Report (report completed on auto accidents where driver left scene of accident) | Solved cases: 3 Years; indefinitely on unresolved cases | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-172 | Form 535 Bond for Private Police Commission | Until expiration date | Paper | 09/30/1987 | Rager, David |

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RECORDS RETENTION SCHEDULES**

| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|------------------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-173 | Form 536 Registry of Motor Vehicle Traffic Accidents (telephone report from officer of traffic accident) | Six Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-175 | Form 552 Polygraph Release (signed waiver; agreement to take polygraph test) | Lifetime of individual taking test | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-176 | Form 558 False Check Complaint (investigative information on a bad check) | 10 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-177 | Form 565 Liquor License Information (investigative information on permit applicant) | Until liquor license is cancelled | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-178 | Form 580 Personal Information Release Form (release of criminal history information) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-179 | Form 581 Request for Records Check (request for criminal history information) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-18 | IS-3 Inquiry Form (cross reference of intelligence information) | Five Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-180 | Form 586 Mobilization Alert (information relating to personnel recall during civil disturbances) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-181 | Form 586A Recall Test Alert (test alert for recall and mobilization of personnel) | 30 days after recall | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-182 | Form 590 Chief's Memorandum (memo attached to paperwork requiring some action such as: an investigation, report, letter to the public, etc.) | Current + 6 Months | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-183 | Form 599 Firearms and Ammunition Inventory | Current + previous year | Paper | 09/30/1987 | Rager, David |

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RECORDS RETENTION SCHEDULES**

| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|----------------------|
| Safety | Police | | 87-184 | Form 600 Notification of Rights | On capital crimes: Perpetual; length of appeals process on other crimes | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-185 | Form 601 Consent to Search Without a Warrant | On capital crimes: Perpetual; length of appeals process on other crimes | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-186 | Form 602 Search Authorization (permission from supervisor to perform a strip and/or body cavity search) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-188 | Form 611 Receipt for Junk Vehicle | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-189 | Form 612 Release of Claims Form (release signed by non-employees riding as observers in police vehicles) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-19 | IS-4 Intelligence Data Form (cross reference of intelligence information) | Five Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-190 | Form 614 Log Sheets (informational notes on civil disorders, rock concerts, special events, etc.) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-191 | 617 Monthly Compensatory Time Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-192 | Form 620 Business Night Telephone Number File (emergency numbers for business places located in city) | Until superseded | Paper | 09/30/1987 | Rager, David |

**CITY OF CINCINNATI - POLICE 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 |
|------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-193 | Form 623 Crime Lab Report (analytical report of evidence submitted for analysis) | On capital crimes: Perpetual; length of appeals process on other crimes | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-194 | Form 624 Uniform and Related Equipment Sheet (listing of uniform parts and equipment assigned to sworn personnel) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-195 | Form 628 Public Appearance Report (report of police personnel making an appearance at a public meeting, school, etc.) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-196 | 630 Requisition | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-197 | Form 633 Court Notify Page (officer's notify for court) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-198 | Form 639 Relief Moving Violations Logs (listing of moving violation citations) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-199 | Form 643 Public Information Desk Report of major events or crimes to be disseminated to news media | Current + previous month | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-20 | Cin-Com 4 Wrecker Dispatch Card (record of wreckers dispatched to accident scenes) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Police | | | 87-200 | 645 FTO Program Beat Profile | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-201 | 645B Field Training Guide (Recruit Evaluation) | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-202 | Form 646 Bi-Weekly Evaluation Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-203 | 647 FTO Final Evaluation Report | Current year plus 10 years | Paper | 6/5/2003 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-204 | Form 648-Citizen Complaint or Information | Ten years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |

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RECORDS RETENTION SCHEDULES**

| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|-------------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-205 | Form 652 Release of Medical Record Information (release of medical information of citizen regarding complaint against police officer) | 5 Years | Paper | 09/30/1987 | Rager, David |
| Police | | | 87-206 | Form 657-Long Distance Telephone Form | Two years | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Police | | | 87-207 | Form 657A-Monthly Long Distance Telephone Report | Two years | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 87-208 | Form 659 Warrant Holder Card (report advising subject who is to appear in court has an outstanding warrant which has not been served) | 30 days | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-209 | Form 660 Warrant Holder Place Slip (report requesting Form 659 be completed) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-210 | Form 661 Visitor's Registration for Hospitalized Prisoners (visitor's log) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-211 | 668 Outside Employment Work Permits | Current Year + 6 Years | Paper | 10/1/2001 | Baker, S. Gregory |
| Safety | Police | | 87-212 | Form 668B Outside Work Permit Roster (listing of officer's working an outside work detail) | Current + 6 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-213 | Form 669 Warrant Disposition Report (number of warrants in the districts) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-214 | Form 675 Warrant Control Card (cross reference file of warrant unit of assignment) | Current plus previous year after warrant has been disposed of | Paper | 09/30/1987 | Rager, David |
| Police Department | | | 87-215 | Disposition Orders Letters | Current year plus 2 previous years-after case has final disposition | Paper | 06/18/2007 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 87-217 | Form 682 Citation Arrest Summary (listing of citations to court, criminal cases, for a 24-hour period) | Current plus 3 previous months | Paper | 09/30/1987 | Rager, David |

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RECORDS RETENTION SCHEDULES**

| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|----------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-218 | Form 684 Vice/Drug Activity Complaint (card index system of complaints received regarding vice/drug activity) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-219 | Form 687 Auto Fatality Report (information report completed when auto fatality occurs) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-22 | City Letterhead Correspondence | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-220 | Form 688 Request to Purchase Service Revolver (completed upon retirement of officer) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-221 | 3x5 Accident Information Cards (cross index of auto accidents) | Six Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-222 | Annual Report Compiling Papers (yearly preparation papers of annual report) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-223 | Armory Equipment/Military Roster Sign-out Book (control of armory) | perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-224 | Arrest Logs (listing of all arrests entered into computer system) | Current + 6 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-226 | Award Files (information on nominations for police awards) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-227 | Bank Deposit Ticket (record of monies received for copies of reports, name checks, etc.) | Until audited | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-228 | Bicycle Registration Files (record of bicycles registered by citizens) | 10 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-229 | Block Watchers Registration Files (information on block watch participants) | 10 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-23 | Cin-Com 9 Tow Sheet (list of vehicles towed from city streets) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-23 | 9 Request for Certification/Contract | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|----------------------------|
| Police | | | 87-230 | Police Blotters | 5 years plus current at Police Department, then permanent to Archives | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Safety | Police | | 87-231 | Budget Working Papers | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-232 | Case Set on Officer's Off Day (report explaining why court case was set on officer's scheduled off day) | 60 days | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-233 | Check Off Lists (list showing officer was advised regarding the subject of the list) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-234 | Cincinnati Traffic Tag-Affadavit Copy (issued parking ticket) (listed on 85-1 schedule of record retention and destruction--request change to this schedule) | Provided audited: Current + 3 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-235 | Conviction Transcript Letters (authorization to release criminal history information) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-236 | Court Notify Books (master book for all court notifies for all officers) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-237 | Criminal Information Jacket (jacket containing fingerprints, palmprints, etc.) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-238 | Daily Lineup (listing of persons working and radio car numbers) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-24 | 10 Cash Receipts Schedule | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-241 | Destruction Records (listing of court-ordered destruction of property in police custody) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-242 | Directed Patrol Sheets (information on specific patrol activities) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-243 | Discretionary Car Report (listing of number of discretionary cars assigned daily) | Current + previous year | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|-----------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-244 | District Staff Meeting Notes (meeting notes of district supervisors) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-245 | Drug Complaint and Investigation Reports (investigative information) | 20 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-246 | Expenditure Reports (financial reports of Narcotic Liaison Unit) | 20 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-247 | Felon Registration File (listing of individuals released from penal institutions) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-248 | Grant Forms | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-249 | Greater Cincinnati Hospital Council Meeting Files (meeting notes) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-25 | 10A Requisition | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-250 | Hamilton County Morgue/University Hospital Receipt(receipt of property for persons transported) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-251 | Intelligence Reports (report of suspected drug dealers and users) | 20 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-252 | Inventory Records (record of property assigned to units, such as desks, chairs, file cabinets, etc.) | Until Updated | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-253 | Investigative Supervisors Meeting Notes (meeting notes on criminal activity) | Current + 10 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-254 | Investigative Unit Assignment Logs (listing of cases assigned to investigate) | 5 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-255 | Investigative Unit Key Book (listing of offense reports) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-256 | Investigative Unit Tracking Sheets (used to establish crime patterns) | Current + previous year | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|---|--------------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-257 | Letters Received by Police Division (request for some type of service or investigation) | 1-7 Years depending on administrative value | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-258 | Liquor Jackets (information on liquor permit premise) | perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-259 | Master Log Book (complete listing of property coming into Police Division control) | 30 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-26 | 10B Requisition | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-260 | Media Teletype (important events, arrests, etc. sent by teletype to news media) | Current Year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-261 | Monthly Activity Record for Investigators (found in District Two only) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-262 | Monthly Tally Sheet (listing of daily sheets of Court Administration Unit's statistical information) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-263 | Monthly Work Sheet for Covert Officers (activity record) (found in District Two only) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-264 | Motion for Continuance (request by citizen to have court date changed) | 30 days after court date | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-265 | Office Technical Equipment Allotment (request by unit to have new equipment purchased) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-266 | Officer's Ledger of Violations (listing of Cincinnati traffic tags; Ohio uniform traffic tag and notice to appear tags when issued by officer) | Two year plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Safety | | | 87-267 | Employee Profile and Early Warning System (Profile System) | Current + 5 Years | Computer Data Base | 07/11/2001 | Ryan, Kent A. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|----------------------------|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-268 | Officer's Relief Incident Log Book Pages (listing minor infractions or good work) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-269 | OH-1 Monthly Summary Report (statistical review of auto accidents) | Current + 6 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-27 | CINCOM 11 Outside Visitor Work Log (record of outside work vendors) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-270 | OUTT/CTT Inventory Control Sheets (inventory of Ohio uniform traffic tags/Cincinnati traffic tags issued to officers) (in District Four only) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-271 | Operations Bureau Meeting Agendas and Notes (meeting notes) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-272 | Police Clergy Roster and S.O.P. (listing of clergy and standard operating procedures) | Current year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-273 | Police Explorer Post Records (financial records) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-274 | Police Explorer Post Records (meeting notes, personnel roster, etc.) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-275 | Pursuit of Criminal Funds (financial record of money used in criminal investigations such as: payment of informants, liquor, drugs, etc.) | 20 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-277 | Communication Audio Tape | 90 days | Electronic | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 87-278 | Recommendation for Salary Step-Up (approval or denial of next pay step) | 3 Years after audited | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-279 | Recruit Class Curriculum (listing of the curriculum for each recruit class) | Perpetual | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|-------------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-28 | Form 11 Radio Report (account for portable radio assigned to Operations Bureau) | Current Year unless investigation in progress on lost or stolen radio | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-280 | RENU Case Summary (arrest and investigaiton information on drug cases) | 20 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-281 | RENU Daily Activity Composite (activity record of officers assigned to Narcotic Liaison) | 2 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-282 | Registered Mail Receipts (receipt for registered mail sent by Impoundment Unit) | Current + 2 Previous Years | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-283 | Reportable Crimes Tracking Sheet (used to establish crime patterns) (at District One only) | 4 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-284 | Robbery Task Force Booklet (information on yearly Robbery Task Force) (at District One only) | Current year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-285 | Robbery Tracking Graph (graph of robberies occurring during Robbery Task Force period) (at District One only) | Current year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-286 | Shipment Receipts (records of supplies, materials, goods, etc., received by Police Division) | Provided audited: Current + 5 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-287 | Shooting Scores of individual officers (on 5x8 index cards) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-288 | Special Events Files (information on Police Week, Halloween, Christmas candy, etc.) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-289 | Subpoena Book (listing of subpoenas received and served) | One year after completion of book | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-29 | 12MW Fingerprint Card (fingerprints taken in criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Police Department | | | 87-290 | Telephone Line Recordings | Tape re-used after 30 days | Electronic | 11/13/2008 | Streicher, Chief Thomas H., Jr. |

**CITY OF CINCINNATI - POLICE 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 |
|------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|----------------------------|
| Safety | Police | | 87-291 | Teletype (wanted messages, GBDC's, etc.) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Police | | | 87-292 | Time Book (record of Personnel assignment, vacation, detail time, sick time, etc.) | 5 years plus current at Police Department, then permanent to Archives | Paper | 11/13/2008 | Ltc. Richard L. Janke, APC |
| Safety | Police | | 87-294 | Traffic Warning Record (warning ticket for traffic violations) | 30 days | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-295 | Training Received by Individual Officer (listing on 3x5 index card system of all training received by officer) | Perpetual | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-296 | Unit Property Book (listing of all property received by individual unit) | 10 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-297 | Vehicle Equipment File (listing of equipment assigned to individual police vehicles) | Current Year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-298 | Vehicle Jacket (folder containing information regarding individual police vehicles) | 1 Year after vehicle is removed from service | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-299 | Vehicle Validations (listing of open auto larcenies and complainant contacts by police) | 2 Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-30 | 12MB Fingerprint Card (fingerprints taken in criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-300 | Vice Activity Statistics (information on number of vice related arrests) (at District One only) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-301 | Warrant Book (listing of warrants received by unit and disposition of service) | Current + previous year after completion of book | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-302 | Warrant Recalls (sheet listing a recall of traffic warrants) | Six months subject to an internal audit | Paper | 09/30/1987 | Rager, David |

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RECORDS RETENTION SCHEDULES**

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|------------|------------------------|-------------------|-----------------|--|---------------------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-303 | Weekly Inventory of Gas, Oil, Etc. (only at units having gas pumps) | Current Year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-304 | Arrested/Cited/Referred Persons (arrests and citations total - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-305 | Classified Expense Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-306 | Classified Revenue Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-307 | Delinquent Notice Audit List (listing of all parking citations which were not paid within two weeks from date of issuance - computer printout) | Six Months | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-308 | Detailed Bi-Weekly Cost Report (financial report-computer printout) | Three Years after audited | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-309 | Detailed Entry Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-31 | 12FW Fingerprint Card (fingerprints taken in criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-310 | Encumbrance Report Program | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-311 | Expense Distribution Process/Report | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-312 | Payroll Processing/Gross Pay Register | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-313 | Statement of Balances | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-314 | 28-Day Period Crime Report (offense reported by state statute-computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-315 | Vacation and Sick Leave Balances (financial report- computer printout) | Three Years after audited | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|---------------------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-316 | U.C.R. Adult and Juvenile Arrest by Age, Sex, Race (F.B.I. Uniform Crime Reporting report - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-317 | U.C.R. Monthly Stolen and Recovered Property and Auto Theft analysis(F.B.I. Uniform Crime Reporting report - computer printouts | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-318 | U.C.R. Part I Offenses by Police District (F.B.I. Uniform Crime Reporting report - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-319 | U.C.R. Part I Offenses Crime Comparison Report by Month (F.B.I. Uniform Crime Reporting report - computer printout) | Current + previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-32 | 12FB Fingerprint Card (fingerprints taken in criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-320 | U.C.R. Part I Offense Disposition of Offenses Known to Police by Month (F.B.I. Uniform Crime Reporting report 0 computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-321 | U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police (F.B.I. Uniform Crime Reporting report - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-322 | U.C.R. Part II and Offenses by Month (F.B.I. Uniform Crime Reporting report - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-323 | U.C.R. Possible Battered Women Offenses (F.B.I. Uniform Crime Reporting report - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|---------------------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 87-324 | U.C.R. Return "A" (F.B.I. Uniform Crime Reporting report - computer printout) | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-33 | 12P Palmprint Card (palmprints taken in criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-34 | Cin-Com 13 Auto Theft/Recovery Form (update computer with recovery information) | Current + 4 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-35 | Cin-Com 14 Description Card of Suspect Vehicle (update computer file) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-37 | Form 15 Property Envelope | Upon disposal of contents | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-38 | Form 15N Property Security Envelope | Upon disposal of contents | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-39 | Cin-Com 16 Signal 66 Log Sheet (record of false alarms at banks) | Current Year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-40 | Cin-Com 17 Mail Trip Card Record (record of interdepartmental mail runs) | Current + previous month | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-41 | 17 Temporary Transfer | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-41 | 17s Interdepartmental Correspondence | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-45 | Cin-Com 19 Auto Theft Log Sheet (listing of all auto thefts) | Current + 4 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-46 | Cin-Com 20 Auto Recovery Log Sheet (listing of all auto recoveries) | Current + 4 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-47 | Cin-Com 22 TCRU Daily Work Sheet (record of activity of Telephone Crime Reporting Unit) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-49 | Cin-Com 24 TCRU Daily Report (types of report received by TCRU) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-50 | Cin-Com 25 TCRU Activity by District (report received by TCRU by district) | Current + previous year | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|--|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-51 | Form 25S-Application for Leave of Absence | Five years plus current year | Paper | 03/05/2010 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 87-53 | Cin-Com 27 TCRU Monthly Log (record of TCRU monthly activity) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-54 | Cin-Com 28 Wrecker Log (record of wreckers dispatched by Police Division) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-55a | Form 28 Application For Purchase or Transfer of a Handgun | 60 days if application approved | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-55b | Form 28 Application For Purchase or Transfer of a Handgun | If application denied, 2 years | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-55c | Form 28 Application For Purchase or Transfer of a Handgun | If used for purpose of firearm registration, permanent | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-57 | Cin-Com 32 Third Relief Daily Line-ups (listing of radio cars reported daily to Communications Section) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-58 | Form 32 Notice of Disciplinary Action, Separation or Layoff (non-disciplinary) | Until separation of employee | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-59 | Form 32 Notice of Disciplinary Action, Separation or Layoff (disciplinary) | Three Years if suspension of 10 days or less. Retain for career if suspension of more than 10 days | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-60 | Form 33 Resignation | One Year after separation, microfilmed and filed perpetually | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-61 | Form 36 Charges Preferred Against Member (Internal Investigation charge sheet) | 5 Years | Paper | 09/30/1987 | Rager, David |

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|------------|------------------------|-------------------|-----------------|--|---|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-62 | 55 Letter of Understanding (used for paid services of police personnel, equipment, etc. by outside companies or agencies) | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-63 | 56 Letter of Understanding Police Escorts (used for paid police escorts by outside companies or agencies) | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-64 | Form 64 White Property tag | Upon disposal of contents | Paper | 02/08/1989 | Rager, David |
| Safety | Police | | 87-65 | Form 66S Notice of Official Reprimand (disciplinary action) | Three Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-66 | 67P Temporary Transfer Pay | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 87-67 | 68P Payroll Record of Compensatory Time Earned | 5 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 87-69 | Form 74S City of Cincinnati Department of Personnel Injury with Pay Recommendation | Two years after separation then destroy | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 87-70 | Form 75S Gas Disbursement Sheet (gasoline pumped at manual pumps at police facilities) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-71 | CDOP 103 Civil Disturbance Operation Plan Equipment Inventory (equipment which would be used in case of a civil disturbance) | Current Year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-72 | GA120 Gas Disbursements (record of gasoline pumped at manual pumps at police facilities) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-74 | PR 134 Firearms List (list of firearms coming into control of Police Division) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-75 | Form 137 Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|--|------------|----------------------------------|----------------------|
| Safety | Police | | 87-76 | Form 137A Additional Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-77 | Form 188 Youth Aid Squad Investigative Report (investigations involving juveniles) | 7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-78 | Form 189 Fingerprint and Photo Record of Juveniles | Until subject reaches 18th birthday | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-79 | Form 202 Commanding Officer's Daily Time Report | Current + 5 previous years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-80 | Form 211 Application for Media Pass (personal information on subject of media pass) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-81 | Form 264 Equipment Assigned to Sworn Officer (list of equipment assigned) | Until separation of employee | Microfilm | 09/30/1987 | Rager, David |
| Safety | Police | | 87-82 | Form 270F Impounded Vehicle Information (information for finance or insurance company) | Current + 2 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-83 | Form 275 Court Order for Release of Property | Current + 2 Previous Years after case has final disposition | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-84 | Form 276 Daily Traffic Accident Summary (running total of monthly accident statistics) | 2 Months | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-85 | Form 292 Accident Envelope (driving Under Influence folder) | Current + 3 Previous Years | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-86 | Form 300A Index File for Criminal Information Jacket (white color) (cross index on criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-87 | Form 300B Index File for Criminal Information Jacket (orange color) (cross index on criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|---|---|------------|----------------------------------|---------------------------------|
| Safety | Police | | 87-88 | Form 300W Index File for Criminal Information Jacket (cross index on criminal arrest) | Until subject reaches 80 years of age | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-9 | Cin-Com 1 Dispatch Card | Until computer is updated | Electronic | 09/30/1987 | Rager, David |
| Safety | Police | | 87-95 | Form 305 Complaint Memo (used to record various complaints which are not reportable on forms: 301, 302, 303, or 304) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-96 | Form 308 Receipts for Traffic Citation Tags (inventory system for moving and parking violation tags after issuance) | Current + previous year | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-97 | Form 308A Traffic Citation Mail Envelope (can only be used one time) | None, destroy upon receipt | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 87-98 | Form 310 Premise History Control Form (used to update computer file on premise history of a street location) | Unknown amount of time, determined by activity at certain street location | Paper | 09/30/1987 | Rager, David |
| Safety | Police | | 88-1 | Form 67-Sworn Officers Working Out of Rank (New-Used to pay personnel working in a higher pay class) | 3 Years, provided audited | Paper | 07/11/1988 | Rager, David |
| Safety | Police | | 88-2 | Form 678 Change in Court Appearance | Current + Previous Year | Paper | 07/11/1988 | Rager, David |
| Police | | | 88-4 | Form 448S-Evaluation Supplement Log (ESL), (Used to document significant instances in references to work of Police Department employees) | Three years plus current year | Electronic | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 88-7 | Form CPR, Cincinnati Police Division Capital Project Form | Current + 4 Previous Years | Paper | 11/09/1988 | Rager, David |
| Safety | Police | | 89-002 | Form DIS-94 Forfeiture Application, used by the Police Division Operations Unit when submitting property for the seizure/forfeiture process | Perpetual | Paper | 04/05/1994 | Gustavson, William M. |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|------------|------------------------|-------------------|-----------------|--|---------------------------------|-------------|----------------------------------|---------------------------------|
| Safety | Police | | 89-1 | Form 28A Application Control Ledger, used for investigation of Form 28 Application for Purchase or Transfer of Handgun | Same as Form 28 | Paper | 02/08/1989 | Ammann, Lt. E. P. |
| Safety | Police | | 89-3 | Form 28C Application for registration of a Firearm, used for registration of firearms into the computer system | Permanent | Paper | 09/21/1989 | Rager, David |
| Safety | Police | | 90-1 | 267 Vehicle storage and impoundage fee receipt and release | Current Year + Previous Year | Paper | 06/06/1990 | Whalen, Lawrence E. |
| Safety | Police | | 90-2 | 268 Impounded vehicle receipt | Current Year + 2 Previous Years | Paper | 06/06/1990 | Whalen, Lawrence E. |
| Safety | Police | | 90-3 | Auction Records (accounting of autos and property sold by Police Division) | Current Year + Previous Year | Paper | 06/06/1990 | Whalen, Lawrence E. |
| Safety | Police | | 90-4 | Registered mail receipts | Current Year + 2 Previous Years | Paper | 06/06/1990 | Whalen, Lawrence E. |
| Safety | Police | | 90-5 | 245I Receipt of fees from Impound Unit Daily cash receipts schedule | 3 Years provided audited | Paper | 06/06/1990 | Whalen, Lawrence E. |
| Safety | Police | | 90-7 | Communication Incident History Fiche original | 3 Years + Current Year | Microfische | 02/26/1991 | Rager, David |
| Safety | Police | | 91-033 | 668A Acknowledgement by the Secondary Employer | Current Year + 6 Years | Paper | 10/01/2001 | Baker, S. Gregory |
| Police | | | 91-1 | Form 527-Arrest and Investigation Report | Five years plus current year | Paper | 11/13/2009 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 91-10 | #1 Requisition of Materials, Supplies and Services | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-11 | 3S Changes to Hours Balances | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-12 | 7 Purchase Order | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-13 | 8 Requisition Certification | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-14 | 19 Inter-departmental Bill and Settlement Voucher | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-15 | 21 Schedule of Accounts Receivable | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |

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|------------|------------------------|-------------------|-----------------|---|------------------------|------------|----------------------------------|----------------------|
| Safety | Police | | 91-16 | 24 Cancellation or Change Order | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-17 | 36 Inter-departmental Requisition | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-18 | 37 City of Cincinnati Claim Voucher | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-19 | 44 Sale of Obsolete Equipment | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-2 | Form 527A Bond Information Sheet | Current Year + 5 | Paper | 03/11/1991 | Mincy, Isaac E. |
| Safety | Police | | 91-20 | 70S Permission to Travel | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-21 | 71S Statement of Travel Expense | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-22 | 72 Term Purchase Release | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-23 | 80S Application for Tuition Reimbursement | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-24 | 81S Monies Deposited in City Treasury | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-25 | 370 Towing Service Claim Voucher | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-26 | 370A Towing Service Claim Voucher | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-27 | 431 Special Event Billing | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-28 | 431 Charge Receipt | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-29 | 541A Charge Receipt | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-3 | Form 663 On-Call Court Appearance | 30 days | Paper | 07/11/2001 | Baker, S. Gregory |
| Safety | Police | | 91-30 | 608 Charge Memorandum | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-31 | Contracts for Leased Vehicles | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-32 | Payroll Attendance Record | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |

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|------------|------------------------|-------------------|-----------------|--|--|------------|----------------------------------|---------------------------------|
| Safety | Police | | 91-33A | Form 668A-Cincinnati Police Department Acknowledgement by the Secondary Employer | Six year plus current year | Paper | 3/5/2010 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 91-34 | Form 36D Disciplinary Charge Sheet | 5 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-35 | Form 202A Commanding Officer's Daily Time Report | Current + 5 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-36 | Form 323 Report of Purchase of Stained/Beveled Glass | Current + 2 Previous Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-37 | Form 318 Report Conditions Affecting Other Departments | Current + 1 Year | Paper | 11/27/1991 | Rager, David |
| | | | 91-38 | Cincom 29 Radio Log Sheet | Current Year | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-39 | Cincom 30 Battery Inventory Sheet | Current Year | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-4 | Form 664 Case Delay Request | Destroyed daily after court | Paper | 03/11/1991 | Mincy, Isaac E. |
| Safety | Police | | 91-40 | Cincom 31 Communications Assignment | Current + 2 Previous Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-41 | Form 326 Property Check Out Card | 2 Years + Current after case disposition | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-42 | Form 339 Police Property Record | 2 Years + Current after case disposition | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-43 | Form 277 Confidential Informant Registration and Reliability | 20 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-44 | Form 278 Cooperating Individual Agreement | 20 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-45 | Form 279B Confidential Informant Receipt Part I & II | 20 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-46 | Form 280 Cooperating Individual Release of Claims | 20 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-47 | Form 281 Concealed Transmitter and Recording Consent | 20 Years | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-48 | Form 545A Investigation Daily Report Time | Current + 1 Year | Paper | 11/27/1991 | Rager, David |
| Safety | Police | | 91-49 | Form 429 Take Home Vehicle Report | Current + Previous Year | Paper | 01/21/1992 | Rager, David |
| Safety | Police | | 91-5 | 120-4 Treasury Department Receipt | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |

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| Department | Division / Subdivision | Location / Branch | Schedule Number | Record Title and Description | Retention Period | Media Type | Records Commission Approval Date | Department Authority |
|-------------------|------------------------|-------------------|-----------------|---|--|------------|----------------------------------|---------------------------------|
| Safety | Police | | 91-50 | Form 495 Cincinnati Police Intoxication Report | 5 Years + Current Year | Paper | 01/21/1992 | Rager, David |
| Safety | Police | | 91-51 | Form 29 Record of Licensed Place | Perpetually | Paper | 01/21/1992 | Rager, David |
| Safety | Police | | 91-6 | 244 Accounting Unit Receipt for Money Received | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-7 | 245 Receipt of Fees from Records | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-8 | 542 Cash Receipt | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 91-9 | Leasing Agreement Documents | 5 Years + Current Year | Paper | 03/11/1991 | Rager, David |
| Safety | Police | | 92-1 | Form 496 DUI Investigation Record | 5 Years + Current | Paper | 01/21/1992 | Rager, David |
| Safety | Police | | 92-11 | Homicide Investigative Files, Others (Abductions, Kidnapping) | Current + 6 Years if no action pending | Paper | 01/14/1993 | Gustavson, William M. |
| Safety | Police | | 92-12 | Homicide Investigative Files (Residential Robberies) | Current + 6 Years if no action pending | Paper | 01/14/1993 | Gustavson, William M. |
| Safety | Police | | 92-6 | Win 1 Winter Uniform Inspection Book | 2 Years + Current Year | Paper | 04/30/1992 | Rager, David |
| Safety | Police | | 92-7 | Sum 2 Summer Uniform Inspection Book | 2 Years + Current Year | Paper | 04/30/1992 | Rager, David |
| Safety | Police | | 92-8 | Polygraph jacket 1 a. (Polygraph case jacket for applicants) | Current + 5 Years | Paper | 05/22/1992 | Miller, William A. |
| Safety | Police | | 92-9 | Polygraph jacket 1 c. (Polygraph case jacket from criminal cases) | Current + 10 Years | Paper | 05/22/1992 | Miller, William A. |
| Safety | Police | | 94-002 | Hit Skip Card Form 311C | Current + Previous Year | Paper | 04/05/1994 | Gustavson, William M. |
| Safety | Police | | 94-003 | 654 Citation Cancellation | 3 Years + current | Paper | 04/05/1994 | Gustavson, William M. |
| Police Department | | | 95-1 | Telephone Court Orders | 5 Years + Current Year | Paper | 11/13/2008 | Streicher, Chief Thomas H., Jr. |
| Safety | Police | | 95-3 | Form 313, Firearms Report | 5 Years + Current | Paper | 10/16/1995 | Gustavson, William M. |
| Safety | Police | | 95-4 | Form 527B, Trial Preparation Report | 5 Years + Current | Paper | 10/16/1995 | Gustavson, William M. |
| Safety | Police | | 96-1 | Night Chief's Rounds | 30 Days | Paper | 05/08/1996 | Charlton, Joseph C. |

**CITY OF CINCINNATI - POLICE 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 |
|------------|------------------------|-------------------|-----------------|--|---------------------------------|------------|----------------------------------|---------------------------------|
| Safety | Police | | 96-10 | Form 96, Random Drug Test Notification | 5 Years + Current | Paper | 12/09/1996 | Charlton, Joseph C. |
| Safety | Police | | 96-11 | Form 97, Medical Disclosure Form | Current Year + previous | Paper | 12/09/1996 | Charlton, Joseph C. |
| Safety | Police | | 96-2 | Form 77 Specialized Assignment Application | Current Year + previous Year | Paper | 05/08/1996 | Charlton, Joseph C. |
| Safety | Police | | 96-3 | Form 78 Non-Sworn Employee Assignment Availability | Current Year + previous Year | Paper | 11/19/2010 | Combs, Assistant Chief Cindy M. |
| Safety | Police | | 96-4 | Form 641 Summary of Background Investigation | Current Year + 3 previous Years | Paper | 05/08/1996 | Charlton, Joseph C. |
| Safety | Police | | 96-5 | Form 605 Notification of Release | Current year + 5 previous years | Paper | 06/25/1996 | Charlton, Joseph C. |