

**CITY OF CINCINNATI - DEPARTMENT OF COMMUNITY DEVELOPMENT PLANNING
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Development Department			81-1	Acquisition Files (some files contain deeds)	As long as the City owns the property, provided that all retentions for the file contents are met. Then transfer files to the custody of the Ohio Historical Society's Local Government Records Program*	Paper	7/20/1981	Weber, A. W.
Development Department			81-2	Appraisal Contracts (1 year contracts to hire appraisers)	5 Years, provided that any litigation is completed.	Paper	7/20/1981	Weber, A. W.
Development Department			81-3	Committee Minutes	Permanent	Paper	7/20/1981	Weber, A. W.
Development Department			81-4	Contracts (unless retention period is specified elsewhere on this schedule)	15 years after the completion of the agreement.	Paper	7/20/1981	Weber, A. W.
Development Department			81-5	Day-Letter Books	1 Year	Paper	7/20/1981	Weber, A. W.
Development Department			81-6	Deeds	As long as the City owns the property.	Paper	7/20/1981	Weber, A. W.
Development Department			81-7	Demolition Contracts	15 years after the completion of the demolition.	Paper	7/20/1981	Weber, A. W.
Development Department			81-8	Disposition Files	15 years after the completion of the sale.	Paper	7/20/1981	Weber, A. W.
Development Department			81-9	Annual Budget Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-10	Annual Performance Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-11	Budget Work Papers	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-12	Cash Receipt Schedules	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-13	Interdepartmental Bills	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-14	Purchase Orders	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.

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Development Department			81-15	Status Reports	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-16	Vouchers	3 Years, provided audited	Paper	7/20/1981	Weber, A. W.
Development Department			81-17	General Correspondence	Review annually for disposal.	Paper	7/20/1981	Weber, A. W.
Development Department			81-18	General Files/Non-Project Files	Review annually for disposal.	Paper	7/20/1981	Weber, A. W.
Development Department			81-19	HUD Grant Applications	3 years after completion of project	Paper	7/20/1981	Weber, A. W.
Development Department			81-20	Outside Consultant Contracts	15 years after termination of contract	Paper	7/20/1981	Weber, A. W.
Development Department			81-21	Personnel Files	Permanent	Paper	7/20/1981	Weber, A. W.
Development Department			81-22	Plans and Drawings (excluding those that are filed in Project Files)	Retain until obsolete	Paper	7/20/1981	Weber, A. W.
Development Department			81-23	Project Files	Until the department deems these files to be outdated, providing that all retentions for the file contents (such as contracts, etc.) are met. Then transfer files to the custody of the Ohio Historical Society's Local Government Records Program*	Paper	7/20/1981	Weber, A. W.

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Development Department			81-24	Publications (issued by this department)	1 copy to be kept permanently. (Copy may be filed with Municipal Reference Library or PAMSS.)	Paper	7/20/1981	Weber, A. W.
City Planning Commission			86-1	Annual Report (of this department - record copy in Municipal Library)	5 years (send copy to Municipal Library)	Paper	03/10/1986	H ????? G
City Planning Commission			86-2	Annual Budget (of this department)	5 years	Paper	03/10/1986	H ????? G
City Planning Commission			86-3	Attendance Report (for this department - shows employee's record of vacation, sick leave, & hours worked)	Current + previous 3 years	Paper	03/10/1986	H ????? G
City Planning Commission			86-4	City Bulletin (for this department - record copy in Municipal Library)	Current year	Paper	03/10/1986	H ????? G
City Planning Commission			86-5	Claim Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G
City Planning Commission			86-6	Correspondence (general letters and memos)	Review for disposal after 5 years	Paper	03/10/1986	H ????? G
City Planning Commission			86-7	Newsletters (from organizations & agencies outside of city government)	Current + previous year	Paper	03/10/1986	H ????? G
City Planning Commission			86-8	Payroll Vouchers (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G
City Planning Commission			86-9	Personnel Files (for this department - record copy in Personnel Department)	Termination of employment + 1 year	Paper	03/10/1986	H ????? G
City Planning Commission			86-10	Policies & Procedures (for this department - letters, memos, & other written directives)	Until superseded or revised	Paper	03/10/1986	H ????? G
City Planning Commission			86-11	Purchase Orders (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	H ????? G

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City Planning Commission			86-12	Requisitions (for this department - record copy in Purchasing Department)	Current + previous year	Paper	03/10/1986	H ????? G
City Planning Commission			86-13	Solicitor's Opinions (for this department - record copy in Law Department)	Review for disposal after 5 years	Paper	03/10/1986	H ????? G
City Planning Commission			86-14	Travel Expense Reports (for this department - record copy in Finance Department)	Current + previous year	Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-15	Correspondence -Chronological Files (letters also filed by subject in Project Files, Source Files, & Subject Files)	5 years	Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-16	Calendar, Minutes, & Staff Reports (arranged chronologically and filed in binders, record of minutes of City Planning Commission and staff reports)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-17	Minutes of the City Planning Commission (bound volumes - record of City Planning Commission Meetings) Note: Volumes dating from 1918 to 1969 should be microfilmed for security purposes. The Calendar, Minutes, & Staff Reports (binder copies) cover the years after 1969.	Permanent	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-18	Index to Minutes (card file index to City Planning Commission Minutes)	Permanent	Paper	03/10/1986	H ????? G

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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
City Planning Commission	Administrative Division		86-19	Project Files* (file folders arranged alphabetically by subject, containing information re; street dedications, street vacations, zone changes, street tree planing program, neighborhood studies & reports, minor streets privileges, property acquisition, building permits - staff reports, correspondence, & other CPC reports)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-20	Source Files * (file folders arranged alphabetically by subject, contains mostly informational materials - brochures, reports, correspondence, many concerning organizations, agencies outside city government) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-21	Street Files (file folders arranged alphabetically by name of street, shows interdepartmental correspondence, report of city engineer, copy of ordinance, report of CPC)	Permanent	Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-22	Subject Files* (file folders arranged alphabetically by subject, may contain newspaper clippings, correspondence, newsletters re:various programs, proposals, & topics) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 10 years	Paper	03/10/1986	H ????? G

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City Planning Commission	Administrative Division		86-23	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent	Paper	03/10/1986	H ????? G
City Planning Commission	Administrative Division		86-24	Zoning Case Files (file folders arranged by section number, containing application for change, photograph of property, plat, CPC report, i.d. reports & correspondence, petitions, summary of hearings, correspondence, legal description)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-25	Zoning Case Files - Group Housing Modifications (zoning cases re: hospitals, schools, etc.)	Retain paper copy for 10 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-26	Zoning Maps	Permanent	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-27	Zoning Correspondence File* (miscellaneous letters and memos)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 5 years	Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-28	Zoning Material File* (correspondence & reports re: development of city zoning ordinances)*Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal 5 years after completion of new zoning ordinances	Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-29	Division of Land Files - City (file folders arranged alphabetically by street name, containing application for division of land, sketch of proposed division)	Retain paper copy for 5 years, then microfilm. Then, destroy paper copy. Retain microfilm permanently	Microfilm/Paper	03/10/1986	H ????? G

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City Planning Commission	Zoning Division		86-30	Division of Land Files - County (1924-1963)	Retain paper copy until microfilmed, then destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	Retain paper copy 5 years after case is closed, then microfilm (fiche). Then destroy paper copy, retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Zoning Division		86-32	Subdivision Files - County (1924-1963)	Retain paper copy until microfilmed, then destroy paper copy. Retain microfilm permanently.	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-33	Maps, Drawings, Plans	Retain final copy of all approved (& utilized) plans & project drawings permanently. Microfilm for security. Other maps, drawings, plans should be reviewed by staff & archivist for preservation after 10 years.	Microfilm/Paper	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-34	Studies & Reports (formal studies or reports on neighborhoods, transportation, city problems, etc.)	Retain two copies of each report/study permanently.	Paper	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-30	Division of Land Files - County (1924 - 1963)	Until microfilmed	Paper	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-30 A	Division of Land Files - County (1924 - 1963)	Permanent	Microfilm	03/10/1986	H ????? G

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City Planning Commission	Subdivision Records		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	5 years after cases is closed, then microfilm.	Paper	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-31	Subdivision Files - City (file folders arranged by name of subdivision, containing plat, correspondence, requirement checklist)	Permanent	Microfilm	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-32	Subdivision Files - County (1924 - 1963)	Until microfilmed	Paper	03/10/1986	H ????? G
City Planning Commission	Subdivision Records		86-32	Subdivision Files - County (1924 - 1963)	Permanent	Microfilm	03/10/1986	H ????? G
City Planning Commission	Advanced Planning Records		86-33	Maps, Drawings, Plans	Retain final copy of all approved and utilized plans and project drawings permanently. Microfilm for security. Other maps, drawings, plans should be reviewed by staff & archivists for disposal or preservation after 10 years	Paper	03/10/1986	H ????? G
City Planning Commission	Advanced Planning Records		86-33	Maps, Drawings, Plans (final copy of all approved and utilized plans and project drawings)	Permanent	Microfilm	03/10/1986	H ????? G
City Planning Commission	Advanced Planning Records		86-34	Studies and Reports (formal studies or reports on neighborhoods, transportation, city problems, etc.) Two copies of each report/study.	Permanent	Paper	03/10/1986	H ????? G
Economic Development			92-1	PROJECT FILES - public improvements, correspondence, budgets, grants, appraisals, acquisition, relocation (unless there is litigation pending)	3 Years after completion	Paper	01/22/1992	illegible

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Economic Development			92-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports.	3 Years	Paper		illegible
Economic Development			92-3	DAY LETTER FILES	Current Year + Previous Year	Paper		illegible
Economic Development			92-4	DEVELOPMENT AGREEMENTS - (Contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper		illegible
Economic Development			92-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants	3 Years after completion of services	Paper		illegible
Economic Development			92-6	ENTERPRISE ZONE AGREEMENTS	3 Years after term of agreement	Paper		illegible
Economic Development			92-7	PLANS, DRAWINGS AND SPECIFICATIONS	Until obsolete	Paper		illegible
Economic Development			92-8	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications	10 Years	Paper		illegible
Economic Development			92-9	FINANCIAL REPORTS - monthly revenue and expense reports, fund status reports, cash receipts schedules	5 Years	Paper		illegible
Economic Development			92-10	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper		illegible
Economic Development			92-11	FINANCIAL DOCUMENTS - budget working papers, purchase orders, requisitions, Community Budget Request Forms	3 Years provided audited if necessary	Paper		illegible
Economic Development			92-12	STATEMENT OF BALANCES	Current Year + 2 Years	Paper		illegible

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Economic Development			92-13	PUBLICATIONS AND REPORTS - issued by this department	3 Years - 1 copy each to Municipal Reference Library and PAMMS	Paper		illegible
Economic Development			92-14	CITY BULLETINS - department copy	3 Years	Paper		illegible
Economic Development			92-15	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper		illegible
Economic Development			92-16	MISCELLANEOUS - Department copy of Civil Service Commission minutes, job opportunity notices	6 Months	Paper		illegible
Economic Development			92-17	PERSONNEL FILES - Duplicated in Personnel Department	3 Years after termination, 1 Year after retiring	Paper		illegible
Economic Development			92-18	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper		illegible
Economic Development			92-19	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper		illegible
Economic Development			92-20	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Approved	10 Years from date of loan	Paper		illegible
Economic Development			92-20 A	COMMERCIAL/INDUSTRIAL REVOLVING LOAN FUND FILES - Rejected	1 Year after application	Paper		illegible
Neighborhood Services			00-1	PROJECT FILES - authorization ord., correspondence, budgets, grants, appraisals, acquisition, evaluation and monitoring documents, financial documents	3 Years after completion, provided audited	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-2	NON-PROJECT FILES - general correspondence, staff meeting minutes, newspaper clippings, committee minutes, council and committee reports	3 Years	Paper	7/11/2001	Meadows, Cheryl

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Neighborhood Services			00-3	DAY LETTER FILES	Current Year in file, previous year in storage	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-4	DEVELOPMENT AGREEMENTS - (contracts for sale or lease of land) deeds, easements, maintenance, Certificates of Completion, final environmental remediation reports	Permanent	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-5	PROFESSIONAL SERVICE AGREEMENTS - architects, engineers, geotechnical, environmental, surveyors, testing, economic feasibility, titles, appraisers, construction and other consultants.	3 Years after completion of services	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-6	PROJECT PLANS, DRAWINGS, AND MAPS	Life of project	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-7	FINANCIAL DOCUMENTS - interdepartmental bills and billing register, invoices, claim vouchers, certifications (originals on file in Finance Department)	3 Years after audited	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-8	FINANCIAL REPORTS - Monthly revenue and expense reports, fund status reports, cash receipts schedules, project status reports (originals on file in Finance Department)	3 Years after audited	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-9	BUDGETS - department copy of Operating and Capital Budgets	Permanent	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-10	FINANCIAL DOCUMENTS - purchase orders, requisitions	3 Years provided audited if necessary	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-11	STATEMENT OF BALANCES	Current + 2 Years	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-12	PUBLICATIONS & REPORTS - issued by this department	3 Years	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-13	CITY BULLETINS - department copy	3 Years	Paper	7/11/2001	Meadows, Cheryl

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Neighborhood Services			00-14	CODES & REGULATIONS - Administrative Regulations, Cincinnati Municipal Code, Civil Service Rules, Personnel Policies and Procedures	Keep Current	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-15	MISCELLANEOUS - department copy of Civil Service Commission Minutes, job opportunity notices	6 Months	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-16	PERSONNEL FILES - duplicated in Personnel Department	3 Years after termination, 1 year after retiring	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-17	APPLICATIONS FOR EMPLOYMENT	Current + previous 3 years	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-18	INTERNAL ORGANIZATION RECORDS - payroll register, time sheets, internal payroll records	3 Years	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-19	LOAN FILES - Approved	3 years from payof date, provided audited	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-19	LOAN FILES - Rejected	1 Year after application	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-20	BUDGET WORKING PAPERS Community Budget Request Forms	5 Years	Paper	7/11/2001	Meadows, Cheryl
Neighborhood Services			00-21	TIME SHEETS	3 years, provided audited	Paper	7/11/2001	Meadows, Cheryl
City Planning Department	Historic Conservation Office		00-01 (Ref. 86-16, 86-17, 86-18)	Historic Conservation Board Annual Calendars, Annual Indexes, Individual Meeting Agendas, Staff Reports and Minutes (arranged chronologically and filed in binders)	10 years, then scan to CDRom.	Paper	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-01A (Ref. 86-16, 86-17, 86-18)	Historic Conservation Board Annual Calendars, Annual Indexes, Individual Meeting Agendas, Staff Reports and Minutes (arranged chronologically and filed in binders)	Permanent	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth

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City Planning Department	Historic Conservation Office		00-02	Cassette-Tapes (recordings of HCB meetings)	Until tapes are transcribed, HCB approves minutes of that meeting and appeal period expires. <i>If a decision is appealed, retain tapes until case is settled and all appeal periods expire</i>	Audiotape	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-03	Oaths of Office (oaths of office, appointment letters, resumes, resignations for HCB members)	Expiration of term/resignation + 1 year	Paper	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-04 (Ref. 86-18)	Project Files* (file folders arranged alphabetically by street name containing information re; applications for COA, zoning variances, staff reports, correspondence, other HC reports and copies of building permit applications)	Review for disposal after 5 years; scan to CDRom	Paper	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-04 A (Ref. 86-18)	Project Files* (file folders arranged alphabetically by street name containing information re; applications for COA, zoning variances, staff reports, correspondence, other HC reports and copies of building permit applications)	Permanent <i>Original building permit applications retained by B&I current + previous 3 years; since 1997 building permits are part of the City computer record.</i>	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth

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City Planning Department	Historic Conservation Office		00-05	Source Files*(file folders arranged alphabetically by subject; may contain newspaper clippings, correspondence, nominations for historic designation, local history) *Files should be reviewed by a trained archivist before disposal. Some of the material in files have historical value.	Review for disposal after 5 years; scan to CDRom	Paper	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-05 A	Source Files*(file folders arranged alphabetically by subject; may contain newspaper clippings, correspondence, nominations for historic designation, local history) *Files should be reviewed by a trained archivist before disposal. Some of the material in	Permanent	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-06 (Ref. 86-15)	Chronological Files/Correspondence (letters also filed by subject in Project Files and Source Files	Review for disposal after 5 years	Paper	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-07	Applications for DOE/106 Review (includes original photographs of buildings; records are duplicates of records maintained by DNS)	Current year + 3 years, or until audited by HUD, whichever comes first; review photographs for scanning of historic structures to CDRom; retain photographs on CDRom	Paper, photograph	10/26/2000	Blume, Elizabeth
City Planning Department	Historic Conservation Office		00-07 A	Applications for DOE/106 Review (includes original photographs of buildings; records are duplicates of records maintained by DNS)	Permanent <i>DNS maintains the original working files; HC files contain only the application and photograph</i>	CDRom, then migrated to new formats as old media and equipment become obsolete.	10/26/2000	Blume, Elizabeth

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City Planning Department	Historic Conservation Office		00-08	Walk-Through Building Permits (copies)	Review for retention after 1 year; original on file in B&I. <i>Original building permit applications retained by B&I current + previous 3 years; since 1997 building permits are part of the City computer record.</i>	Paper	10/26/2000	Blume, Elizabeth
Community Development and Planning		General	06-1	General Correspondence	2 Years	Paper or Magnetic Disk	02/25/2006	Cervay, Michael
Community Development and Planning		General	06-2	Internal Meeting Records	3 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		General	06-3	Records Request	3 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		General	06-4	Departmental Operations Manual & Copies of City Codes/Regulations/Procedures	Until Superseded	Paper and Magnetic Disk	02/25/2006	Cervay, Michael
Community Development and Planning		Performance	06-5	Housing Production Report/Worksheets	Permanent	Paper and Magnetic Disk	02/25/2006	Cervay, Michael
Community Development and Planning		Performance	06-6	External Reports - Grantee Performance Records, Leverage Achieved, Community Priority Requests	3 Years from subject year, if audited	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Performance	06-7	Internal Reports/Supporting Documentation	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Performance	06-8	Annual Department Report/Business Plan	Permanent; Appraise at 50 years for historical value	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Performance	06-9	Reports to City Council	5 Years	Paper	02/25/2006	Cervay, Michael

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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
Community Development and Planning		Performance	06-10	Submissions to Outside Regulatory Bodies	Permanent, unless shorter period specified by Regulatory Bodies	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Budget	06-11	Departmental Copy of Capital Budget	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Budget	06-12	Departmental Operating Budget	15 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Budget	06-13	Supporting Work papers in Support of Operating Budgets	3 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Budget	06-14	Supporting Work papers in Support of Capital Budgets	3 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Budget	06-15	Sunset Process Files	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-16	Contracts	15 Years after termination of the contract	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-17	Inter-departmental Bills/Register, Vouchers, Invoices/Requisitions, Certifications, Expenses, Cash Receipts Schedule, Purchase Order Records	5 years if federally funded, 3 years if not federally funded if audited.	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-18	Receipt Book	2 Years if audited	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-19	Account Ledgers & Audit Records	5 Years if audited	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-20	Statement of Balances	Current Plus 2 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-21	Fixed Asset Inventory	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Financial	06-22	Monthly Revenue & Expense, Fund Status, Project Status Reports	3 Years after completion, if audited. Originals in Finance Department	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Personnel	06-23	Time Sheets & other payroll records (e.g. "Payroll Attendance Report", leave slips)	3 Years, if audited	Paper	02/25/2006	Cervay, Michael

**CITY OF CINCINNATI - DEPARTMENT OF COMMUNITY DEVELOPMENT PLANNING
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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
Community Development and Planning		Personnel	06-24	Individual Personnel Files, department employees	3 Years after termination/1Year after retirement. Human Resources maintains required permanent information.	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Personnel	06-25	Job Opportunities Notices	6 Months	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Personnel	06-26	Applications for Employment, not hired	2 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Personnel	06-27	Travel Records	3 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Applications for Assistance	06-28	Application forms, Review Procedures/Criteria, Evaluation/Scoring, Correspondence, Selection Data	If approved convert to Projects/Loan file	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Applications for Assistance	06-29	Rejected Applications	3 Years after selection, if no pending litigation	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Project Files	06-30	Authorization Ordinances, Correspondence, Budgets, Grants, Appraisals, Acquisitions, Evaluations, Public Improvements, Plans/Drawings, Relocations, Liens/Mortgages, Financial Records	5 Years if federally funded, 3 Years if not federally funded, after completion if audited.	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Project Files	06-31	HOME funded projects - Tenant Income Verification, Rents, Verification for most recent 5 Years (Rental) and Projects with Recapture/resale Provisions (Home ownership)	5 Years after expiration of affordability period	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Project Files	06-32	Final Environmental Remediation Reports	30 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Development Agreements	06-33	Contracts for Sale/Lease, Copies of Recorded Deeds/Easements, Certificate of Completion, Maintenance Records	15 Years after expiration of agreement if no pending claims	Paper	02/25/2006	Cervay, Michael

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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
Community Development and Planning		Development Agreements	06-34	Enterprise Zone Agreements	3 Years after term of Agreement	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commercial Industrial Loan Fund	06-35	Authorization Ordinances, Correspondence, Budgets, Grants, Appraisals, Acquisitions, Evaluations, Public Improvements, Plans/Drawings, Relocations, Liens/Mortgages, Financial Records	10 Years from date of loan, if audited	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-36	Membership Files - Appointment Letters/Oaths of Office	1 Year following expiration of service	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-37	Calendar, Minutes and Staff Reports	Permanent, bind originals	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-38	Calendar, Minutes and Staff Reports (not a public record - for security purposes only).	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-39	Meeting Tapes/Notes/Public Notice	1 Year if minutes approved/Signed and no pending appeals	Paper & Compact Disk	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-40	Index to Minutes	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-41	Project, Source, and Subject Files	Review for disposal in 10 years, if no pending appeals.	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-42	Street Naming Files	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Commissions and Boards	06-43	Proceedings of the Joint Improvement Program Committee (1926-1935)	Permanent, Bound	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Zoning Records	06-44	Change Requests	5 Years, if no appeal pending	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Zoning Records	06-45	Zoning Case Files - including Group Housing Modifications (obsolete)	10 years then copy to microfilm	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Zoning Records	06-46	Zoning Case Files - including Group Housing Modifications (obsolete)	Permanent, copied from paper	Microfilm	02/25/2006	Cervay, Michael

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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
Community Development and Planning		Zoning Records	06-47	Zoning Maps	Permanent	Paper & Magnetic Disk (enter into CAGIS)	02/25/2006	Cervay, Michael
Community Development and Planning		Zoning Records	06-48	Zoning Maps (for security purpose only)	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael
Community Development and Planning		Zoning Records	06-49	Zoning Materials File	Review for disposal 5 years after adoption of new zoning ordinances	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-50	Division of Land Files - City	5 Years (copy & microfilm)	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-51	Division of Land Files - City	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-52	Division of Land Files - County (1924-1963)	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-53	Subdivision Files - City	5 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-54	Subdivision Files - City	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-55	Subdivision Files - County	5 Years	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Subdivision Records	06-56	Subdivision Files - County	Permanent	Microfilm (copied from Paper), Magnetic Disk (CAGIS)	02/25/2006	Cervay, Michael

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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
Community Development and Planning		Environmental Review	06-57	Environmental Review/Section 106 Forms	5 Years after project completion if audited/pending litigation	Paper	02/25/2006	Cervay, Michael
Community Development and Planning		Environmental Review	06-58	Environmental Review/Section 106 Log	Permanent	Microfilm	02/25/2006	Cervay, Michael
Community Development and Planning			06-59	Final Reports/Studies with Maps, Drawings, Plans	Permanent	Paper	02/25/2006	Cervay, Michael
Community Development and Planning			06-60	Final Reports/Studies with Maps, Drawings, Plans (for security purposes - not a public record)	Until Obsolete	Compact Disk	02/25/2006	Cervay, Michael
Community Development and Planning			06-61	Preliminary Draft Reports/Studies, Correspondence, Notes, Maps, Drawings, Plans, Meeting Records	10 Years; evaluate for historical value	Paper or Magnetic Disk	02/25/2006	Cervay, Michael
Community Development and Planning			06-62	Statistics/Census Data/Neighborhood Profiles	10 Years; evaluate for historical value	Paper or Magnetic Disk	02/25/2006	Cervay, Michael