

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	CLEAR		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until Superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-02	CLEAR ACTION REQUESTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-03	CLEAR AUDIT FILES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-04	CLEAR ANNUAL REPORTS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-05	CLEAR BUDGET DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-06	CLEAR BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-07	CLEAR BOARD OF ADVISORS AGENDAS/MINUTES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-08	CLEAR CLIENT CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-09	CLEAR CLIENT CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-10	CLEAR DATA BASE DESIGN	Until Superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-11	CLEAR GENERAL CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-12	CLEAR GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-13	CLEAR HISTORY MATERIAL	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-14	CLEAR MANAGER CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-15	CLEAR MANAGER CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-16	CLEAR PAYROLL ATTENDANCE RECORD, VAC & SWP Forms (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-17	CLEAR REQUISITIONS (Record copy held in Administration)	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-18	CLEAR TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-19	CLEAR VOUCHERS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-20	DEPARTMENT OF JUSTICE GRANT FILE	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-21	EQUIPMENT INVENTORIES	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	CLEAR		04-22	JAIL MANAGEMENT SYSTEM MATERIAL	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-23	LEADS BIENNIAL RE-CERTIFICATION LETTERS	Current + 2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-24	LEADS CERTIFICATION LETTERS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-25	MDT (MOBILE DATA TERMINAL) MATERIAL	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-26	MDT (MOBILE DATA TERMINAL) MATERIAL	Permanent	Video	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-27	MDT INVOICING MATERIAL	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-28	RCIC NEWSLETTER	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-29	RCIC TRAINING DATABASE	Permanent	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-30	RCIC TRAINING CLASS ROSTERS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-31	SEMINAR & CONFERENCE INFORMATION	Until Obsolete	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-32	TAX LEVIES (1967, 1972, 1977, 1982, 1996, 1997)	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-33	TECHNICAL MANUALS	Until Superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-34	TERMINAL AGENCY COORDINATOR MAILINGS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-35	TILTS	Current + 2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CLEAR		04-36	Y2K CLEAR INFORMATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-02	CJIS ORIGINAL DOCUMENTATION (1970)	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-03	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-03 A	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-04	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-05	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-06	CONTRACTS AND AGREEMENTS (Record copy in Administration)	15 Years after expiration	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-07	DISASTER RECOVERY DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Hamco		04-08	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-09	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-10	HAMCO BUDGET DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-11	HAMCO BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-12	HAMCO INVOICES & DOCUMENTATION	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-13	HAMCO PAYROLL ATTENDANCE RECORD VAC & SWP Forms (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-14	HAMCO TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-15	HAMCO PURCHASE ORDERS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-16	HAMCO REQUISITIONS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-17	HAMCO RFP'S	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-18	INTERNET/INTRANET/SERVER General Documents	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-19	INTERNET/INTRANET/SERVER General Documents	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-20	IPAC MINUTES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-21	IPAC AGENDAS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-22	IPAC ANNUAL REPORTS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-23	IPAC 5 YEAR PLAN	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-24	IPAC WORKPLANS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-25	RCC ACTION REQUESTS	Life of the project	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-26	RCC PROPOSAL/1987 HCRO BID	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-27	RECORDER SUITE 1988 (ADT/IBM)	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-28	REFERENCE MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-29	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-30	SOURCE PROGRAMS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-31	SYSTEM RESEARCH MATERIALS	Until no longer administratively necessary	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-32	TECHNICAL MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Hamco		04-33	TRAINING MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-34	TERMINAL SPECIFICATIONS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-35	VENDOR INFORMATION	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-36	WEBSITE MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Hamco		04-37	Y2K HAMILTON COUNTY INFORMATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-02	ADMINISTRATIVE MEMORANDA AND EXECUTIVE ORDERS	Until terminated or superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-03	ANNUAL BUDGET	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-04	ANNUAL REPORT	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-05	BUDGET DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-06	BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-07	CITY BULLETIN	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-08	CONTRACTS AND AGREEMENTS (includes Change Orders)	15 Years after expiration	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-09	DIRECTOR'S CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-10	DIRECTOR'S CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-11	EQUIPMENT INVENTORIES	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-12	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-13	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-14	OFFICE LEASE FILES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-15	RCC DELIVERY LOG	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-16	RCC VISITOR LOG	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-17	RCC CONTROL BOARD MINUTES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-18	RCC MANAGEMENT REPORTS	Permanent	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Administration		04-19	RECORD RETENTION	25 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-20	RENOVATION FILES AND FLOOR PLANS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-21	RFP/IFB DOCUMENTS	Life of the Contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-22	SECURITY SYSTEM DOCUMENTATION	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-23	TELEPHONE ORDERS/QUOTES/BILLS	Current + 2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-24	VENDOR INFORMATION	Life of the Contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-25	ADA/AFFIRMATIVE ACTION/EEO	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-26	APPLICATION FOR EMPLOYMENT & INTERVIEW NOTES	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-27	BULLETINS, POSTERS AND NOTICES TO EMPLOYEES	Until no longer administratively necessary	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-28	CIVIL SERVICE CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-29	CIVIL SERVICE CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-30	CIVIL SERVICE MINUTES (Record copy in Human Resources Department)	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-31	EMPLOYEE TRAINING	Records Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-32	EMPLOYEE VISUAL ATTENDANCE BOOK	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-33	EMPLOYEE WORK SCHEDULES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-34	EXAM INFORMATION	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-35	JOB SPECIFICATIONS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-36	PERSONNEL POLICIES & PROCEDURES/CIVIL SERVICE RULES & REGULATIONS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-37	PERSONNEL RECORDS (Employee)	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-38	PERSONNEL SWP/FMLA FILES AND NON PUBLIC FILES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-39	PERSONNEL VAC/COMP/JURY FORM 25'S	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Administration		04-40	PERSONNEL VAC/COMP/JURY FORM 25'S	Current + 10 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-41	POSITION STATUS	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-42	UNION CONTRACTS/MEMORANDUM OF UNDERSTANDING	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-43	PAYROLL ATTENDANCE RECORD	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-44	PAYROLL COMPENSATION CHANGES	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-45	PAYROLL DATA ENTRY	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-46	PAYROLL LEAVE BALANCES	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-47	PAYROLL/HR INSTRUCTION MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-48	PAYROLL REGISTER	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-49	SWP BUY BACK	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-50	YEAR-TO-DATE EARNINGS	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-51	ACCOUNTS PAYABLE	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-52	ACCOUNTS RECEIVABLE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-53	BANK DEPOSIT RECORDS (RECEIPTS, RECONCILIATION SLIPS, STATEMENTS, ETC.)	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-54	BIDS SUCCESSFUL	15 Years after expiration of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-55	BIDS UNSUCCESSFUL	2 Years after letting	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-56	CASH RECEIPTS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-57	CHARGEBACK REPORTS/RECORDS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-58	COMPUTER GENERATED FINANCIAL REPORTS Monthly, Quarterly, Semiannual, Annual	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Administration		04-59	COST ALLOCATION PLANS	Current + 2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-60	COST/BILLING REPORTS (Timesheets, Corrections, Rebates, Voucher Registers)	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-61	COST/BILLING REPORTS (Timesheets, Corrections, Rebates, Voucher Registers)	Current + 7 Years	Fiche	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-62	COST SYSTEM ANNUAL FILES	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-63	COST SYSTEM BILLING CODES/CHARGE CODE TABLE	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-64	COST SYSTEM BILLING CODES/CHARGE CODE TABLE	Current + 7 Years	Fiche	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-65	COST SYSTEM POLICIES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-66	COST SYSTEM SEMI/ANNUAL RECONCILIATION	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-67	COST SYSTEM SPECIFICATION FILE	Until superceded or replaced	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-68	FIXED ASSETS RECORD	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-69	INSURANCE POLICIES	Current + 2 Years after expiration if all claims are settled	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-70	INVITATION TO BID (ITB)	2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-71	INVOICES AND SUPPORTING DOCUMENTATION	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-72	PERSONAL OR PROFESSIONAL SERVICES INVOICE OR STATEMENT OF SERVICES	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-73	PETTY CASH RECORDS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-74	PREVAILING WAGE RECORDS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-75	PROPERTY INVENTORIES	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-76	PURCHASE ORDERS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-77	REQUISITIONS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Administration		04-78	SURETY BONDS	10 Years after expiration	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-79	TERM PURCHASE RELEASE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-80	TRAVEL RECORDS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Administration		04-81	VOUCHERS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-02	CINSY OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-03	CINSY OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-04	CINSY PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-05	CINSY TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-06	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-07	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-08	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-09	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-10	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-11	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-12	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-13	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-14	CLIENT UPGRADE INFORMATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-15	CONTRACTS AND AGREEMENTS (Record copy held in Administration)	15 Years after expiration	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	CINSY		04-16	DISASTER RECOVERY DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-17	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-18	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-19	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-22	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-23	IT GUIDELINES & POLICIES	Current + 2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-24	MANAGER'S CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-25	MANAGER'S CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-26	MINUTES/AGENDAS, MIS COMMITTEE MEETING (formerly ITIP & SCDC)	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-27	REMOTE PRINTER DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-28	RCC '95 SERVICE REVIEW & AUDIT	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-29	RCC COST SYSTEM REPORTS (Record copy held in Administration)	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-30	RESEARCH MATERIAL	Until no longer administratively necessary	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-31	REFERENCE MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-32	REQUISITIONS (Record copy held in Administration)	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-33	REMOTE ACCESS FORMS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-34	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-35	SOURCE PROGRAMS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-36	TECHNICAL MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-37	TRAINING MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-38	VENDOR INFORMATION	Life of the Contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-39	WEBSITE MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CINSY		04-40	WIDE/LOCAL AREA NETWORK DOCUMENTS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	CINSY		04-41	Y2K CINSY INFORMATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-02	COMPUTER ROOM ACTION CONTROL REPORTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-03	COMPUTER ROOM DAILY OPERATING LOGS	Current + 5 Years	Diskette	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-04	COMPUTER ROOM FLOOR SPACE	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-05	COMPUTER ROOM FORMS INVENTORY	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-06	COMPUTER ROOM LAYOUT	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-07	COMPUTER ROOM LAYOUT	Until superseded	Diskette	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-08	COMPUTER ROOM MORNING REPORT	Current + 5 Years	Diskette	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-09	COMPUTER ROOM NEW VERSION REQUESTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-10	COMPUTER ROOM OFF-SITE DISASTER RECOVERY STORAGE	4 Days to 2 Weeks	Tape	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-11	COMPUTER ROOM TAPE LIBRARY TRANSMITTAL FORMS	Current + 2 months	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-12	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-13	CLIENT/AGENCY OPERATING BUDGETS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-14	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-15	CLIENT/AGENCY SUPPORT DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-16	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-17	CLIENT/AGENCY SYSTEM DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-18	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-19	CLIENT BUDGET DOCUMENTATION	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Enterprise Technology Services		04-20	CLIENT UPGRADE INFORMATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-21	CONTRACTS AND AGREEMENTS (Record copy held in Administration)	15 Years after expiration	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-22	CUS & PUB DOCUMENTATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-23	DATA CONTROL JOB SUMMARIES	1 Month	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-24	DISASTER RECOVERY DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-25	ETS OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-26	ETS OPERATING & CAPITAL BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-27	ETS PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-28	ETS TIME SHEETS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-29	GENERAL CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-30	GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-31	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-32	INTERNET/INTRANET/SERVER GENERAL DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-33	IT GUIDELINES & POLICIES	Current + 2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-34	MANAGER'S CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-35	MANAGER'S CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-36	MINUTES/AGENDAS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-37	RCC COST SYSTEM REPORTS (Record copy held in Administration)	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-38	RESEARCH MATERIAL	Until no longer administratively necessary	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Enterprise Technology Services		04-39	REFERENCE MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-40	REQUISITIONS (Record copy held in Administration)	Current + 7 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-41	SEMINAR & CONFERENCE INFORMATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-42	SOURCE PROGRAMS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-43	TECHNICAL MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-44	TRAINING MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-45	UNION (AFSCME) DOCUMENTS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-46	VENDOR INFORMATION	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-47	WEBSITE MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-48	WIDE/LOCAL AREA NETWORK DOCUMENTS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Enterprise Technology Services		04-49	Y2K INFORMATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-02	CONTRACTS AND AGREEMENTS (includes Change Orders)	15 Years after expiration	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-03	CTS ANNUAL REPORTS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-04	CTS BUDGET DOCUMENTS	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-05	CTS BUDGET DOCUMENTS	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-06	CTS CLIENT SUPPORT DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-07	CTS CLIENT SUPPORT DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-08	CTS SYSTEM DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-09	CTS SYSTEM DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Communication Technology Services		04-10	CTS GENERAL CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-11	CTS GENERAL CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-12	CTS MANAGER CORRESPONDENCE	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-13	CTS MANAGER CORRESPONDENCE	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-14	CTS PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-15	CTS SYSTEM DOCUMENTATION (FIBER, RADIO, PHONE SYSTEM)	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-16	CTS SYSTEM DOCUMENTATION (FIBER, RADIO, PHONE SYSTEM)	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-17	CTS TECHNICAL MANUALS (RADIO, PHONE SYSTEM)	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-18	CTS TECHNICAL MANUALS (RADIO, PHONE SYSTEM)	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-19	CTS TECHNICAL MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-20	CTS TECHNICAL MANUALS	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-21	ACCOUNTS PAYABLE	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-22	ACCOUNTS RECEIVABLE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-23	BIDS SUCCESSFUL	15 Years after expiration of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-24	BIDS UNSUCCESSFUL	2 Years after letting	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-25	CASH RECEIPTS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-26	CHARGEBACK REPORTS/RECORDS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Communication Technology Services		04-27	COMPUTER GENERATED FINANCIAL REPORTS MONTHLY, QUARTERLY, SEMIANNUAL, ANNUAL	Current + 5 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-28	COMPUTER GENERATED FINANCIAL REPORTS MONTHLY, QUARTERLY, SEMIANNUAL, ANNUAL	Current + 5 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-29	EQUIPMENT INVENTORIES	Current + 3 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-30	EQUIPMENT MAINTENANCE RECORDS	Life of Equipment	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-31	FIXED ASSETS RECORD	Current + 10 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-32	INTERNAL BILLING	Current + 3 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-33	INVITATION TO BID (ITB)	2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-34	INVOICES AND SUPPORTING DOCUMENTATION	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-35	MONTHLY STATEMENT OF BALANCES (Record copy held by Finance)	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-36	PERSONAL OR PROFESSIONAL SERVICES Invoice or Statement of Services	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-37	PETTY CASH RECORDS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-38	PHONE QUOTES	2 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-40	PURCHASE ORDERS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-41	REQUISITIONS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-42	RFP/IFB DOCUMENTS	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-43	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-44	SERVICE REQUESTS	Current + 2 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-45	TELEPHONE ORDERS/BILLS	Current + 2 Years	Hard Drive	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	Communication Technology Services		04-46	TERM PURCHASE RELEASE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-47	TRAVEL RECORDS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-48	VENDOR INFORMATION	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-49	VOUCHERS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	Communication Technology Services		04-50	WORK ORDERS	Current + 3 Years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-01	ADMINISTRATIVE REGULATIONS/HUMAN RESOURCE POLICIES & PROCEDURES	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-02	AERIAL FLIGHT INFORMATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-03	AERIAL PHOTOGRAPHS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-04	CAGIS AGREEMENT (MASTER)	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-05	CAGIS ANNUAL SYSTEM BACKUPS	Permanent	Tape	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-06	CAGIS ANNUAL REPORTS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-07	CAGIS BUDGET DOCUMENTS	Current + 5 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-08	CAGIS BUDGET DOCUMENTS	Current + 5 years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-09	CAGIS CLIENT CORRESPONDENCE	Current + 5 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-10	CAGIS CLIENT CORRESPONDENCE	Current + 5 years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-11	CAGIS CLIENT SUPPORT DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-12	CAGIS CLIENT SUPPORT DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-13	CAGIS CLIENT SYSTEM DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-14	CAGIS CLIENT SYSTEM DOCUMENTATION	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-15	CAGIS DATA BASE DESIGN/PROCEDURES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-16	CAGIS DATA DICTIONARY	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-17	CAGIS DATA SOLD	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-18	CAGIS DATA TRANSLATION HISTORY	Permanent	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	CAGIS		04-19	CAGIS ORIGINAL DOCUMENTATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-20	CAGIS GENERAL CORRESPONDENCE	Current + 5 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-21	CAGIS GENERAL CORRESPONDENCE	Current + 5 years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-22	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-23	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-24	CAGIS GENERAL CORRESPONDENCE	Current + 5 years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-25	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-26	CAGIS MANAGER CORRESPONDENCE	Current + 5 years	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-27	CAGIS PAYROLL ATTENDANCE RECORD, VAC & SWP FORMS (Record copy held in Administration)	Current + 10 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-28	CAGIS POLICY BOARD AGENDAS/MINUTES	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-29	CAGIS PRICING POLICY	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-30	CAGIS REPORTS TO CITY COUNCIL	Current + 5 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-31	CAGIS REQUISITIONS	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-32	CAGIS RFP'S	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-33	CAGIS TIME SHEETS (Record copy held in Administration)	Current + 10 years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-34	CAGIS VOUCHERS	Current + 3 Years provided audited	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-35	CAGIS WORK PLANS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-36	CITY OF CINCINNATI STREET INDEX	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-37	CITY, COUNTY, CAGIS COMMAND & SQL SCRIPTS	Until superseded	Hard Drive	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-39	CONFERENCE & SEMINAR INFORMATION	Until no longer administratively necessary	Paper	09/22/2004	Renneker, Ralph

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Regional Computer Center	CAGIS		04-40	CONTRACTS & AGREEMENTS (Record copy held in Administration)	15 Years after expiration	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-41	HAMILTON COUNTY FRONT COUNTER PLANS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-42	MEETING MINUTES/AGENDAS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-43	ORIGINAL PERMIT SYSTEM SURVEYS	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-44	PHOTOGRAMMETRIC GROUND CONTROL RPT	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-45	REPORTS TO CITY COUNCIL	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-46	SEMINAR & CONFERENCE INFORMATION	Until obsolete	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-47	SOURCE PROGRAMS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-48	SOURCE DOCUMENTS - CAGIS IMPLEMENTATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-49	SURVEYS (CLIENT)	Until no longer administratively necessary	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-50	SYSTEM RESEARCH MATERIALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-51	TECHNICAL MANUALS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-52	TRAINING MANUALS/DOCUMENTATION	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-53	TOWNSHIP NEED ANALYSIS	Until superseded	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-54	VENDOR INFORMATION	Life of the contract	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-55	WEB MATERIAL & CORRESPONDENCE	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-56	WIDE AREA NETWORK MATERIAL	Current + 3 Years	Paper	09/22/2004	Renneker, Ralph
Regional Computer Center	CAGIS		04-57	Y2K CAGIS INFORMATION	Permanent	Paper	09/22/2004	Renneker, Ralph
Safety	Telecommunications		79-1	Accounts receivable (accounts may relate to damaged facilities)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-2	Activity Reports, Yearly (for this division)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-3	Applications for Hold-up Alarm at Station X (DC103-date, company, & address)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-4	Budget Records (for this division only)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	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.

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
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	Telecommunications		79-6	Cash Receipt Book	Until Audited	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-7	Cash Receipt Schedule (numbered, description, accounts receivable payments, debit cash, & credits - record copy in Finance Dept.)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-8	Centrex Telephone System (DC116 - listing of Centrex lines)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-9	Centrex Trouble Report Cards - Telephone Operators	2 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-10	Cincinnati Bell Records (Centrex, long distance, & records of service)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-11	Cincinnati Gas & Electric Bills	Until Audited	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-12	Claim Vouchers	Until Audited	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-13	Correspondence (general letters & memos)	Review annually for disposal	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-14	Diagrams, Drawings, and Prints (alarm boxes, switchboards, circuits, etc.)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications			Dispatchers Records:			04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-15	Auxillary Alarm Records (DC26 circuit tests: ADT, LUD, & WH)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-16	Box Tests, Yearly (box number & date)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-17	Circuit No. (DC88 - date, sopen, GRN HR, crossed, clear, location)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-18	Circuit Readings (DC37 - circuit number, date, line volts, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-19	Company No. (DC87 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		79-21	Emergency Calls Record - Dispatcher's (DC25-date, time, location, time dispatched, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-22	False Alarms (DC101 - date, time, box number, phone, location)	2 Years	Paper	04/23/1979	Webking, Ralph T.

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
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	Telecommunications		79-23	Fire Hydrants Reported Used (DC77-date, by whom, received from, time, & location)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		79-25	Hydrants & Water Sprinklers/Streets (DC27 - date removed from service)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-26	Miscellaneous Orders (DC30 - date, time, message)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-27	Monthly Data Sheet (DC38 - date, circuit number, telephones, teletype, alarm circuit, paging circuits)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		79-29	Paging Circuit No. (DC98 - monthly circuit readings)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		79-31	Running Card - 5 Alarm (DC50 - engine company, box number, location)	Until Superseded	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-32	Signal Circuit L to R Card (DC45 - circuit break locator)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-33	Telephone Circuit Test Sheet (DC52)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-34	Teletype Co. No. (DC86 - date, complaint, service data)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-35	Teletype Unit No. (DC89 - service record)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-36	Encumbrance Reports	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-37	Expense Reports (print-out by account number)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-38	Formal Account Status Report (print-out; complete summary)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-39	Interdepartmental Billing (voucher number, department billed, description, accounts to be credited, etc.)	3 Years	Paper	04/23/1979	Webking, Ralph T.

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
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	Telecommunications		79-40	Invoices (includes packing slips, & requisitions)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications			Line Crew Records:			04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-41	Box Typer & Mounting Sheet (DC33 - box number, circuit number, etc.)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-42	Central Office Battery Readings (DC56)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-43	Circuit Trouble & Complaints (DC35 - date, time, circuit, complaint, remarks)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-44	Installations & Removals - Outside (DC32-name, date, code, location, poles)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		79-46	Pedestal & Call Box Terminal Cards (DC46 & 47)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-47	Mileage Records (for division use only)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-48	Municipal Garage Charges (print-out)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		79-50	Purchase Orders	Review for disposal after 3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications			Radio Shop Records:			04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-51	Daily Radio Repair Records (DC12, 12A, & 12B - status, date, complaint, service data)	2 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-52	Portable Radio Equipment Log (DC83R)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-53	Radio Circuit Diagrams (DC95)	Permanent	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-54	Radio Operator's Schedule (DC20)	1 Year	Paper	04/23/1979	Webking, Ralph T.

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
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	Telecommunications		79-55	Radio Shop Maintenance Record (DC93)	Retain until equipment is sold or replaced.	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-56	Satelite Service Records (DC112 - battery charger service)	3 Years	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.
Safety	Telecommunications		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.
Safety	Telecommunications		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.
Safety	Telecommunications		79-60	Statement of Balances (organization, authorizations, expenditures, encumbrances, & balances - record copy in Finance Dept.)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		79-61	Summary of Revenue (print-out)	1 Year	Paper	04/23/1979	Webking, Ralph T.
Safety	Telecommunications		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.

**CITY OF CINCINNATI - REGIONAL COMPUTER CENTER
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	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