

**CITY OF CINCINNATI - RECREATION COMMISSION  
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Recreation			86-1	Accident Reports	3 Years, provided no claim pending	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-2	Accounts Receivable Records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-3	Activity Reports	2 Years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-4	Administrative Memoranda and Executive Orders	Until terminated or superseded	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-5	Annual Appropriation Ordinances	5 Years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-6	Annual Budget	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-7	Annual Funding Report	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-8	Annual Report	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-9	Application for Employment	If employed, Permanent. Others, 1 Year	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-10	Audit Reports	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-11	Bank Deposit Slip (validated)	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-12	Bank Statement	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-13	Bi-weekly Payroll Journal	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-14	Bi-weekly Report of Sick and Vacation Leave	Until incorporated into sick and vacation leave record	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-15	Budget Working Papers	5 Years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-16	Cash Receipts Schedule	3 Years after last entry, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-17	Center Membership Registration Records	2 Years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-18	Check Register	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-19	Checking Account Statement	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-20	Civil Service Examination	If employed, Permanent. Others, 1 Year or until eligibility expires	Paper	01/28/1987	Chase, Ronald W.

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Recreation			86-21	Contracts and Agreements	15 Years after expiration	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-22	Correspondence with Legislative Office	1-5 Years as long as of administrative value	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-23	Court Orders for Payroll Deduction	Until employee terminates	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-24	Daily Report of Cash Received	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-25	Daily Center Logs	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-26	Employee Earning Record	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-27	Employee Income Tax Withholding Certificate	3 Years after termination of employment, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-28	Employee Performance Evaluation	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-29	Employee Time Sheets	2 Years provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-30	Encumbrance and Expenditure Journal	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-31	Equipment Inventories and Related Reports	Until revised and audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-32	Equipment Maintenance Record	Life of equipment	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-33	Federal Income Tax Report	6 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-34	Federal Revenue Sharing Fund Accounting Records	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-35	Fee Books	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-36	Garnishment Orders	Until employee terminates	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-37	General Correspondence	1-5 Years as long as of administrative value	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-38	Golf Course Use Records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.

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Recreation			86-39	Grievance Hearing Files	Until resolved	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-40	Incoming Funds Register	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-41	Insurance Enrollment Record	Until employee terminates	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-42	Insurance Policies	3 Years after expiration, provided no claims pending	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-43	Labor Union Agreement	3 Years after termination	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-44	Leases	3 Years after expiration, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-45	Letter of Appointment	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-46	Letter of Reference	1 Year after employment decision is made	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-47	Letter of Resignation	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-48	Licenses	1 year after expiration	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-49	Maps and Pland of Recreation Property	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-50	Membership Card Activity Report	2 Years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-51	Minutes of Recreation Commission	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-52	Monthly Report	Until incorporated into annual report	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-53	Monthly Statement of Balances	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-54	Notification of PayStep Increases	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-55	Overtime Records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-56	Payroll Records (Journal)	Unless with Personnel office, Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-57	Payroll Sheets	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-58	Performance Bonds	After project terminated	Paper	01/28/1987	Chase, Ronald W.

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Recreation			86-59	Permits	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-60	Personnel Records for part-time employees	2 Years after termination	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-61	Position Descriptions	Until superseded	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-62	Project Plans, drawings and maps	Life of project, appraise for historical value	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-63	Promotion Statement	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-64	Property Inventories	Until superseded - provided audit	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-65	Purchase Orders	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-66	Purchases and Bids	Until audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-67	Receipt Book	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-68	Receipt for Certified Mail	2 years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-69	Reconciliation Sheets, bank accounts	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-70	Record of disciplinary action	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-71	Reference Materials	Until superceded or replaced	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-72	Reports	1 to 5 years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-73	Reports of Bureau of Employment Services	1 year	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-74	Requisitions	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-75	RSVP paperwok and records	4 years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-76	Sales tax records	2 years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-77	Scrapbooks	Appraise for historical value	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-78	Shelter house permits	2 years	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-79	Sick and vacation leave record	Permanent	Paper	01/28/1987	Chase, Ronald W.
Recreation				SPECIAL REVENUE AND FUND REPORTS		Paper	01/28/1987	Chase, Ronald W.
Recreation			86-80	Classified Expense / Revenu	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-81	Detail entry	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.

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Recreation			86-82	Encumbrances	7 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-83	Statement of payment of professional services	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-84	Swimming pool logs	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-85	Swimming pool passes	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-86	Swimming pool registration records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-87	Swimming pool token sales report	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-88	Swimming pool use records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-89	Team rosters and scorebooks	1 year	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-90	Time sheets	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-91	Unemployment compensation records	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-92	Vouchers	3 Years, provided audited	Paper	01/28/1987	Chase, Ronald W.
Recreation			86-93	Workers Compensation claims	10 years after date of final payment	Paper	01/28/1987	Chase, Ronald W.