

**CITY OF CINCINNATI - CITY RECORDS 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
City Records Commission			06-001	Forms RC-1 and RC-1E Application for One-Time Disposal of Obsolete Records	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-002	Forms RC-2 and RC-2E Schedule of Records Retention and Disposition	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-003	Forms RC-3 and RC-3E Certificate of Records Disposal	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-004	Forms RC-4 Department Log of Retention Schedules	Until Superseded	Magnetic Disk	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-005	Forms RC-5 City of Cincinnati Log of Retention Schedules	Until Superseded	Magnetic Disk	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-006	Meeting Agendas - City Records Commission	Current year plus previous 5	Magnetic Disk	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-007	Meeting Minutes - City Records Commission	Current year plus previous 25	Paper	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-008	Correspondence - Official	Current year plus previous 2	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-009	Correspondence - Routine	Current year plus previous 1	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, LT Stephen R.
City Records Commission			06-010	Correspondence - Transitory	Until administrative purpose served	Paper or Magnetic Disk (as sent or received)	09/14/2006	Kramer, LT Stephen R.