



I-270 / US 33 Interchange
Economic Success Outpacing
Life of Interchange



Bridge Street Corridor
Creating a Vibrant
Walkable Environment

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Records Commission

Records Commission

Thursday, July 26, 2012 - 9 a.m.
Council Chambers - Dublin Municipal Building, 5200 Emerald Parkway

Roll Call

[Review/ Approval of Meeting Minutes from January 19, 2012](#)

Building Standards (330 series)

330-11-269 "Building Files"

Change description to "Residential and Commercial records of applications, certificates of plan approvals, notices and orders, certificates of occupancy and approved construction documents; Adjudications; BCAB; Fire protection and suppression permits"

Add "Over the Counter Permits"

Description – Plumbing, electrical, mechanical and other minor permits

Suggested Retention – 3 years

Media type – Paper and/or Digital

Finance (600 series)

Add "Disposal of City Assets"

Suggested Retention – 10 years

Media type – Paper and/or digital

Add "Economic Development Agreements"

Suggested Retention – 5 years after being sent to Records for storage

Media type – Paper and/or digital

[Retention Schedule](#) (Excel)

[Local Government Records \(LGR\) Program](#)

Roundtable

Adjourn

Did you know?

Moody's Investors Service expects the city's strong financial position to continue despite declining income tax revenues due to conservative management practices and a commitment to maintain solid levels of reserves.

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Page Last Updated: Jul 18, 2012

Residents

- Civic/Homeowners Associations
- City of Dublin Income Tax Forms
- Dublin City Council Meetings
- Vacation House Watch
- Dublin TV
- Volunteer Opportunities

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Visitors

- Memorial Golf Tournament
- Dublin Convention & Visitors Bureau
- 2013 Presidents Cup
- Education & Schools
- Mayor's Court
- Maps & Directions

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Business

- Bids / Request for Proposals
- Capital Improvement Program (CIP)
- Building Permits
- Economic Development
- GIS Mapping
- Dublin Entrepreneurial Center

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Departments

- City Manager
- Engineering
- Planning
- Economic Development
- Building Standards
- Human Resources

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MEMORANDUM

Date: June 27, 2012

To: Lisa Wilson
Courts Administrator

From: Jeffrey S. Tyler
Director of Building Standards

RE: Revising the Records Retention Schedule for Building Standards

Thank you for meeting with us on June 19, 2012 to discuss revising and clarifying our records retention schedule and policy. The following are a list of changes that I wish to submit to the Records Commission for their consideration:

- A. The permanent records kept by the Building Standards work unit shall be in accordance with the Ohio Building Code (OBC) Section 104.2.1.4 and the Residential Code of Ohio (RCO) Section 104.7.
 - a. ***OBC Section 104.2.1.4 Department records.*** *The building official shall keep official records of applications received, certificates of plan approval issued, notices and orders issued, certificates of occupancy, and other such records required by the rules of the board of building standards. Such information shall be retained in the official permanent record for each project. One set of approved construction documents shall be retained by the building official for a period of not less than one hundred and eighty days from the date of completion of the permitted work, or as required by document retention regulations.*
 - i. The approved commercial construction documents will be kept as a permanent record per our existing records retention schedule.
 - b. ***RCO Section 104.7 Department records.*** *The residential building official shall keep official records of applications received, certificate of*

residential plan approval issued, notices and orders issued, certificate of occupancy, and other such records required by the rules of the board of building standards. Such information shall be retained in the official permanent record for each project. One set of approved residential construction documents shall be retained by the residential building official for a period of not less than as required by the document retention schedule established in accordance with sections 149.38 or 149.39 of the Revised Code.

- i. The approved residential construction documents will be kept as a permanent record per our existing records retention schedule.
- B. Fire protection and suppression permits are a part of the building record and therefore shall be kept as a permanent record.
- C. Permits issued over-the-counter (i.e.: plumbing, electric, mechanical and other such minor permits) shall be retained 3-years from the date of completion.
- D. All other items on the existing records retention schedule shall be maintained according to the records retention schedule.

Should you have any questions or need further clarification, please contact me either at ext. 4604 or by email.

Lisa Wilson - Re: Records request

From: Judy Ciccone
To: Wilson, Lisa
Date: 6/29/2012 2:24 PM
Subject: Re: Records request
CC: Clark, JoAnna; Sova, Steve

Lisa,

Steve wanted to remain consistent with the retention for fixed assets, so 10 years will work.

Thanks.

Judy

>>> Lisa Wilson 6/28/2012 10:08 AM >>>

Thanks Judy...I'll add it to the agenda. Do you know how long they are to be kept for?

Lisa Wilson
Court Administrator

City of Dublin

Court Services

6565 Commerce Parkway
Dublin, Ohio 43017
phone 614 410.4920
direct 614 410.4916

lwilson@dublin.oh.us

www.dublinohiousa.gov

>>> Judy Ciccone 6/28/2012 10:05 AM >>>

Lisa,

We discovered that we have not added our disposal of property through GovDeals on the schedule. Attached, and highlighted by asterisk, is our request for an additional line and separate number to be added under Fixed Assets. Steve had mentioned your meeting at the end of July for possible approval.

Please give us a call if you have any questions.

Thanks.

Judy

Lisa Wilson - Re: EDA's

From: JoAnna Clark
To: Lisa Wilson
Date: 4/5/2012 8:08 AM
Subject: Re: EDA's

Lisa,
We will keep for 5 years from the date of when I send the box of EDA's to records. Please put this information (write keep for 5 years on the box) in your retention period quote.
Thanks,
JoAnna

>>> On 4/4/2012 at 3:34 PM, in message <4F7CA236.CDC : 53 : 7088>, Lisa Wilson wrote:

Hi JoAnna,
Yes, I would agree that it needs it's own record series. Let me know what you decide as far as the length of time and I will bring it to the Records Commission when we meet on July 26th.
Thanks again for all your help with reviewing those boxes!!
Lisa

Lisa Wilson
Court Administrator

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>>> JoAnna Clark 4/4/2012 12:29 PM >>>

Lisa,
Economic Development Agreements 5 years following the final year of the Incentive Payment Date. Angel said that we will be tweaking this. I think we need a new number for this item. Let me know your thoughts.
Thanks,
JoAnna

JoAnna Clark

Local Government Records (LGR) Program

Electronic Records Statement

September 2000

Purpose

In response to the increasing call for guidance in the challenges and opportunities electronic records present, the OHS LGR Program has drafted an electronic records statement in order to (a) provide electronic records guidance for local governments; and (b) support the creation and maintenance of electronic records to their ensure integrity, usability and survivability.

This policy supersedes any and all policies and/or statements regarding the use of electronic records previously issued by the OHS LGR Program.

Background

Recorded information is vital to the operation of Ohio government. Under state law, each local government entity must establish and maintain a program for the management of the recorded information that they produce. The state law also strongly favors a commitment to providing access to public records. The policies and practices developed by most local governments have, for the most part, been sufficient when applied to traditional paper records. However, now that local government entities have become increasingly dependent on computer technology to accomplish their basic functions, there is an urgent need for new policies and guidelines that deal with records in electronic formats.

During the past decade, records management practices in local governments have been revolutionized. New information technologies from mainframes, to PC's, to local area networks and the Internet have transformed the way governments create, use, disseminate, and store information. These new technologies offer a vastly enhanced means of collecting information for and about citizens, communicating within government and with the public, and documenting the business of government. Like other modern organizations, Ohio's local governments face challenges in managing and preserving their records because records are increasingly generated and stored in computer-based information systems.

This electronic records statement is intended to establish principles for local governments to follow as they develop their own practices and systems for making and keeping records in the electronic environment.

Definitions

According to the Ohio Revised Code a *record* is defined as:

"...any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities or the office." (ORC 149.011)

Electronic records are records that contain machine readable information. The information may be text, numbers, graphs, line drawings, pictures, images, or sound. Examples of electronic records include word processing files, spreadsheet files, presentation graphics, electronic images, databases, audio or video recordings, and e-mail. Electronic records may occupy media such as magnetic disks or tapes; audio or video cassettes; and compact or optical disks.

Policies

- 1. Electronic information is a record if it satisfies the criteria defined by Ohio law.**
 - Electronic records are compilations of data that are created or received by a local government entity or employee during the course of official duties and that document the organization, functions, policies, procedures, operations, or other activities of the office, as defined by ORC 149.011.
 - In an electronic environment, records may exist in structures other than that of familiar documents traditionally found in paper formats.
 - Electronic records may be public records as defined by ORC 149.43 and thus subject to the public access provisions of ORC 149.43
 - Electronic records are subject to audit and legal proceedings such as discovery and subpoenas.

- 2. Electronic records should be managed effectively as part of a comprehensive records management program.**

- 3. Local governments should create, maintain and manage their electronic records in compliance with standards, best practices and guidelines.**
 - Local governments should make the fullest possible commitment to the use of open, public, non-proprietary standards that facilitate communication between multiple systems and software.
 - American National Standards Institute (ANSI) or other industry-wide standards, LGR issued guidelines and best practices should be used where applicable.

- 4. Work processes and tools should support the creation and maintenance of electronic records.**

- Provisions for adequate maintenance, disposal and preservation of electronic records should be built into work processes and tools so that electronic records management is a routine and time efficient activity.
- Appropriate descriptive metadata about electronic records must be captured at the time of record creation. Unlike paper records, that data cannot be determined at a later date.
- Appropriate records management principles should be an essential component in the design of new systems or the upgrading of existing systems.

5. Electronic records should be created in reliable and secure systems.

- Local government entities should identify systems that create and maintain electronic records. The development, modification, operation, and use of these systems should be documented and measures should be taken to ensure reliability and security of records over time.
- *Reliability* refers to a record's authority and trustworthiness at the time of creation. To ensure reliability, agencies must establish procedures for creating official records electronically.
- Agencies must take measures to prevent unauthorized access to electronic records.
- Data must be captured which document the context, content and structure of electronic records. *Context* establishes who created the record and the transaction of which it was a part. *Content* is the actual data. *Structure* is the format of the record. Structure must be captured so that the record can be migrated into the latest generation of hardware and software as necessary.

6. In most cases, electronic records should be maintained in electronic form, because preserving the context, content and structure of and facilitating access to those records are best accomplished in the electronic environment.

- Electronic records can be classified as system-dependent or -independent.
- *System-dependent* records are records that require an electronic environment to provide meaning, context or accessibility. System-dependent records should be migrated as necessary, at least every five years.
- *System-independent* records are records that can exist independently of an electronic environment. System-independent records may be reformatted, with necessary metadata, into an eye-readable media.

7. Maintaining and providing access to electronic records over time is a shared responsibility.

- Local government records managers, records commissions, information technology managers and the OHS LGR Program must work together to manage, preserve and provide access to electronic records.
- Transferring all historically significant electronic records from the originating local government entity to the OHS or a regional network center may be neither cost effective nor practically feasible. When OHS or a regional network center does not take physical custody of electronic records with enduring historical value, LGR Program staff will provide appropriate guidance to ensure long term accessibility and physical preservation.

Electronic Records Resources

The following resources can provide more guidance on specific electronic records issues.

[Digital Imaging Guidelines](http://www.ohiohistory.org/resource/lgr/ImagingGuidelines.html)

<http://www.ohiohistory.org/resource/lgr/ImagingGuidelines.html>

[Draft Guidelines for Managing Electronic Mail](http://www.ohiohistory.org/ohiojunction/erc/email/emailguidelines.html)

<http://www.ohiohistory.org/ohiojunction/erc/email/emailguidelines.html>

[General Schedules for Administrative Electronic Records](http://www.ohiohistory.org/ohiojunction/erc/schedule/ercgensched.html)

<http://www.ohiohistory.org/ohiojunction/erc/schedule/ercgensched.html>

[Trustworthy Information Systems Handbook](http://www.ohiohistory.org/ohiojunction/erc/tis.html) (in progress)

<http://www.ohiohistory.org/ohiojunction/erc/tis.html>

[Ohio Electronic Records Committee](http://www.ohiohistory.org/ohiojunction/erc/)

<http://www.ohiohistory.org/ohiojunction/erc/>

RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
100 POLICE			
100-93-001 Accident Files Auto accident reports and computerized record	3 yrs no pending claims	Paper and/or Digital	
100-11-377 Accident Reports; Major Crash Files	Permanent	Microfiche, Paper and/or Digital	
100-92-005 Accreditation Proofs of Compliance Records indicating that the department has complied with accreditation standards	3 years	Paper and/or Digital	
100-92-006 Active Warrants; Actual warrant for person(s) which is still active	Until cleared or canceled	Paper and/or Digital	
100-92-009 Adult ID Packet Adult arrest information packet	Until age 80 or expunged or deceased	Paper and/or Digital	
100-92-015 Arrest Log Book Log book used to assign arrested individual's ID number	1 yr	Paper and/or Digital	
100-11-024 Block Parent Applications (approved & rejected)	Permanent	Microfiche, Paper and/or Digital	
100-92-029 Breath Testing Documentation All and any information pertaining to breath testing equipment, including but not limited to subject tests, calibration tests, maintenance or repair documentation, Ohio Department of Health Solution certificates and radio frequency surveys	3 yrs	Paper and/or Digital	
100-92-036 Business Security Sheets Emergency information for local businesses	Until superseded, review annually	Paper and/or Digital	
100-92-038 Canine Training Reports/Records Daily and monthly canine training records	2 yrs after canine retired	Paper and/or Digital	
100-92-039 Canine Use Reports Record of each occasion in which the canine is deployed	2 yrs after canine retired	Paper and/or Digital	
100-92-043 Case/Incident/Ticket Log Books Log book used to assign number to reports includes date of occurrence, time, location type of incident and officer	7 yrs	Paper and/or Digital	
100-92-053 Chain of Evidence Records Record of all impounded property or evidence and paperwork recording the disposition/destruction of same	Case completed and appeal time expired	Paper and/or Digital	
100-96-161 Chain of Evidence Records; Not case related Property record of items which have been impounded but are not related to a case or suspect (i.e. items found and held for safe keeping)	2 yrs	Paper and/or Digital	
100-96-361 Citation Listing by Number (copies) Copy of citation validation log and citation ledgers	1 yr	Paper and/or Digital	
100-92-059 Community Relations Projects Active files of community relations projects	3 yrs	Paper and/or Digital	
100-92-067 Crime Traffic Analysis Files Analysis reports generated on crime and traffic statistics including supporting documents	2 yrs	Paper and/or Digital	
100-99-072 Cruiser Videos	45 days erase and reuse, provided no action pending	Video tape or Digital	
100-92-069 DARE Lesson Plans/Classroom Activities	2 yrs	Paper and/or Digital	

100-92-070	DARE Program Event Documentation Documents concerning organization, operation, format and cost of DARE events (graduation, slogan contest, sport cards, etc)	5 yrs	Paper and/or Digital
100-92-178	Dispatch Logs/Reports Computerized records of calls for service and Police and Fire activity	5 yrs	Digital
100-92-075	Domestic Dispute Form Form filled out when individuals have a domestic dispute but do not file an offense report	3 yrs	Paper and/or Digital
100-92-078	Emergency 911 Printouts/ANI/ALI Logs	2 yrs	Digital
100-92-093	Field Interrogation Records Computerized record containing information of individuals who are suspicious or don't warrant citation, arrest or any other action	6 yrs	Digital
100-92-094	Fingerprint Card	Until age 80 or expunged or deceased	Paper and/or Digital
100-92-095	Firearms Records/Inventories Records pertaining to weapons training and inventory of firearms	3 yrs provided audited	Paper and/or Digital
100-96-133	Firearms Transaction Application Application filled out by a potential buyer of a firearm	3 yrs	Paper and/or Digital
100-92-103	General Orders/Special Orders Printed copies of department orders	Until superseded	Paper and/or Digital
100-96-190	Impounded Unclaimed/Abandoned Junk Motor Vehicles All information on motor vehicles which have been impounded by the division and have been unclaimed by owner (i.e. affidavit, copy of impound sheet, letter to owner, certified slips and any other related materials)	2 yrs after sale or other disposition	Paper and/or Digital
100-02-033	Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Serious Misconduct Paper documentation and computer log of complaints/investigations/discipline for union and non-union employees of serious misconduct (i.e., any conduct which could result in suspension or dismissal)	6 yrs after resignation of employee	Paper and/or Digital
100-02-034	Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Minor Misconduct Paper documentation and computer log of complaints/investigations/discipline for union and non-union employees of minor infractions	6 yrs after completion of investigation, provided no similar incidence has occurred within the 6 yrs; in cases where a similar instance is noted, these records will be maintained an additional 6 yrs until no similar cases occur within a 5 yr period	Paper and/or Digital
100-02-035	Internal Affairs/Disciplinary Actions/Complaint Investigation: Informal Action Paper documentation and computer log of complaints/investigations/discipline for union and non-union employees	2 yrs after completion of investigation, provided no similar incidence has occurred within the 2 yrs; in cases where a similar instance is noted, these records will be maintained an additional 2 yrs until no similar cases occur within a 2 yr period	Paper and/or Digital

100-96-030	Intelligence Reports Information related to the detection or prevention of crime, organized criminal activity, vice or potential crime areas, dealing with business or personal dealings, unless specifically related to criminal activity	5 yrs	Paper and/or Digital	
100-98-040	Jail Inspection Log Daily/weekly log used to verify inspections have been conducted in the jail to ensure the facility's safety equipment is in proper working order and all areas of the jail are secure	3 yrs	Paper and/or Digital	
100-98-116	Jail Receiving Screening Forms For which includes medical screening, medications, behavioral screening, body markings and property of persons detained in the holding facility	3 yrs provided no action pending	Paper and/or Digital	
100-07-119	Juvenile Arrest Cards Index card containing individual's name, address, etc. and offense	Until age 80 yrs or expunged or deceased	Paper and/or Digital	
100-07-120	Juvenile Identification Packets Juvenile's arrest information packet	Until age 80 yrs or expunged or deceased	Paper and/or Digital	
100-92-121	LEADS (cancellations, newsletters and entries) Printout of all entries into LEADS and information received from LEADS	2 yrs	Paper and/or Digital	
100-11-127	Master Name Index Index to person(s) who have filed cases, issued warrants ticketed, etc	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
100-92-129	Narcotic Training Inventory Records Records kept by canine officer when narcotics are used for training purposes	5 yrs	Paper and/or Digital	
100-11-130	Offense Reports; Major case Files	Permanent	Microfiche, Paper and/or Digital	
100-02-132	Offense Reports; except Homicide Police report and computerized record taken from individuals who have been victimized	15 yrs provided no action pending	Paper and/or Digital	
100-06-202	Operations Report	5 yrs	Paper and/or Digital	

100-92-140	Personnel Inspection Report Forms Breath testing machine operator's results of on-site proficiency test	3 yrs	Paper and/or Digital
100-11-143	Personnel Training Records Record kept of individual employees training to date	Permanent	Microfiche, Digital and/or Paper
100-92-145	Photo Negatives/Log Book/Digital Photographs Actual negative of photographs taken and log book used to track negative and digital images either in print form or saved in the computer	5 yrs no action pending	Film, Digital and/or Paper
100-10-150	Prisoner Processing Video Recordings Video tape of recording of arrest processing	Until case is adjudicated and appeal time has expired	Video tape and/or Digital
100-98-146	Property Receipts Copy of receipts given to person(s) who have picked up property which belongs to them	3 yrs after case is closed	Paper and/or Digital
100-10-270	Security Card Access Records Worksheets and computer generated printouts of access into certain areas within building tracked by security card access system	1-5 yrs until no longer of administrative value	Digital
100-97-360	Special Duty All information related to process (i.e. sign up sheets, invoices and hours-worked report)	6 yrs	Paper and/or Digital
100-92-185	Special Projects/Events Record of research of planning for special projects or events that occur in the city	3 yrs	Paper and/or Digital
100-11-375	Surveillance and Incident Management Camera Video	45 days	Digital
100-92-205	Uniform Files File kept to keep track of uniforms issued to employees	Until personnel is longer employed	Paper and/or Digital
100-92-206	Uniformed Crime Reports Reports of daily statistics (thefts, violence, burglaries, etc.) submitted to the FBI	3 yrs	Paper and/or Digital
100-01-362	Use of Firearms Reports Reports and computerized logs of officers who have been involved in an incident requiring the use of a firearm	6 yrs	Paper and/or Digital
100-01-363	Use of Force Reports Reports and computerized logs of officers who have been involved in an incident requiring the use of force.	6 yrs	Paper and/or Digital
100-01-364	Vehicle Pursuit Reports Reports and computerized logs of officers who have been involved in an incident requiring the pursuit of a vehicle.	6 yrs	Paper and/or Digital
100-92-073	Telephone/Radio Audio Recordings Tapes that record all telephone and radio traffic	90 days; erase and reuse provided no action pending	Digital Stored on DVD
100-92-207	Vacation House Checks Computerized record containing information of residents who wish to have their house watched while out of town	30 days after owners return	Digital
100-92-209	Vehicle Maintenance Records	2 months after destruction of vehicle - hard copy kept until entered into computer of maintenance performed on police vehicles	Paper and/or Digital
100-92-213	Warnings Copy of traffic warning issued to individuals instead of actual citations	1 yr	Paper and/or Digital

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
210	STREETS and UTILITIES			
210-92-083	Equipment/Vehicle Assignments	1 month or until superseded	Paper and/or Digital	
210-92-084	Equipment/Vehicle Insurance Information	Until superseded	Paper and/or Digital	
210-92-086	Equipment/Vehicle Sign Out Sheets	2 yrs provided no action pending	Paper and/or Digital	
210-92-104	Grant Files Awarded grant application, agreements, approvals and compliance requirements	As specified in grant document or expiration of grant 3 yrs provided audited	Paper and/or Digital	
210-92-106	Guardrail Replacements/Repairs	3 yrs	Paper and/or Digital	
210-11-107	Hazardous Waste Removal Permits	Permanent	Microfiche, Paper and/or Digital	
210-01-369	Hold Harmless/Liability Release Forms (800-369) Liability release forms	20 yrs	Microfiche, Paper and/or Digital	
210-05-124	Meeting Agendas Meeting agendas from different organizations affiliated with the Department of Public Service	5 yrs	Paper and/or Digital	
210-11-126	Meeting Minutes Meeting minutes from different organizations affiliated with the Department of Public Service	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
210-92-134	Ohio Utility Protection Service Reference Numbers	3 yrs	Paper and/or Digital	
210-92-144	Pesticide Application Records	2 yrs provided no action pending	Paper and/or Digital	
210-92-158	Program Schedules Chipper collection, leaf collection, litter control, snow routes, street sweeper	Until superseded	Paper and/or Digital	
210-10-184	Snow Event Log	3 yrs	Digital	
210-11-007	Solid Waste Plan with Annual Update	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
210-94-071	Solid Waste Working Papers	1 yr	Paper and/or Digital	
210-92-208	Vehicle Identification Information	Life of equipment - 2 months after sold or scrapped	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
220	RECREATION SERVICES			
220-10-292	Facilities Contracts DCRC, Shelter Houses and School Leases	5 yrs or until no longer of administrative value	Paper and/or Digital	
220-10-371	Incident Forms	20 yrs	Paper and/or Digital	
220-93-351	Pool/DCRC Memberships Applications	2 yrs	Paper and/or Digital	
220-10-336	Program Activity Files Pool, sports, fees, instructions, etc	5 yrs after program completion	Paper and/or Digital	
220-10-337	Program Evaluations	5 yrs	Paper and/or Digital	
220-93-307	Registration Cards	7 yrs	Paper and/or Digital	
220-10-346	Senior Citizen Programming	5 yrs after program completion	Paper and/or Digital	
220-93-350	Swim Lesson Reports Test skill sheets	3 yrs after program	Paper and/or Digital	
220-93-352	Swimming Pool Use Records Mechanical and chemical inspection results	5 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
230	PARKS			
230-11-200	Art in Publin Places Project name, artist's name and financial documentation	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-034	Burial Records Burial plot locations	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-035	Burial Transit Reciepts Burial permits	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-046	Cemetery Deeds	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-047	Cemetery Ledger	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-048	Cemetery Lot Records	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-049	Cemetery Transactions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-098	Foundations Ledger	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-92-099	Foundation Orders	2 yrs after filled	Paper and/or Digital	
230-08-296	Goals and Objectives - Divisional	Until completed	Paper and/or Digital	
230-08-298	Horticultural Park Improvements	Appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
230-10-122	Landscape Projects (copies)	5 yrs	Paper and/or Digital	
230-10-309	Logo Graphics/Brochure Changes	5 yrs	Paper and/or Digital	
230-93-321	Park Inspections	7 yrs provided no claims pending	Paper and/or Digital	
230-08-323	Parkland Fee Listings Fee listing for green space	Appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
230-10-322	Park Projects (perpetual)	5 yrs after project is completed	Paper and/or Digital	
230-11-324	Parkland Inventory (perpetual) Floristic and Ecological Assessments; Land, Landscape, etc	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
230-11-328	Trees (perpetual) Street tree inventory and Dublin Kiwanis Landmark Tree Program	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
310	Land Use and Long Range Planning			
310-11-258	Area/Corridor Plans and Studies (Hyland Croy Character Study, EAZ Plan, etc) Includes Support information not in plan	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-11-262	Blackline and Blueline Prints Dublin Corporate sign at Frantz/Dublin Gateway, Old Dublin Master Plan, etc.	Permanent	Microfiche, Paper and/or Digital	
310-11-383	Certificate of Zoning	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-11-276	Code Enforcement Case Files	Permanent	Microfiche, Paper and/or Digital	
310-11-278	Comprehensive/Strategic Plans Includes modeling and support information not in plan	Permanent	Microfiche, Paper and/or Digital	
310-11-280	Computer Mapping	Permanent	Microfiche, Paper and/or Digital	
310-11-381	Development Text	Permanent	Microfiche, Paper and/or Digital	
310-11-382	Exterior Samples	Permanent	Samples and/or Digital	
310-11-379	Home Occupation Permit	Until business is no longer operating	Paper and/or Digital	
310-11-308	Log Books of Cases Filed Planning and Zoning Commission, Architectural Review Board, Board of Zoning Appeals, Variance, Conditional Use, Sign Permit and Special Permit Applications and Plan Submissions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-11-380	Meeting Audio Recordings	10 yrs minimum or until no longer of administrative value	Audio tapes, CD's and/or Digital	
310-11-315	Mylars	Permanent	Microfiche, Paper and/or Digital	
310-11-277	Notice of Violations	1 yr or until no longer of administrative value	Paper and/or Digital	
310-11-312	Other Special Plans and Projects Zoning maps, landscape plans, aerial slides, etc	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-11-237	Permits Garage sale; peddlers/solicitors; charitable group fundraising; right of way solicitations; seasonal business; temporary sign	1 yr or until no longer of administrative value	Paper and/or Digital	
310-11-333	Plans (perpetual) Old Dublin master plan, Community plan, and items not included in final plan, project plan, landscapr plan (commercial and residential), etc	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-11-378	Research and Reference Material Historic Atlases/Folios, Other City Studies and Plans, Research on various planning topics	Until superseded or no longer of administrative value	Microfiche, Paper and/or Digital	RC-3 req'd by OHS

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
320	Engineering			
320-11-251	Addressing (perpetual) Addresses assigned to each lot within a subdivision	Permanent	Microfiche, Paper and/or Digital	
320-11-265	Bridge Files	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
320-11-031	Bridge Locations	Permanent	Microfiche, Paper and/or Digital	
320-11-228	Bridge Repairs	Permanent	Microfiche, Paper and/or Digital	
320-11-033	Building Plans	Permanent	Microfiche, Paper and/or Digital	
320-08-065	Cost Analysis (for signs)	10 yrs	Paper and/or Digital	
320-11-077	E.P.A. Correspondence & Reports	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
320-08-079	Emergency Siren Locations	Until superseded	Paper and/or Digital	
320-92-097	Flow Charts - Readings	5 yrs	Paper and/or Digital	
320-08-105	Guardrail Measurements	Until superseded	Paper and/or Digital	
320-11-332	Plans and Drawings	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
320-92-164	Pump Station Odor Control Information	Life of structure plus 2 yrs	Paper and/or Digital	
320-11-168	Rainfall Statistics Measure of local rainfall	Permanent	Microfiche, Paper and/or Digital	
320-92-173	Reports Quarterly reports to E.P.A. River Analysis Results	20 yrs after completion of West Bank Interceptor sewer	Paper and/or Digital	
320-92-179	Sanitary Station Daily Reports	25 yrs	Paper and/or Digital	
320-92-180	Sewer Capacity Study	25 yrs	Paper and/or Digital	
320-92-181	Sewer Repair records	25 yrs	Paper and/or Digital	
320-92-182	Sewer Test/Inspection Records	25 yrs	Paper and/or Digital	
320-11-183	Sign Installation & Work Orders	Permanent	Microfiche, Paper and/or Digital	
320-92-191	Street Improvements Pavement markings, blacktop program, ditch improvements and street light repair requests	3 yrs	Paper and/or Digital	
320-11-201	Traffic Orders Authorization for signs, signals, etc.	Permanent	Microfiche, Paper and/or Digital	
320-92-216	Water Main Improvemnts	3 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
330	Building Standards			
330-11-269	Building Files Residential and commercial, adjudications, BCAB	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
330-10-270	Contractor Registration	2 yrs	Paper and/or Digital	
330-10-331	Inspection Logs	5 yrs, provided audited	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
340	Economic Development			
340-11-353	Tax Reinvestments Areas	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
420	Facilities Management			
420-08-302	Inspection Reports Facilities Boiler, Board of Health and Concessions, Elevator and Fire, Well Log Usage Reports and Public Water Supply Reports	5 yrs	Paper and/or Digital	
420-08-125	Maintenance Building Demolition Information	Until no longer of Administrative Value	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
510	Human Resources			
510-95-281	Disciplinary Actions/Investigations Written reprimands for non-union employees	Upon request of employee, 2 yrs after issuance provided no further disciplinary action has occurred within the 2 yrs	Paper and/or Digital	
510-11-299	Disciplinary Actions/Investigations Suspension and dismissals for non-union employees, written reprimands, suspensions and dismissals for the F.O.P. Ohio Labor Council Union employed and suspension of 30 days or more and dismissals for F.O.P. Capital City Lodge #9 Union Employees	Permanent	Microfiche, Paper and/or Digital	
510-95-320	Disciplinary Actions/Investigations Written reprimands for F.O.P. Capital City Lodge #9 Union employees	Upon request of employee, 1 yr after issuance provided no further repeated or related offenses have occurred within that year	Paper and/or Digital	
510-95-310	Disciplinary Actions/Investigations Suspensions of less than 30 days for F.O.P. Capital City Lodge #9 Union employees.	Upon request of employee, 3 yrs after issuance provided no further corrective action of the same or related nature has occurred. If such further corrective action has occurred, the 1st suspension may be removed and destroyed after 1 additional year.	Paper and/or Digital	
510-97-283	Employee Exposure Records Environmental monitoring, biological monitoring, material safety data sheet	30 yrs	Paper and/or Digital	
510-11-080	Employee Grievances - Disciplinary Procedures Grievances, investigations, disciplinary hearings, disciplinary actions	Permanent	Microfiche, Paper and/or Digital	
510-92-327	Employee Grievances - Non-Disciplinary Procedures	7 yrs	Paper and/or Digital	
510-11-081	Employee Retention Insurance information, claim forms, reclassification, change of title/description, benefits, compensation records, individual personnel files, performance appraisals and tuition reimbursement. Medical histories, medical examination results, medical opinions, first aid records, description of treatment, employee medical complaints, hepatitis B vaccinations, employee exposure to blood borne pathogen records, noise exposure records, audiometric test records	Permanent	Microfiche, Paper and/or Digital	
510-92-082	Employee Training	Merge with personnel records when applicable, others until superseded	Paper and/or Digital	

510-08-100	General Insurance Claims/Accident Reports/Property Damage Form P-27	5 yrs or until claim settled	Paper and/or Digital
510-11-101	General Insurance Coverage Risk Management Insurance policies, risk management related reference materials and correspondence related proposals	Permanent	Microfiche, Paper and/or Digital
510-08-289	OSHA 300 Log and summary of all occupational injuries and illnesses	5 yrs	Paper and/or Digital
510-92-139	Personnel Code	Until amended	Paper and/or Digital
510-08-145	Post Accident/Random Drug and Alcohol Testing	7 yrs	Paper and/or Digital
510-11-141	Personnel Recruiting & Selection Job analysis, applications, EEO forms, salary surveys, affirmation action reports, I-90 forms, physical exams, eligibility list, testing records, criminal record check/background investigations, reference checks, polygraph, psychological tests, drug tests, medical exam, release forms, related correspondence, record of interview	Permanent if applicant employed, all others 6 yrs	Microfiche, Paper and/or Digital
510-92-142	Personnel Surveys Salary surveys, benefit surveys, compensation surveys job analysis surveys	Until superseded	Paper and/or Digital
510-92-149	Prevailing Wage Reports	15 yrs after project completed	Paper and/or Digital
510-11-384	Self Insurance Application	2 yrs	Paper and/or Digital
510-92-186	Special Projects/Reports	1 to 5 yrs	Paper and/or Digital
510-08-220	Worker's Compensation; Form P-26 (OSHA 101) Claim Files	10 yrs, provided audited	Paper and/or Digital

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
520	Court Services			
520-05-310	Administrative Hearing Cases	1 yr after case is closed	Paper and/or Digital	
520-92-151	Adult Probation Case Files	7 yrs after case is closed	Paper and/or Digital	
520-11-152	Annual Report - Probation	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
520-10-018	Audit Reports Self-audit preparation reports and LEADS audit reports	5 yrs	Paper and/or Digital	
520-94-037	BMV Conviction Report	2 yrs	Paper and/or Digital	
520-92-021	Bank Statements Mayor's Court accounts	3 yrs, provided audited	Paper and/or Digital	
520-92-025	Bond and Fine Schedule	Until superseded	Paper and/or Digital	
520-92-026	Bond Activity Receipts	3 yrs, provided audited	Paper and/or Digital	
520-10-038	Case Continuation Logs	2 yrs	Paper and/or Digital	
520-04-041	Case Files (All misdemeanor traffic and criminal), except for OVI's Case pockets and prosecuting attorney's files	5 yrs after case closed	Paper and/or Digital	
520-04-042	Case Files (Parking) Court pockets and prosecuting attorney's files	2 yrs after case closed	Paper and/or Digital	
520-99-076	Case Files (OVI's only)	50 yrs after case closed	Paper, Microfiche and/or Digital	RC-3 req'd by OHS
520-92-044	Cash Books	10 yrs after last entry, provided audited	Paper and/or Digital	
520-92-055	Citation Listing by Number Citation validation log and citation ledgers	2 yrs, provided audited	Paper and/or Digital	
520-92-153	Community Service Case Files	7 yrs after case closed	Paper and/or Digital	
520-92-066	Court Appearance Dockets Traffic and Criminal	25 yrs	Paper and/or Digital	RC-3 req'd by OHS
520-92-154	Diversion Case Files Adult and juvenile	7 yrs after case closed	Paper and/or Digital	
520-11-074	Docket Books	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
520-11-090	Expungement Cards: Criminal Files	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
520-09-089	Expungement: Criminal Files Case pockets and prosecuting attorney's files	5 yrs after case closed (sealed in envelope marked "Expunged")	Paper and/or Digital	
520-10-372	Franklin County Prosecutor Files (Traffic/Criminal)	5 yrs	Paper and/or Digital	
520-10-373	Franklin County Prosecutor Files (OVI)	50 yrs	Paper and/or Digital	RC-3 req'd by OHS
520-92-124	Ledger Books	3 yrs provided audited	Paper and/or Digital	
520-92-128	Monthly Reports to Council - Fines Collected and Listing of Bail Bonds	3 yrs provided audited	Paper and/or Digital	
520-92-156	Pre-Sentence Investigation Reports	7 yrs after case closed	Paper and/or Digital	
520-11-155	Probation Master File	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
520-92-157	Provided No Conviction Case Files	7 yrs after case closed	Paper and/or Digital	
520-12-388	RC-1 One time Disposal of Obsolete Records	Permanent	Paper and/or Digital	
520-12-389	RC-2 Records Retention Schedule	Permanent	Paper and/or Digital	
520-12-390	RC-3 Certificate of Records Disposal	Permanent	Paper and/or Digital	
520-10-170	Recordings of Court Proceedings	5 yrs	Audio Tape and Digital	
520-92-189	Statistical Reports	2 yrs	Paper and/or Digital	
520-92-193	Sundries List	3 yrs, provided audited	Paper and/or Digital	
520-06-194	Supreme Court Reports and Supporting Documentation	3 yrs	Paper and/or Digital	
520-10-045	Traffic Citations State adult and juvenile citations	3 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
530	Communications			
530-11-057	Annual Report - City Manager	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
530-08-275	Annual Report - City Manager (copies)	Until no longer of administrative value, generally 1 - 5 yrs	Paper and/or Digital	
530-01-368	City Communications Internal city publications for the employees	5 yrs	Paper and/or Digital	
530-08-058	City Publications Public information brochures and service related literature	1 - 5 yrs, appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
530-92-234	Correspondence (800-234)	3 yrs	Paper and/or Digital	
530-93-316	Newspaper Articles/Scrapbooks (800 - 316)	3 yrs, appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
540	Events			
540-10-370	Community Event Permit Applications	10 yrs	Paper and/or Digital	
540-11-385	Event Project Files	5 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
600	Finance			
600-92-002	Accounting Edit Report Journal entry edit and accounts payable edit entry	Upon completion of audit	Paper and/or Digital	
600-03-003	Accounting Journals Check registers, cash receipts postings, monthly general ledger listings, accounts receivable cash update reports, voided check reports, year-end closing edits, encumbrance master listing, year-end account activity listing and journal entry edits - all types.	3 yrs, provided audited	Paper and/or Digital	
600-92-004	Accounting System Documentation Internal control methods and establishment of funds	Until no longer of administrative value	Paper and/or Digital	
600-01-365	Accounts Receivable - Non-Collectable files Files and invoicing payable to the city that are deemed uncollectable	3 yrs	Paper and/or Digital	
600-92-012	Annual Appropriations Appropriations approved by Council	5 yrs provided audited	Paper and/or Digital	
600-01-366	Annual Cost of Services Study Files and worksheets which provide the basis for the annual update to the fee schedules for City provided services	10 yrs	Paper and/or Digital	
600-92-060	Annual Financial Report Working Papers Comprehensive Annual Financial Reports	3 yrs provided audited with permanent file items carried forward	Microfiche, Paper and/or Digital	
600-11-013	Annual Financial Report (CAFR) Auditor of State Reports (cash basis) and the Comprehensive Annual Financial Reports	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
600-11-257	Annual Operating Budget	Permanent	Microfiche, Paper and/or Digital	
600-92-016	Assessment Records	Until paid and audited, appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
600-11-017	Audit Report Financial and compliance	Permanent	Microfiche, Paper and/or Digital	
600-92-019	Bank Records Depository information	3 yrs provided audited	Paper and/or Digital	
600-92-020	Bank Statements and Cancelled Checks General account, payroll account, bond and coupon account	3 yrs provided audited	Paper and/or Digital	
600-93-259	Bid Documents Equipment and supplies	7 yrs provided audited	Paper and/or Digital	
600-11-027	Bond register Register of Bond Issues	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
600-92-028	Bonds/Coupons Capital improvements	Until issue is paid and audited	Paper and/or Digital	
600-93-267	Budget Working Papers	5 yrs	Paper and/or Digital	
600-92-050	Certificate of Election Results Bonds and city related issues	Until bond issue is retired	Paper and/or Digital	

600-92-051	Certificate of Estimated Resources Revenue available for expenditure filed with County Budget Commission	7 yrs provided audited	Paper and/or Digital
600-95-061	Computer System Software documentation	Until no longer of administrative value	Paper and/or Digital
600-92-064	Contracts/Agreements Construction contract documents and professional service contract documents	Upon completion plus the expiration of the statute of limitations and then to be permanently on microfiche	Microfiche, Paper and/or Digital
600-92-087	Expense Reimbursement Files Travel and Tuition	3 yrs provided audited	Paper and/or Digital
600-92-092	Fee Listing Plumbing fees/pool fees	Until superseded	Paper and/or Digital
600-10-096	Fixed Asset Listings/Input Forms	10 yrs provided audited	Paper and/or Digital
600-92-102	General Ledger (Financial Records) Combined revenue and expenditure reports and purchase order status reports	5 yrs provided audited	Paper and/or Digital
600-11-115	Indebtedness Debt issued and bond payment schedules requests. Industrial Development Bonds	Permanent	Microfiche, Paper and/or Digital
600-92-118	Investment Activity	3 yrs provided audited	Paper and/or Digital
600-92-130	Notes Receivable	Until expiration provided audited	Paper and/or Digital
600-11-136	Payroll Computer Reports Detail bi-weekly payroll reports and monthly reports/Kronos Time Post/Kronos Change Form/Leave Request/Adjustments/W-4's	7 yrs provided audited	Paper and/or Digital
600-11-138	Payroll Personnel Files Copies of personnel actions forms, payroll changes, deduction authorization, memos, etc	Permanent	Microfiche, Paper and/or Digital
600-92-162	Proposals Proposal from vendors	2 yrs provided audited	Paper and/or Digital
600-92-165	Purchase Orders	3 yrs provided audited	Paper and/or Digital
600-05-166	Purchasing Specifications, bid tabulation, bid award, related correspondence	Until no longer of administrative value	Paper and/or Digital
600-11-167	Quarterly and Year-end Reports Month end reports, quarterly EEO reports and /or 941 information, year-end employee information	7 yrs	Paper and/or Digital

600-11-169	Real Estate Deeds, easements, property tax exemption information and City owned land records	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
600-92-246	Receipts (City Wide) Books, tapes, 1/2 sheet forms and pay in forms	3 yrs provided audited	Paper and/or Digital	
600-92-174	Request for Taxpayer Information Vendor letters	3 yrs provided audited	Paper and/or Digital	
600-92-175	Resolution Accepting Amounts and Rates Authorized millage	5 yrs provided audited	Paper and/or Digital	
600-11-163	Retirement System Records Disputes and personal service contract exemption applications	Permanent	Microfiche, Paper and/or Digital	
600-92-192	Study Files Water/sewer/traffic	Until no longer of administrative value, generally 3 - 5 yrs	Paper and/or Digital	
600-92-194	Tax Budget Working Papers	5 yrs provided audited	Paper and/or Digital	
600-11-195	Tax Budget Submitted to County Budget Commission in accordance with Section 5705.30 Ohio Revised Code	Permanent	Microfiche, Paper and/or Digital	
600-11-367	Tax Increment Financing Files and Agreements Original agreements, copies of project expenditure sheets, repayment schedules, related vouchers, correspondence, copies of required state reports pertaining to the tax increment financing process	Permanent	Microfiche, Paper and/or Digital	
600-92-196	Tax Rate Information Assessed valuation and millage	10 yrs provided audited	Paper and/or Digital	
600-92-197	Tax Settlement Reports Real estate/estate taxes	10 yrs	Paper and/or Digital	
600-99-089	Third Party Administrative Self Insurance Forms	Until no longer of administrative value	Paper and/or Digital	
600-11-199	Time Sheets (No longer used) Bi-weekly payroll time sheets	7 yrs provided audited	Paper and/or Digital	
600-92-204	Trial Balance Reports	10 yrs provided audited	Paper and/or Digital	
600-10-211	Vouchers Duplicate checks with supporting backup, including requisitions and invoices	10 yrs provided audited, maintain on paper for 3 yrs and then 7 yrs electronically	Paper and/or Digital	
600-11-212	W-2/1099 Submitted annual wages to federal government; reconciliation of W-2's	10 yrs	Paper and/or Digital	
600-04-219	Worker's Compensation Report Annual report submitted to County Auditor	7 yrs provided audited	Paper and/or Digital	
600-11-221	Year End Computer Back-Up	7 yrs provided audited	CD's and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
610	Taxation			
610-92-108	Hotel/Motel Tax Applications	3 yrs after completion of project/ event	Paper and/or Digital	
610-96-167	Hotel/Motel Tax Distributions	10 yrs or until no longer of administrative value	Paper and/or Digital	
610-95-272	Income Tax Batches Receipts, returns, reconciliations, correspondence, questionnaires and batch transaction updates	7 yrs provided audited	Paper and/or Digital	
610-04-273	Income Tax Batches: Reconciliations	3 yrs provided audited	Paper and/or Digital	
610-11-387	Income Tax Deposit Slips	2 yrs	Paper and/or Digital	
610-11-386	Income Tax Extension Requests	7 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
700	Office of City Manager			
700-92-008	Administrative Orders	Until superseded; appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
700-92-123	Law Suits/Legal Notices and Opinions Work product or confidential matter excluded	Until no longer of administrative value	Microfiche, Paper and/or Digital	
700-11-054	Merger Proceedings	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
700-97-238	Request for Legal Services/Opinion (originals)	5 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
710	Legislative Affairs			
710-11-068	Acceptance of Terms (Oaths)	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-256	Annexation Proceedings	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-93-287	Dublin Convention and Visitor Bureau Council Representative's notes and records from meetings	2-4 yrs or when terms expires	Paper and/or Digital	
710-11-301	Index to Ordinances/Resolutions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-93-305	Legal Notices Notices of public hearings, etc.	5 yrs	Paper and/or Digital	
710-93-253	Meeting Agendas Boards, Committees and Commissions	5 yrs	Paper and/or Digital	
710-93-313	Meeting Audio Tapes Boards, Committees and Commissions	10 yrs minimum or until no longer of Administrative Value	Audio Tapes and/or Digital	
710-11-314	Meeting Minutes Boards, Committees and Commissions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-93-318	Ordinances and Resolution (inactive)	5 yrs	Paper and/or Digital	
710-11-319	Ordinances and Resolution (passed) Including Charter	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-93-329	Petitions	5 yrs	Paper and/or Digital	
710-11-334	Proceedings of Commission for Public Construction	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-335	Proclamations	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-93-343	Request for Increase of Utility Rates	2 yrs after decision	Paper and/or Digital	
710-93-349	Special Reports	5 yrs	Paper and/or Digital	

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
800	Citywide			
800-92-222	Accident Files (copies) Originals maintained by Police	1 yr after restitution has been made	Paper and/or Digital	
800-92-223	Accounts Receivable/Accounts Payable (copies) Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-92-224	Administrative Orders (copies) Originals maintained by Administrative Services	Until superseded	Paper and/or Digital	
800-11-010	Aerial Map	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-92-011	Annexation Affidavits (copies) Originals maintained by Clerk of Council	2 yrs after approved	Paper and/or Digital	
800-92-236	Annual Operating Budget (copies) Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-11-147	Annual Report - Police Division	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-92-225	Appointment Calendars	Until superseded or no longer of administrative value	Paper and/or Digital	
800-93-260	Bid Documents (copies) Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-93-261	Bid Documents Unsuccessful (originals)	2 yrs after awarding the contract, provided audited	Paper and/or Digital	
800-11-263	Board and Commission Meeting Material Reports and case files	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-93-264	Bonds (copies) Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-93-266	Brochures	Appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS for historical brochures
800-92-226	Budget Working Papers (copies) Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-11-376	City Building Security Camera Video	30 days	Digital	
800-92-227	City Publications (copies) Originals maintained by Administration	Until superseded	Paper and/or Digital	
800-92-228	Combined Revenue and Expenditure Report (copies) Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-93-022	Complaint Logs	Until no longer of administrative value	Paper and/or Digital	
800-92-231	Computer Back-ups	Until superseded	Tape and/or Digital	
800-92-063	Consultant Meeting Minutes	Until no longer of administrative value	Paper and/or Digital	
800-92-232	Consumable Goods Inventories (copies) Originals maintained by Finance	Until revised and audited	Paper and/or Digital	
800-92-233	Contracts/Agreements (copies) Originals maintained by Finance	2 yrs after project completion	Paper and/or Digital	
800-92-234	Correspondence	Until no longer of administrative value, generally 1-5 yrs, appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS for correspondence of historical value
800-92-235	Council Goals and Objectives (copies) Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	

800-93-282	Council/Resident Response Forms Tracking follow through on complaints	5 yrs	Paper and/or Digital	
800-93-254	Deeds and Easements (copies) Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-96-023	Dept./Div. Monthly Report	Until no longer of administrative value	Paper and/or Digital	
800-92-085	Equipment/Vehicle Maintenance Records	Life of equipment - 2 months after sold or scrapped	Paper and/or Digital	
800-92-239	Fixed Asset Inventories (copies) Originals maintained by Finance	Until revised and audited	Paper and/or Digital	
800-93-295	Forms	Until superseded	Paper and/or Digital	
800-93-297	Grant Files (copies) Originals maintained by Finance - copies of awarded applications and supporting documentation for the grant	Expiration of the grant and until no longer of administrative value	Paper and/or Digital	
800-01-369	Hold Harmless, Liability Release Forms Forms, completed by those utilizing Dublin City services, buildings and/or participating in City of Dublin functions, which release the City, its departments and/or employees from liability	20 yrs	Paper and/or Digital	
800-93-304	Law Suits/Legal Notices and Opinions (copies) Originals maintained by the City Manager	Until no longer of administrative value	Paper and/or Digital	
800-93-306	Legal Case preparation/correspondence	Until no longer of administrative value	Paper and/or Digital	
800-11-126	Maps	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-93-311	Maps and Plans (copies)	Until no longer of administrative value	Paper and/or Digital	
800-92-229	Meeting Agendas (copies) Boards, committees, and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-92-230	Meeting Minutes (copies) Boards, committees, and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-93-316	Newspaper Articles/Scrapbooks	3 yrs. Then appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
800-92-240	Ordinances and Resolutions (copies) Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-92-241	Performance Evaluations (copies) Originals maintained by personnel	1 yr	Paper and/or Digital	
800-92-242	Permits (copies)	3 yrs	Paper and/or Digital	
800-11-032	Permits (originals)	Permanent	Microfiche, Paper and/or Digital	
800-92-243	Personnel Files (copies) Originals maintained by personnel	Until no longer of administrative value, generally 1-5 yrs	Paper and/or Digital	
800-92-244	Phone Messages/Log Books	Once message is returned/30 days after last entry	Paper and/or Digital	
800-11-330	Photographs/Slides/Videos	15 yrs, appraise for historic value and until no longer of administrative value	Film and/or Digital	RC-3 req'd by OHS

800-08-338	Project and Program Notes	1-5 yrs, appraise for historic value	Paper and/or Digital	RC-3 req'd by OHS
800-93-339	Project Files (copies)	5 yrs	Paper and/or Digital	
800-11-340	Project Files (originals) Individual division/department project files	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-92-160	Project Progress Reports	2 yrs	Paper and/or Digital	
800-92-245	Purchase Orders (copies) Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-94-356	Receipts (copies)	1 yr, provided audited	Paper and/or Digital	
800-92-247	Reference Materials	Until superseded or no longer of administrative value	Paper and/or Digital	
800-92-248	Request for Legal Services/Opinions (copies) Originals maintained by administration	30 days after response or until no longer of administrative value	Paper and/or Digital	
800-11-249	Response Request for Legal Service/Opinion	Permanent	Microfiche, Paper and/or Digital	
800-92-215	Soil and Water Contamination Reports Parks, soil and water test	10 yrs	Paper and/or Digital	
800-92-187	Specification-Quotes	Until proposal accepted then life of contract/project/equipment	Paper and/or Digital	
800-92-250	Staff Meeting Minutes/Agendas	Until no longer of administrative value	Paper and/or Digital	
800-99-357	Training Lesson Plans	Until no longer of administrative value	Paper and/or Digital	
800-97-203	Training Materials Materials used to supply training to employees including video tapes	Until superseded	Paper, Video and/or Digital	
800-11-374	Transient Records Telephone messages, drafts, voice mail messages, post-it notes, work order requests, etc	Until no longer of administrative value	Paper and/or Digital	
800-92-110	Work Orders	5 yrs	Paper and/or Digital	