

**CITY OF DUBLIN  
RETENTION SCHEDULE**

January 21, 2016

<b>RECORD TITLE AND DESCRIPTION</b>	<b>RETENTION PERIOD</b>	<b>MEDIA TYPE</b>	<b>For use by Auditor of State or OHS-LGRP</b>
<b>100 POLICE</b>			
100-14-001 <b>Accident Files</b> Auto accident reports and computerized records	3 yrs	Paper and/or Digital	
100-14-377 <b>Accident Files; Fatal</b> Fatal auto accident reports and computerized records	Permanent	Microfiche, Paper and/or Digital	
100-92-005 <b>Accreditation Proofs of Compliance</b> Records indicating that the department has complied with accreditation standards	3 years	Paper and/or Digital	
100-92-006 <b>Active Warrants;</b> Actual warrant for person(s) which is still active	Until cleared or canceled	Paper and/or Digital	
100-16-009 <b>Adult ID Packet</b> Adult arrest information packet, including fingerprint card	Until age 80 or expunged or deceased	Paper and/or Digital	
100-16-426 <b>ALPR</b> Automated License Plate Reader data which includes, license plate numbers, vehicle pictures, date, time and location of scan	1 yr	Digital	
100-92-015 <b>Arrest Log Book</b> Log book used to assign arrested individual's ID number	1 yr	Paper and/or Digital	
100-92-029 <b>Breath Testing Documentation</b> 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 <b>Business Security Sheets</b> Emergency information for local businesses	Until superseded, review annually	Paper and/or Digital	
100-92-038 <b>Canine Training Reports/Records</b> Daily and monthly canine training records	2 yrs after canine retired	Paper and/or Digital	
100-92-039 <b>Canine Use Reports</b> Record of each occasion in which the canine is deployed	2 yrs after canine retired	Paper and/or Digital	
100-92-043 <b>Case/Incident/Ticket Log Books</b> 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 <b>Chain of Evidence Records</b> 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 <b>Chain of Evidence Records; Not case related</b> 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 <b>Citation Listing by Number (copies)</b> Copy of citation validation log and citation ledgers	1 yr	Paper and/or Digital	
100-92-059 <b>Community Relations Projects</b> Active files of community relations projects	3 yrs	Paper and/or Digital	
100-92-067 <b>Crime Traffic Analysis Files</b> Analysis reports generated on crime and traffic statistics including supporting documents	2 yrs	Paper and/or Digital	
100-16-072 <b>Cruiser Recordings</b>	45 days erase and reuse, provided no action pending	Digital	
100-92-069 <b>DARE Lesson Plans/Classroom Activities</b>	2 yrs	Paper and/or Digital	

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100-92-070	<b>DARE Program Event Documentation</b> 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	<b>Dispatch Logs/Reports</b> Computerized records of calls for service and Police and Fire activity	5 yrs	Digital	
100-92-075	<b>Domestic Dispute Form</b> 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	<b>Emergency 911 Printouts/ANI/ALI Logs</b>	2 yrs	Digital	
100-92-093	<b>Field Interrogation Records</b> Computerized record containing information of individuals who are suspicious or don't warrant citation, arrest or any other action	6 yrs	Digital	
100-92-095	<b>Firearms Records/Inventories</b> Records pertaining to weapons training and inventory of firearms	3 yrs provided audited	Paper and/or Digital	
100-96-133	<b>Firearms Transaction Application</b> Application filled out by a potential buyer of a firearm	3 yrs	Paper and/or Digital	
100-92-103	<b>General Orders/Special Orders</b> Printed copies of department orders	Until superseded	Paper and/or Digital	
100-96-190	<b>Impounded Unclaimed/Abandoned Junk Motor Vehicles</b> 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	
100-16-033	<b>Internal Affairs Investigations/Formal Complaints</b> Paper documentation and computer log of internal affairs investigations/formal complaints for union and non-union employees	6 yrs after resignation/termination	Paper and/or Digital	
100-16-035	<b>Informal Complaints</b> Paper documentation and computer log of informal complaints for union and non-union employees	4 yrs	Paper and/or Digital	
100-96-030	<b>Intelligence Reports</b> 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	<b>Jail Inspection Log</b> 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	<b>Jail Receiving Screening Forms</b> 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	
100-16-120	<b>Juvenile ID Packet</b> Juvenile arrest information packet, including fingerprint card	Until age 80 yrs or expunged or deceased	Paper and/or Digital	
100-92-121	<b>LEADS (cancellations, newsletters and entries)</b> Printout of all entries into LEADS and information received from LEADS	2 yrs	Paper and/or Digital	
100-11-127	<b>Master Name Index</b> 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	<b>Narcotic Training Inventory Records</b> Records kept by canine officer when narcotics are used for training purposes	5 yrs	Paper and/or Digital	
100-14-132	<b>Offense Reports</b> Cases with a statute of limitations of 6 yrs or less	9 yrs	Paper and/or Digital	
100-14-410	<b>Offense Reports; Aggravated Murder/Murder</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
100-14-130	<b>Offense Reports; Major case Files</b> Cases with a statute of limitations in excess of 6 yrs	32 yrs	Paper and/or Digital	RC-3 req'd by OHS
100-06-202	<b>Operations Report</b>	5 yrs	Paper and/or Digital	

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100-92-140	<b>Personnel Inspection Report Forms</b> Breath testing machine operator's results of on-site proficiency test	3 yrs	Paper and/or Digital
100-11-143	<b>Personnel Training Records</b> Record kept of individual employees training to date	Permanent	Microfiche, Digital and/or Paper
100-16-145	<b>Photographs</b> Digital images from cases, crashes, investigations and arrests	5 yrs provided no action pending	Digital
100-16-150	<b>Prisoner Processing Video Recordings</b> Video recording of arrest processing	45 days provided no action pending	Digital
100-98-146	<b>Property Receipts</b> 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	<b>Security Card Access Records</b> 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	<b>Special Duty</b> All information related to process (i.e. sign up sheets, invoices and hours-worked report)	6 yrs	Paper and/or Digital
100-92-185	<b>Special Projects/Events</b> Record of research of planning for special projects or events that occur in the city	3 yrs	Paper and/or Digital
100-11-375	<b>Surveillance and Incident Management Camera Video</b>	45 days	Digital
100-16-073	<b>Telephone/Radio Audio Recordings</b> Tapes that record all telephone and radio traffic	90 days; erase and reuse provided no action pending	Digital
100-92-205	<b>Uniform Files</b> File kept to keep track of uniforms issued to employees	Until personnel is longer employed	Paper and/or Digital
100-92-206	<b>Uniformed Crime Reports</b> Reports of daily statistics (thefts, violence, burglaries, etc.) submitted to the FBI	3 yrs	Paper and/or Digital
100-01-362	<b>Use of Firearms Reports</b> 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	<b>Use of Force Reports</b> 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	<b>Vehicle Pursuit Reports</b> 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
100-92-207	<b>Vacation House Checks</b> Computerized record containing information of residents who wish to have their house watched while out of town	30 days after owners return	Digital
100-92-213	<b>Warnings</b> Copy of traffic warning issued to individuals instead of actual citations	1 yr	Paper and/or Digital

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<b>210</b>	<b>EVENTS ADMINISTRATION</b>			
210-10-370	<b>Community Event Permit Applications</b>	10 yrs	Paper and/or Digital	
210-11-385	<b>Event Project Files</b>	5 yrs	Paper and/or Digital	

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<b>220</b>	<b>RECREATION SERVICES</b>			
220-10-292	<b>Facilities Contracts</b> DCRC, Shelter Houses and School Leases	5 yrs or until no longer of administrative value	Paper and/or Digital	
220-10-371	<b>Incident Forms</b>	20 yrs	Paper and/or Digital	
220-93-351	<b>Pool/DCRC Memberships</b> Applications	2 yrs	Paper and/or Digital	
220-10-336	<b>Program Activity Files</b> Pool, sports, fees, instructions, etc.	5 yrs after program completion	Paper and/or Digital	
220-10-337	<b>Program Evaluations</b>	5 yrs	Paper and/or Digital	
220-93-307	<b>Registration Cards</b>	7 yrs	Paper and/or Digital	
220-10-346	<b>Senior Citizen Programming</b>	5 yrs after program completion	Paper and/or Digital	
220-93-350	<b>Swim Lesson Reports</b> Test skill sheets	3 yrs after program	Paper and/or Digital	
220-93-352	<b>Swimming Pool Use Records</b> Mechanical and chemical inspection results	5 yrs	Paper and/or Digital	

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

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<b>240</b>	<b>VOLUNTEER RESOURCES</b>			
240-16-423	<b>Volunteer Records</b> Online profiles, notices and waivers, injury/accident reports, incident reports and criminal background checks	10 yrs	Paper and/or Digital	
240-16-424	<b>Assignment Files</b> Events & Programs	3 yrs	Paper and/or Digital	
240-16-425	<b>Newspaper Articles &amp; Photos</b> Newspaper articles & photos about volunteers	7 yrs	Paper and/or Digital	

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<b>310</b>	<b>STREETS and UTILITIES</b>			
310-14-408	<b>Accreditation Proofs of Compliance</b> Supporting documents for APWA accreditation	9 yrs	Paper and/or Digital	
310-92-083	<b>Equipment/Vehicle Assignments</b>	1 month or until superseded	Paper and/or Digital	
310-92-084	<b>Equipment/Vehicle Insurance Information</b>	Until superseded	Paper and/or Digital	
310-92-086	<b>Equipment/Vehicle Sign Out Sheets</b>	2 yrs provided no action pending	Paper and/or Digital	
310-92-104	<b>Grant Files</b> 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	
310-92-106	<b>Guardrail Replacements/Repairs</b>	3 yrs	Paper and/or Digital	
310-11-107	<b>Hazardous Waste Removal Permits</b>	Permanent	Microfiche, Paper and/or Digital	
310-01-369	<b>Hold Harmless/Liability Release Forms (800-369)</b> Liability release forms	20 yrs	Microfiche, Paper and/or Digital	
310-05-124	<b>Meeting Agendas</b> Meeting agendas from different organizations affiliated with the Department of Public Service	5 yrs	Paper and/or Digital	
310-11-126	<b>Meeting Minutes</b> Meeting minutes from different organizations affiliated with the Department of Public Service	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-92-134	<b>Ohio Utility Protection Service Reference Numbers</b>	3 yrs	Paper and/or Digital	
310-92-144	<b>Pesticide Application Records</b>	2 yrs provided no action pending	Paper and/or Digital	
310-92-158	<b>Program Schedules</b> Chipper collection, leaf collection, litter control, snow routes, street sweeper	Until superseded	Paper and/or Digital	
310-10-184	<b>Snow Event Log</b>	3 yrs	Digital	
310-11-007	<b>Solid Waste Plan with Annual Update</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
310-94-071	<b>Solid Waste Working Papers</b>	1 yr	Paper and/or Digital	
310-92-208	<b>Vehicle Identification Information</b>	Life of equipment - 2 months after sold or scrapped	Paper and/or Digital	



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<b>320</b>	<b>ENGINEERING</b>			
320-11-251	<b>Addressing (perpetual)</b> Addresses assigned to each lot within a subdivision	Permanent	Microfiche, Paper and/or Digital	
320-11-265	<b>Bridge Files</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
320-11-031	<b>Bridge Locations</b>	Permanent	Microfiche, Paper and/or Digital	
320-11-228	<b>Bridge Repairs</b>	Permanent	Microfiche, Paper and/or Digital	
320-11-033	<b>Building Plans</b>	Permanent	Microfiche, Paper and/or Digital	
320-08-065	<b>Cost Analysis (for signs)</b>	10 yrs	Paper and/or Digital	
320-11-077	<b>E.P.A. Correspondence &amp; Reports</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
320-08-079	<b>Emergency Siren Locations</b>	Until superseded	Paper and/or Digital	
320-92-097	<b>Flow Charts - Readings</b>	5 yrs	Paper and/or Digital	
320-08-105	<b>Guardrail Measurements</b>	Until superseded	Paper and/or Digital	
320-11-332	<b>Plans and Drawings</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
320-92-164	<b>Pump Station Odor Control Information</b>	Life of structure plus 2 yrs	Paper and/or Digital	
320-11-168	<b>Rainfall Statistics</b> Measure of local rainfall	Permanent	Microfiche, Paper and/or Digital	
320-92-173	<b>Reports</b> 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	<b>Sanitary Station Daily Reports</b>	25 yrs	Paper and/or Digital	
320-92-180	<b>Sewer Capacity Study</b>	25 yrs	Paper and/or Digital	
320-92-181	<b>Sewer Repair records</b>	25 yrs	Paper and/or Digital	
320-92-182	<b>Sewer Test/Inspection Records</b>	25 yrs	Paper and/or Digital	
320-11-183	<b>Sign Installation &amp; Work Orders</b>	Permanent	Microfiche, Paper and/or Digital	
320-92-191	<b>Street Improvements</b> Pavement markings, blacktop program, ditch improvements and street light repair requests	3 yrs	Paper and/or Digital	
320-11-201	<b>Traffic Orders</b> Authorization for signs, signals, etc.	Permanent	Microfiche, Paper and/or Digital	
320-92-216	<b>Water Main Improvements</b>	3 yrs	Paper and/or Digital	

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<b>330</b>	<b>FACILITIES MANAGEMENT</b>			
330-08-302	<b>Inspection Reports Facilities</b> Boiler, Board of Health and Concessions, Elevator and Fire, Well Log Usage Reports and Public Water Supply Reports	5 yrs	Paper and/or Digital	
330-08-125	<b>Maintenance Building Demolition Information</b>	Until no longer of Administrative Value	Paper and/or Digital	

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<b>340</b>	<b>FLEET MANAGEMENT</b>			
340-16-209	<b>Vehicle Maintenance Records</b>	5 years after vehicle is out of service	Paper and/or Digital	

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<b>500</b>	<b>OFFICE OF THE CITY MANAGER</b>			
500-92-008	<b>Administrative Orders</b>	Until superseded; appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
500-92-123	<b>Law Suits/Legal Notices and Opinions</b> Work product or confidential matter excluded	Until no longer of administrative value	Microfiche, Paper and/or Digital	
500-11-054	<b>Merger Proceedings</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
500-97-238	<b>Request for Legal Services/Opinion (originals)</b>	5 yrs	Paper and/or Digital	

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<b>510</b>	<b>HUMAN RESOURCES</b>			
510-15-414	<b>Audiometric Testing</b>	20 yrs	Paper and/or Digital	
510-15-415	<b>City Property Damage Claims</b>	5 yrs	Paper and/or Digital	
510-95-281	<b>Disciplinary Actions/Investigations</b> 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	<b>Disciplinary Actions/Investigations</b> 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	<b>Disciplinary Actions/Investigations</b> 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	<b>Disciplinary Actions/Investigations</b> 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	
510-13-398	<b>Drug Tests; Pre-Hiring &amp; Continued Employment Testing</b>	5 yrs	Paper and/or Digital	
510-13-399	<b>Drug Tests; Post Accident, Random Drug and Alcohol Testing</b>	7 yrs	Paper and/or Digital	
510-15-283	<b>Employee Exposure Records</b> Environmental monitoring, biological monitoring, safety data sheet	30 yrs	Paper and/or Digital	
510-15-413	<b>Employee Exposure to Blood Borne Pathogens</b>	Permanent	Paper and/or Digital	
510-11-080	<b>Employee Grievances - Disciplinary Procedures</b> Grievances, investigations, disciplinary hearings, disciplinary actions	Permanent	Microfiche, Paper and/or Digital	
510-92-327	<b>Employee Grievances - Non-Disciplinary Procedures</b>	7 yrs	Paper and/or Digital	
510-15-081	<b>Employee Retention</b> 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	Permanent	Microfiche, Paper and/or Digital	
510-92-082	<b>Employee Training</b>	Merge with personnel records when applicable, others until superseded	Paper and/or Digital	
510-13-400	<b>Family Medical Leave Forms</b>	3 yrs	Paper and/or Digital	
510-13-401	<b>Fitness For Duty Test</b>	7 yrs	Paper and/or Digital	
510-15-101	<b>General Insurance Policies</b>	20 yrs	Microfiche, Paper and/or Digital	
510-15-100	<b>General Liability Insurance Claims</b>	5 yrs or until claim is settled	Paper and/or Digital	
510-15-417	<b>General Liability Insurance Claims Involving Minors</b>	20 yrs or until claim is settled	Paper and/or Digital	
510-15-412	<b>Hepatitis B Vaccinations</b>	1 yr after termination	Paper and/or Digital	
510-15-402	<b>I-9 Forms</b>	3 yrs after date of hire or 1 yr after termination, whichever is later	Paper and/or Digital	
510-15-418	<b>Insurance Request for Proposals</b> Risk Management related reference materials and correspondence related to proposals	3 yrs	Paper and/or Digital	

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510-15-420	<b>Noise Exposure Reports</b>	30 yrs	Paper and/or Digital
510-08-289	<b>OSHA 300</b> Log and summary of all occupational injuries and illnesses	5 yrs	Paper and/or Digital
510-92-139	<b>Personnel Code</b>	Until amended	Paper and/or Digital
510-13-141	<b>Personnel Recruiting &amp; Selection for Hires</b> Job analysis, applications, EEO forms, salary surveys, affirmation action reports, physical exams, eligibility list, testing records, criminal record check/background investigations, reference checks, polygraph, psychological tests, medical exam, release forms, related correspondence, record of interview	Permanent	Microfiche, Paper and/or Digital
510-13-403	<b>Personnel Recruiting &amp; Selection for Non-Hires</b> Interview Schedule; Applications; Interview Guide and Comments; Record of Interview	1 yr	Paper and/or Digital
510-92-142	<b>Personnel Surveys</b> Salary surveys, benefit surveys, compensation surveys, job analysis surveys	Until superseded	Paper and/or Digital
510-15-419	<b>P-26 Forms</b> P-26E (Employee Injury Investigation Report), P-26S (Supervisor Injury Investigation Report) and Committee Investigation Reports	10 yrs	Paper and/or Digital
510-15-416	<b>P-27 Forms</b> P-27E (Employee Incident Investigation Report), P-27S (Supervisor Incident Analysis Report) and P-27T (Accident Review Team Summary) non injury damage reports	5 yrs	Paper and/or Digital
510-13-404	<b>Police Personnel Recruiting and Selection for Non-Hires</b>	3 yrs	Paper and/or Digital
510-92-149	<b>Prevailing Wage Reports</b>	15 yrs after project completed	Paper and/or Digital
510-15-421	<b>Safety Training Documentation (Non Police)</b>	30 yrs	Paper and/or Digital
510-11-384	<b>Self Insurance Application</b>	2 yrs	Paper and/or Digital
510-92-186	<b>Special Projects/Reports</b>	1 to 5 yrs	Paper and/or Digital
510-13-405	<b>Worker's Compensation; Excess Insurance and Volunteer Coverage Applications and Policies</b>	Permanent	Paper and/or Digital
510-15-220	<b>Worker's Compensation (OSHA 101)</b> Claim Files	70 yrs	Paper and/or Digital
510-13-406	<b>Worker's Compensation; SI-40 BWC Reporting Form for Self Insurance</b>	5 yrs	Paper and/or Digital

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

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<b>530</b>	<b>COMMUNITY RELATIONS</b>			
530-11-057	<b>Annual Report - City Manager</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
530-08-275	<b>Annual Report - City Manager (copies)</b>	Until no longer of administrative value, generally 1 - 5 yrs	Paper and/or Digital	
530-01-368	<b>City Communications</b> Internal city publications for the employees	5 yrs	Paper and/or Digital	
530-08-058	<b>City Publications</b> 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	<b>Correspondence (800-234)</b>	3 yrs	Paper and/or Digital	
530-93-316	<b>Newspaper Articles/Scrapbooks (800 - 316)</b>	3 yrs, appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS



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<b>540</b>	<b>LEGISLATIVE AFFAIRS</b>			
540-11-068	<b>Acceptance of Terms (Oaths)</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-11-256	<b>Annexation Proceedings</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-13-394	<b>Board &amp; Commission Appointee Applications</b>	3 yrs after service ends	Paper and/or Digital	
540-14-411	<b>Campaign Finance Reports required by Dublin Codified Ordinance</b> Contributions received from campaign, including in-kind contributions as well as expenditures made by campaign	6 yrs	Paper and/or Digital	
540-13-407	<b>City of Dublin, Ohio Code of Ordinances</b>	Permanent	Paper and/or Digital	RC-3 req'd by OHS
540-13-395	<b>Codified Ordinance - Supplements (copies)</b>	5 yrs after adoption	Paper and/or Digital	
540-11-301	<b>Index to Ordinances/Resolutions</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-93-305	<b>Legal Notices</b> Notices of public hearings, etc.	5 yrs	Paper and/or Digital	
540-13-253	<b>Meeting Agendas</b> Council, Boards, Committees and Commissions	5 yrs	Paper and/or Digital	
540-13-313	<b>Meeting Audio Tapes and Digital Recordings</b> Council, Boards, Committees and Commissions	10 yrs minimum or until no longer of Administrative Value	Audio Tapes and/or Digital	
540-13-314	<b>Meeting Minutes</b> Council, Boards, Committees and Commissions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-13-396	<b>Meeting Packets</b> Council and Council Committees	7 yrs, maintain on paper for 2 and electronically for 5 or until no longer of Administrative Value	Paper and/or Digital	
540-93-318	<b>Ordinances and Resolution (inactive)</b>	5 yrs	Paper and/or Digital	
540-11-319	<b>Ordinances and Resolution (passed)</b> Including Charter	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-93-329	<b>Petitions</b>	5 yrs	Paper and/or Digital	
540-13-335	<b>Proclamations</b> Ceremonial documents of temporary nature issued by the Mayor	2 yrs	Microfiche, Paper and/or Digital	
540-13-349	<b>Special Reports and Studies</b>	5 yrs or until no longer of Administrative Value	Paper and/or Digital	

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<b>600</b>	<b>FISCAL ADMINISTRATION</b>			
600-92-002	<b>Accounting Edit Report</b> Journal entry edit and accounts payable edit entry	Upon completion of audit	Paper and/or Digital	
600-03-003	<b>Accounting Journals</b> 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	<b>Accounting System Documentation</b> Internal control methods and establishment of funds	Until no longer of administrative value	Paper and/or Digital	
600-01-365	<b>Accounts Receivable - Non-Collectable files</b> Files and invoicing payable to the city that are deemed uncollectable	3 yrs	Paper and/or Digital	
600-92-012	<b>Annual Appropriations</b> Appropriations approved by Council	5 yrs provided audited	Paper and/or Digital	
600-01-366	<b>Annual Cost of Services Study</b> 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	<b>Annual Financial Report Working Papers</b> Comprehensive Annual Financial Reports	3 yrs provided audited with permanent file items carried forward	Microfiche, Paper and/or Digital	
600-11-013	<b>Annual Financial Report (CAFR)</b> 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	<b>Annual Operating Budget</b>	Permanent	Microfiche, Paper and/or Digital	
600-92-016	<b>Assessment Records</b>	Until paid and audited, appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
600-11-017	<b>Audit Report</b> Financial and compliance	Permanent	Microfiche, Paper and/or Digital	
600-92-019	<b>Bank Records</b> Depository information	3 yrs provided audited	Paper and/or Digital	
600-92-020	<b>Bank Statements and Cancelled Checks</b> General account, payroll account, bond and coupon account	3 yrs provided audited	Paper and/or Digital	
600-93-259	<b>Bid Documents</b> Equipment and supplies	7 yrs provided audited	Paper and/or Digital	
600-11-027	<b>Bond register</b> Register of Bond Issues	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
600-92-028	<b>Bonds/Coupons</b> Capital improvements	Until issue is paid and audited	Paper and/or Digital	
600-93-267	<b>Budget Working Papers</b>	5 yrs	Paper and/or Digital	
600-92-050	<b>Certificate of Election Results</b> Bonds and city related issues	Until bond issue is retired	Paper and/or Digital	
600-92-051	<b>Certificate of Estimated Resources</b> Revenue available for expenditure filed with County Budget Commission	7 yrs provided audited	Paper and/or Digital	
600-95-061	<b>Computer System</b> Software documentation	Until no longer of administrative value	Paper and/or Digital	
600-14-064	<b>Contracts/Agreements</b> Construction contract documents and professional service contract documents	8 yrs after expiration or termination	Microfiche, Paper and/or Digital	
600-12-391	<b>Disposal of City Assets</b>	10 yrs	Paper and/or Digital	

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600-15-422	<b>Dublin Irish Festival Reports</b> Annual report for DIF activity, supporting schedules for DIF sales and bank deposits, Sharing o' the Green partnership distribution reports, refunds documentation and organization agreements	5 yrs	Paper and/or Digital	
600-12-392	<b>Economic Development Agreements</b>	5 yrs after expiration, provided audited	Paper and/or Digital	
600-14-409	<b>Equitable Sharing Agreement and Certificate</b> Certificate detailing revenue and expenditures in Department of Justice related funds	5 yrs provided audited	Paper and/or Digital	
600-92-087	<b>Expense Reimbursement Files</b> Travel and Tuition	3 yrs provided audited	Paper and/or Digital	
600-92-092	<b>Fee Listing</b> Plumbing fees/pool fees	Until superseded	Paper and/or Digital	
600-10-096	<b>Fixed Asset Listings/Input Forms</b>	10 yrs provided audited	Paper and/or Digital	
600-92-102	<b>General Ledger (Financial Records)</b> Combined revenue and expenditure reports and purchase order status reports	5 yrs provided audited	Paper and/or Digital	
600-11-115	<b>Indebtedness</b> Debt issued and bond payment schedules requests. Industrial Development Bonds	Permanent	Microfiche, Paper and/or Digital	
600-92-118	<b>Investment Activity</b>	3 yrs provided audited	Paper and/or Digital	
600-92-130	<b>Notes Receivable</b>	Until expiration provided audited	Paper and/or Digital	
600-11-136	<b>Payroll Computer Reports</b> 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	<b>Payroll Personnel Files</b> Copies of personnel actions forms, payroll changes, deduction authorization, memos, etc.	Permanent	Microfiche, Paper and/or Digital	
600-92-162	<b>Proposals</b> Proposal from vendors	2 yrs provided audited	Paper and/or Digital	
600-92-165	<b>Purchase Orders</b>	3 yrs provided audited	Paper and/or Digital	
600-05-166	<b>Purchasing</b> Specifications, bid tabulation, bid award, related correspondence	Until no longer of administrative value	Paper and/or Digital	
600-11-167	<b>Quarterly and Year-end Reports</b> Month end reports, quarterly EEO reports and /or 941 information, year-end employee information	7 yrs	Paper and/or Digital	
600-11-169	<b>Real Estate</b> 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	<b>Receipts (City Wide)</b> Books, tapes, 1/2 sheet forms and pay in forms	3 yrs provided audited	Paper and/or Digital	
600-92-174	<b>Request for Taxpayer Information</b> Vendor letters	3 yrs provided audited	Paper and/or Digital	
600-92-175	<b>Resolution Accepting Amounts and Rates</b> Authorized millage	5 yrs provided audited	Paper and/or Digital	
600-11-163	<b>Retirement System Records</b> Disputes and personal service contract exemption applications	Permanent	Microfiche, Paper and/or Digital	
600-92-192	<b>Study Files</b> Water/sewer/traffic	Until no longer of administrative value, generally 3 - 5 yrs	Paper and/or Digital	
600-92-194	<b>Tax Budget Working Papers</b>	5 yrs provided audited	Paper and/or Digital	
600-11-195	<b>Tax Budget</b> Submitted to County Budget Commission in accordance with Section 5705.30 Ohio Revised Code	Permanent	Microfiche, Paper and/or Digital	

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600-11-367	<b>Tax Increment Financing Files and Agreements</b> 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	<b>Tax Rate Information</b> Assessed valuation and millage	10 yrs provided audited	Paper and/or Digital
600-92-197	<b>Tax Settlement Reports</b> Real estate/estate taxes	10 yrs	Paper and/or Digital
600-99-089	<b>Third Party Administrative Self Insurance Forms</b>	Until no longer of administrative value	Paper and/or Digital
600-11-199	<b>Time Sheets (No longer used)</b> Bi-weekly payroll time sheets	7 yrs provided audited	Paper and/or Digital
600-92-204	<b>Trial Balance Reports</b>	10 yrs provided audited	Paper and/or Digital
600-10-211	<b>Vouchers</b> Duplicate checks with supporting backup, including re-questions and invoices	10 yrs provided audited, maintain on paper for 3 yrs and then 7 yrs electronically	Paper and/or Digital
600-11-212	<b>W-2/1099</b> Submitted annual wages to federal government; reconciliation of W-2's	10 yrs	Paper and/or Digital
600-04-219	<b>Worker's Compensation Report</b> Annual report submitted to County Auditor	7 yrs provided audited	Paper and/or Digital
600-11-221	<b>Year End Computer Back-Up</b>	7 yrs provided audited	CD's and/or Digital

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<b>610</b>	<b>TAXATION</b>			
610-92-108	<b>Hotel/Motel Tax Applications</b>	3 yrs after completion of project/ event	Paper and/or Digital	
610-96-167	<b>Hotel/Motel Tax Distributions</b>	10 yrs or until no longer of administrative value	Paper and/or Digital	
610-95-272	<b>Income Tax Batches</b> Receipts, returns, reconciliations, correspondence, questionnaires and batch transaction updates	7 yrs provided audited	Paper and/or Digital	
610-04-273	<b>Income Tax Batches: Reconciliations</b>	3 yrs provided audited	Paper and/or Digital	
610-11-387	<b>Income Tax Deposit Slips</b>	2 yrs	Paper and/or Digital	
610-11-386	<b>Income Tax Extension Requests</b>	7 yrs	Paper and/or Digital	

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<b>710</b>	<b>PLANNING</b>			
710-11-258	<b>Area/Corridor Plans and Studies</b> (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
710-11-262	<b>Blackline and Blueline Prints</b> Dublin Corporate sign at Frantz/Dublin Gateway, Old Dublin Master Plan, etc.	Permanent	Microfiche, Paper and/or Digital	
710-11-383	<b>Certificate of Zoning</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-276	<b>Code Enforcement Case Files</b>	Permanent	Microfiche, Paper and/or Digital	
710-11-278	<b>Comprehensive/Strategic Plans</b> Includes modeling and support information not in plan	Permanent	Microfiche, Paper and/or Digital	
710-11-280	<b>Computer Mapping</b>	Permanent	Microfiche, Paper and/or Digital	
710-11-381	<b>Development Text</b>	Permanent	Microfiche, Paper and/or Digital	
710-11-382	<b>Exterior Samples</b>	Permanent	Samples and/or Digital	
710-11-379	<b>Home Occupation Permit</b>	Until business is no longer operating	Paper and/or Digital	
710-11-308	<b>Log Books of Cases Filed</b> 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
710-11-380	<b>Meeting Audio Recordings</b>	10 yrs minimum or until no longer of administrative value	Audio tapes, CD's and/or Digital	
710-11-315	<b>Mylars</b>	Permanent	Microfiche, Paper and/or Digital	
710-11-277	<b>Notice of Violations</b>	1 yr or until no longer of administrative value	Paper and/or Digital	
710-11-312	<b>Other Special Plans and Projects</b> Zoning maps, landscape plans, aerial slides, etc.	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-237	<b>Permits</b> 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	
710-11-333	<b>Plans (perpetual)</b> Old Dublin master plan, Community plan, and items not included in final plan, project plan, landscaper plan (commercial and residential), etc.	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-378	<b>Research and Reference Material</b> 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

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<b>720</b>	<b>BUILDING STANDARDS</b>			
720-12-269	<b>Building Files</b> 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	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
720-10-270	<b>Contractor Registration</b>	2 yrs	Paper and/or Digital	
720-10-331	<b>Inspection Logs</b>	5 yrs, provided audited	Paper and/or Digital	
720-12-393	<b>Over the Counter Permits</b> Plumbing, electrical, mechanical and other minor permits	3 yrs	Paper and/or Digital	

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730	ECONOMIC DEVELOPMENT			
730-11-353	Tax Reinvestments Areas	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS



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<b>800</b>	<b>CITYWIDE</b>			
800-92-222	<b>Accident Files (copies)</b> Originals maintained by Police	1 yr after restitution has been made	Paper and/or Digital	
800-92-223	<b>Accounts Receivable/Accounts Payable (copies)</b> Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-14-224	<b>Administrative Orders (copies)</b> Originals maintained by the Office of City Manager	Until superseded	Paper and/or Digital	
800-11-010	<b>Aerial Map</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-92-011	<b>Annexation Affidavits (copies)</b> Originals maintained by Clerk of Council	2 yrs after approved	Paper and/or Digital	
800-92-236	<b>Annual Operating Budget (copies)</b> Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-11-147	<b>Annual Report - Police Division</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-92-225	<b>Appointment Calendars</b>	Until superseded or no longer of administrative value	Paper and/or Digital	
800-93-260	<b>Bid Documents (copies)</b> Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-93-261	<b>Bid Documents Unsuccessful (originals)</b>	2 yrs after awarding the contract, provided audited	Paper and/or Digital	
800-11-263	<b>Board and Commission Meeting Material</b> Reports and case files	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-93-264	<b>Bonds (copies)</b> Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-93-266	<b>Brochures</b>	Appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS for historical brochures
800-92-226	<b>Budget Working Papers (copies)</b> Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-11-376	<b>City Building Security Camera Video</b>	30 days	Digital	
800-14-227	<b>City Publications (copies)</b> Originals maintained by Community Relations	Until superseded	Paper and/or Digital	
800-92-228	<b>Combined Revenue and Expenditure Report (copies)</b> Originals maintained by Finance	Until no longer of administrative value, generally 1-2 yrs	Paper and/or Digital	
800-93-022	<b>Complaint Logs</b>	Until no longer of administrative value	Paper and/or Digital	
800-92-231	<b>Computer Back-ups</b>	Until superseded	Tape and/or Digital	
800-92-063	<b>Consultant Meeting Minutes</b>	Until no longer of administrative value	Paper and/or Digital	
800-92-232	<b>Consumable Goods Inventories (copies)</b> Originals maintained by Finance	Until revised and audited	Paper and/or Digital	
800-92-233	<b>Contracts/Agreements (copies)</b> Originals maintained by Finance	2 yrs after project completion	Paper and/or Digital	
800-92-234	<b>Correspondence</b>	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	<b>Council Goals and Objectives (copies)</b> Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-93-282	<b>Council/Resident Response Forms</b> Tracking follow through on complaints	5 yrs	Paper and/or Digital	
800-93-254	<b>Deeds and Easements (copies)</b> Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-96-023	<b>Dept./Div. Monthly Report</b>	Until no longer of administrative value	Paper and/or Digital	
800-92-085	<b>Equipment/Vehicle Maintenance Records</b>	Life of equipment - 2 months after sold or scrapped	Paper and/or Digital	
800-92-239	<b>Fixed Asset Inventories (copies)</b> Originals maintained by Finance	Until revised and audited	Paper and/or Digital	

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800-93-295	<b>Forms</b>	Until superseded	Paper and/or Digital	
800-93-297	<b>Grant Files (copies)</b> 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	<b>Hold Harmless, Liability Release Forms</b> 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	<b>Law Suits/Legal Notices and Opinions (copies)</b> Originals maintained by the City Manager	Until no longer of administrative value	Paper and/or Digital	
800-93-306	<b>Legal</b> Case preparation/correspondence	Until no longer of administrative value	Paper and/or Digital	
800-11-126	<b>Maps</b>	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-93-311	<b>Maps and Plans (copies)</b>	Until no longer of administrative value	Paper and/or Digital	
800-92-229	<b>Meeting Agendas (copies)</b> Boards, committees, and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-92-230	<b>Meeting Minutes (copies)</b> Boards, committees, and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-93-316	<b>Newspaper Articles/Scrapbooks</b>	3 yrs. Then appraise for historical value	Paper and/or Digital	RC-3 req'd by OHS
800-92-240	<b>Ordinances and Resolutions (copies)</b> Originals maintained by Clerk of Council	Until no longer of administrative value	Paper and/or Digital	
800-92-241	<b>Performance Evaluations (copies)</b> Originals maintained by personnel	1 yr	Paper and/or Digital	
800-92-242	<b>Permits (copies)</b>	3 yrs	Paper and/or Digital	
800-11-032	<b>Permits (originals)</b>	Permanent	Microfiche, Paper and/or Digital	
800-92-243	<b>Personnel Files (copies)</b> Originals maintained by personnel	Until no longer of administrative value, generally 1-5 yrs	Paper and/or Digital	
800-92-244	<b>Phone Messages/Log Books</b>	Once message is returned/30 days after last entry	Paper and/or Digital	
800-11-330	<b>Photographs/Slides/Videos</b>	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	<b>Project and Program Notes</b>	1-5 yrs, appraise for historic value	Paper and/or Digital	RC-3 req'd by OHS
800-93-339	<b>Project Files (copies)</b>	5 yrs	Paper and/or Digital	
800-11-340	<b>Project Files (originals)</b> Individual division/department project files	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
800-92-160	<b>Project Progress Reports</b>	2 yrs	Paper and/or Digital	
800-13-397	<b>Public Record Requests</b>	5 yrs	Paper and/or Digital	
800-92-245	<b>Purchase Orders (copies)</b> Originals maintained by Finance	Until no longer of administrative value	Paper and/or Digital	
800-94-356	<b>Receipts (copies)</b>	1 yr, provided audited	Paper and/or Digital	
800-92-247	<b>Reference Materials</b>	Until superseded or no longer of administrative value	Paper and/or Digital	
800-92-248	<b>Request for Legal Services/Opinions (copies)</b> Originals maintained by administration	30 days after response or until no longer of administrative value	Paper and/or Digital	
800-11-249	<b>Response Request for Legal Service/Opinion</b>	Permanent	Microfiche, Paper and/or Digital	
800-92-215	<b>Soil and Water Contamination Reports</b> Parks, soil and water test	10 yrs	Paper and/or Digital	
800-92-187	<b>Specification-Quotes</b>	Until proposal accepted then life of contract/project/equipment	Paper and/or Digital	
800-92-250	<b>Staff Meeting Minutes/Agendas</b>	Until no longer of administrative value	Paper and/or Digital	
800-99-357	<b>Training Lesson Plans</b>	Until no longer of administrative value	Paper and/or Digital	

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800-97-203	<b>Training Materials</b> Materials used to supply training to employees including video tapes	Until superseded	Paper, Video and/or Digital
800-11-374	<b>Transient Records</b> 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	<b>Work Orders</b>	5 yrs	Paper and/or Digital