

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
100 POLICE			
100-14-001 Accident Files Auto accident reports and computerized records	3 yrs	Paper and/or Digital	
100-14-377 Accident Files; Fatal Fatal auto accident reports and computerized records	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	
100-16-009 Adult ID Packet Adult arrest information packet, including fingerprint card	Until age 80 or expunged or deceased	Paper and/or Digital	
100-16-426 ALPR Automated License Plate Reader data which includes, license plate numbers, vehicle pictures, date, time and location of scan	1 yr	Digital	
100-92-015 Arrest Log Book Log book used to assign arrested individual's ID number	1 yr	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100-92-036 Business Security Sheets Emergency information for local businesses	Until superseded, review annually	Paper and/or Digital	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	
100-16-072 Cruiser Recordings	45 days erase and reuse, provided no action pending	Digital	
100-92-069 DARE Lesson Plans/Classroom Activities	2 yrs	Paper and/or Digital	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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
100-92-095	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
100-16-033	Internal Affairs Investigations/Formal Complaints 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	Informal Complaints Paper documentation and computer log of informal complaints for union and non-union employees	4 yrs	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
100-16-120	Juvenile ID Packet Juvenile arrest information packet, including fingerprint card	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	5 yrs	Paper and/or Digital

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

	Records kept by canine officer when narcotics are used for training purposes			
100-14-132	Offense Reports Cases with a statute of limitations of 6 yrs or less	9 yrs	Paper and/or Digital	
100-14-410	Offense Reports; Aggravated Murder/Murder	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
100-14-130	Offense Reports; Major case Files 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	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	
100-16-145	Photographs Digital images from cases, crashes, investigations and arrests	5 yrs provided no action pending	Digital	
100-17-429	Police Trainee Scenario Videos	Until employee's probationary period is over	Digital	
100-16-150	Prisoner Processing Video Recordings Video recording of arrest processing	45 days provided no action pending	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	
100-16-073	Telephone/Radio Audio Recordings Tapes that record all telephone and radio traffic	90 days; erase and reuse provided no action pending	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	
100-92-207	Vacation House Checks	30 days after owners return	Digital	

CITY OF DUBLIN
RETENTION SCHEDULE

January 12, 2017

	Computerized record containing information of residents who wish to have their house watched while out of town		
100-92-213	Warnings Copy of traffic warning issued to individuals instead of actual citations	1 yr	Paper and/or Digital

CITY OF DUBLIN
RETENTION SCHEDULE

January 12, 2017

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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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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	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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230	PARKS OPERATIONS			
230-11-200	Art in Public 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 Receipts 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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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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 Improvements	3 yrs	Paper and/or Digital	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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330	FACILITIES MANAGEMENT			
330-08-302	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	
330-08-125	Maintenance Building Demolition Information	Until no longer of Administrative Value	Paper and/or Digital	

CITY OF DUBLIN
RETENTION SCHEDULE

January 12, 2017

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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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510	HUMAN RESOURCES			
510-15-414	Audiometric Testing	20 yrs	Paper and/or Digital	
510-15-415	City Property Damage Claims	5 yrs	Paper and/or Digital	
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	
510-13-398	Drug Tests; Pre-Hiring & Continued Employment Testing	5 yrs	Paper and/or Digital	
510-13-399	Drug Tests; Post Accident, Random Drug and Alcohol Testing	7 yrs	Paper and/or Digital	
510-15-283	Employee Exposure Records Environmental monitoring, biological monitoring, safety data sheet	30 yrs	Paper and/or Digital	
510-15-413	Employee Exposure to Blood Borne Pathogens	Permanent	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	
510-15-081	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	Permanent	Microfiche, Paper and/or Digital	
510-92-082	Employee Training	Merge with personnel records when applicable, others until superseded	Paper and/or Digital	
510-13-400	Family Medical Leave Forms	3 yrs	Paper and/or Digital	
510-13-401	Fitness For Duty Test	7 yrs	Paper and/or Digital	
510-15-101	General Insurance Policies	20 yrs	Microfiche, Paper and/or Digital	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

510-15-100	General Liability Insurance Claims	5 yrs or until claim is settled	Paper and/or Digital
510-15-417	General Liability Insurance Claims Involving Minors	20 yrs or until claim is settled	Paper and/or Digital
510-15-412	Hepatitis B Vaccinations	1 yr after termination	Paper and/or Digital
510-15-402	I-9 Forms	3 yrs after date of hire or 1 yr after termination, whichever is later	Paper and/or Digital
510-15-418	Insurance Request for Proposals Risk Management related reference materials and correspondence related to proposals	3 yrs	Paper and/or Digital

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

510-15-420	Noise Exposure Reports	30 yrs	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
510-13-141	Personnel Recruiting & Selection for Hires 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	Personnel Recruiting & Selection for Non-Hires Interview Schedule; Applications; Interview Guide and Comments; Record of Interview	1 yr	Paper and/or Digital
510-92-142	Personnel Surveys Salary surveys, benefit surveys, compensation surveys, job analysis surveys	Until superseded	Paper and/or Digital
510-15-419	P-26 Forms 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	P-27 Forms 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	Police Personnel Recruiting and Selection for Non-Hires	3 yrs	Paper and/or Digital
510-92-149	Prevailing Wage Reports	15 yrs after project completed	Paper and/or Digital
510-15-421	Safety Training Documentation (Non Police)	30 yrs	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
510-13-405	Worker's Compensation; Excess Insurance and Volunteer Coverage Applications and Policies	Permanent	Paper and/or Digital
510-15-220	Worker's Compensation (OSHA 101) Claim Files	70 yrs	Paper and/or Digital
510-13-406	Worker's Compensation; SI-40 BWC Reporting Form for Self Insurance	5 yrs	Paper and/or Digital

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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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	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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 Documentatior	3 yrs	Paper and/or Digital
520-10-045	Traffic Citations State adult and juvenile citations	3 yrs	Paper and/or Digital

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
530	COMMUNITY RELATIONS			
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	
530-16-427	Digital Recordings of Public Meetings	1 yr	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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
540	LEGISLATIVE AFFAIRS			
540-11-068	Acceptance of Terms (Oaths)	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-11-256	Annexation Proceedings	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-13-394	Board & Commission Appointee Applications	3 yrs after service ends	Paper and/or Digital	
540-16-428	Board & Commission Non-Appointee Applications	3 yrs	Paper and/or Digital	
540-14-411	Campaign Finance Reports required by Dublin Codified Ordinance Contributions received from campaign, including in-kind contributions as well as expenditures made by campaign	6 yrs	Paper and/or Digital	
540-13-407	City of Dublin, Ohio Code of Ordinances	Permanent	Paper and/or Digital	RC-3 req'd by OHS
540-13-395	Codified Ordinance - Supplements (copies)	5 yrs after adoption	Paper and/or Digital	
540-11-301	Index to Ordinances/Resolutions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-93-305	Legal Notices Notices of public hearings, etc.	5 yrs	Paper and/or Digital	
540-13-253	Meeting Agendas Council, Boards, Committees and Commissions	5 yrs	Paper and/or Digital	
540-13-313	Meeting Audio Tapes and Digital Recordings Council, Boards, Committees and Commissions	10 yrs minimum or until no longer of Administrative Value	Audio Tapes and/or Digital	
540-13-314	Meeting Minutes Council, Boards, Committees and Commissions	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-13-396	Meeting Packets 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	Ordinances and Resolution (inactive)	5 yrs	Paper and/or Digital	
540-11-319	Ordinances and Resolution (passed) Including Charter	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
540-93-329	Petitions	5 yrs	Paper and/or Digital	
540-13-335	Proclamations Ceremonial documents of temporary nature issued by the Mayor	2 yrs	Microfiche, Paper and/or Digital	
540-13-349	Special Reports and Studies	5 yrs or until no longer of Administrative Value	Paper and/or Digital	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
600	FISCAL ADMINISTRATION			
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	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

600-14-064	Contracts/Agreements Construction contract documents and professional service contract documents	8 yrs after expiration or termination	Microfiche, Paper and/or Digital
600-12-391	Disposal of City Assets	10 yrs	Paper and/or Digital

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

600-15-422	Dublin Irish Festival Reports 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	Economic Development Agreements	5 yrs after expiration, provided audited	Paper and/or Digital	
600-14-409	Equitable Sharing Agreement and Certificate Certificate detailing revenue and expenditures in Department of Justice related funds	5 yrs provided audited	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	
600-17-431	Local and State Government Finance Survey Documentation Quarterly and annual financial survey information submitted to the US Census Bureau	3 yrs	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	
600-17-430	Sales Tax Returns and Supporting Documentation	4 yrs	Paper and/or Digital	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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 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	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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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	
610-17-432	Income Tax Check Payments Deposited Electronically	90 days	Paper	
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	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
710	PLANNING			
710-11-258	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
710-11-262	Blackline and Blueline Prints Dublin Corporate sign at Frantz/Dublin Gateway, Old Dublin Master Plan, etc.	Permanent	Microfiche, Paper and/or Digital	
710-11-383	Certificate of Zoning	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-276	Code Enforcement Case Files	Permanent	Microfiche, Paper and/or Digital	
710-11-278	Comprehensive/Strategic Plans Includes modeling and support information not in plan	Permanent	Microfiche, Paper and/or Digital	
710-11-280	Computer Mapping	Permanent	Microfiche, Paper and/or Digital	
710-11-381	Development Text	Permanent	Microfiche, Paper and/or Digital	
710-11-382	Exterior Samples	Permanent	Samples and/or Digital	
710-11-379	Home Occupation Permit	Until business is no longer operating	Paper and/or Digital	
710-11-308	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
710-11-380	Meeting Audio Recordings	10 yrs minimum or until no longer of administrative value	Audio tapes, CD's and/or Digital	
710-11-315	Mylars	Permanent	Microfiche, Paper and/or Digital	
710-11-277	Notice of Violations	1 yr or until no longer of administrative value	Paper and/or Digital	
710-11-312	Other Special Plans and Projects Zoning maps, landscape plans, aerial slides, etc.	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS
710-11-237	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	
710-11-333	Plans (perpetual) 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	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

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
720	BUILDING STANDARDS			
720-12-269	Building Files 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	Contractor Registration	2 yrs	Paper and/or Digital	
720-10-331	Inspection Logs	5 yrs, provided audited	Paper and/or Digital	
720-12-393	Over the Counter Permits Plumbing, electrical, mechanical and other minor permits	3 yrs	Paper and/or Digital	

CITY OF DUBLIN
RETENTION SCHEDULE

January 12, 2017

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	For use by Auditor of State or OHS-LGRP
730	ECONOMIC DEVELOPMENT			
730-11-353	Tax Reinvestments Areas	Permanent	Microfiche, Paper and/or Digital	RC-3 req'd by OHS

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

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	
800-14-224	Administrative Orders (copies) Originals maintained by the Office of City Manager	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	
800-14-227	City Publications (copies) Originals maintained by Community Relations	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	5 yrs	Paper and/or Digital	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

	Tracking follow through on complaints			
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	

**CITY OF DUBLIN
RETENTION SCHEDULE**

January 12, 2017

800-13-397	Public Record Requests	5 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