



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



Bridge Street Corridor
Creating a Vibrant
Walkable Environment

- About Dublin
- City Government
- City Services
- Public Safety
- Recreation
- Events
- Newsroom

Records Commission

Thursday, January 19, 2012 - 9 a.m.
Council Chambers - Dublin Municipal Building, 5200 Emerald Parkway

Oath of Office

Roll Call

Review/ Approval of Meeting Minutes from July 28, 2011

All Record Series

Add "Digital" to media type for all record series on the [retention schedule](#)

Court Services (520 series)

Add "RC-1; One Time Disposal of Obsolete Records"

Suggested Retention – Permanent

Media type – Paper and Digital

Add "RC-2; Records Retention Schedule"

Suggested Retention – Permanent

Media type – Paper and Digital

Add "RC-3; Certificate of Records Disposal"

Suggested Retention – Permanent

Media type – Paper and Digital

Roundtable

Adjourn

Links

[Records Commission](#)

Did you know?

Dublin ranked above the national benchmark in all 30 community characteristics and all 36 government-provided services in the National Citizen Survey.

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Page Last Updated: Jan 13, 2012

Residents

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

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Visitors

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

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Business

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

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Departments

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

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The City of Dublin | 5200 Emerald Parkway | Dublin, Ohio 43017-1006

City Hall: 614.410.4400 | **Dublin Community Recreation Center**: 614.410.4550

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SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	Auditor of Stateor OHS-
100	POLICE			
100-93-001	Accident Files Auto accident reports and computerized record	3 yrs no pending claims	Paper	
100-11-377	Accident Reports; Major Crash Files	Permanent	Microfiche, Paper & Digital	
100-92-005	Accreditation Proofs of Compliance Records indicating that the department has complied with accreditation standards	3 years	Paper	
100-92-006	Active Warrants; Actual warrant for person(s) which is still active	Until cleared or canceled	Paper	
100-92-009	Adult ID Packet Adult arrest information packet	Until age 80 or expunged or deceased	Paper	
100-92-015	Arrest Log Book Log book used to assign arrested individual's ID number	1 yr	Paper	
100-11-024	Block Parent Applications (approved & rejected)	Permanent	Microfiche, Paper & 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	
100-92-036	Business Security Sheets Emergency information for local businesses	Until superseded, review annually	Paper	
100-92-038	Canine Training Reports/Records Daily and monthly canine training records	2 yrs after canine retired	Paper	
100-92-039	Canine Use Reports Record of each occasion in which the canine is deployed	2 yrs after canine retired	Paper	
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	
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	
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	
100-96-361	Citation Listing by Number (copies) Copy of citation validation log and citation ledgers	1 yr	Paper	
100-92-059	Community Relations Projects Active files of community relations projects	3 yrs	Paper	
100-92-067	Crime Traffic Analysis Files Analysis reports generated on crime and traffic statistics including supporting documents	2 yrs	Paper	
100-99-072	Cruiser Videos	45 days erase and reuse, provided no action pending	Video tape or Digital Format	
100-92-069	DARE Lesson Plans/Classroom Activities	2 yrs	Paper	

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
100-92-178	Dispatch Logs/Reports Computerized records of calls for service and Police and Fire activity	5 yrs	Digital Format
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
100-92-078	Emergency 911 Printouts/ANI/ALI Logs	2 yrs	Digital Format
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 Format
100-92-094	Fingerprint Card	Until age 80 or expunged or deceased	Paper
100-92-095	Firearms Records/Inventories Records pertaining to weapons training and inventory of firearms	3 yrs provided audited	Paper
100-96-133	Firearms Transaction Application Application filled out by a potential buyer of a firearm	3 yrs	Paper
100-92-103	General Orders/Special Orders Printed copies of department orders	Until superseded	Paper
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
100-02-033	Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Serious Misconduct Paper documentation and computer log of complaints/investigations/discipline for union and non-union employees of serious misconduct (i.e., any conduct which could result in suspension or dismissal)	6 yrs after resignation of employee	Paper and Computer
100-02-034	Internal Affairs/Disciplinary Actions/Complaint Investigations: Formal Action, Minor Misconduct Paper documentation and computer log of complaints/investigations/discipline for union and non-union employees of minor infractions	6 yrs after completion of investigation, provided no similar incidence has occurred within the 6 yrs; in cases where a similar instance is noted, these records will be maintained an additional 6 yrs until no similar cases occur within a 5 yr period	Paper and Computer
100-02-035	Internal Affairs/Disciplinary Actions/Complaint Investigation: Informal Action Paper documentation and computer log of complaints/investigations/discipline for union and non-union employees	2 yrs after completion of investigation, provided no similar incidence has occurred within the 2 yrs; in cases where a similar instance is noted, these records will be maintained an additional 2 yrs until no similar cases occur within a 2 yr period	Paper and Computer

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
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
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
100-07-119	Juvenile Arrest Cards Index card containing individual's name, address, etc. and offense	Until age 80 yrs or expunged or deceased	Paper
100-07-120	Juvenile Identification Packets Juvenile's arrest information packet	Until age 80 yrs or expunged or deceased	Paper
100-92-121	LEADS (cancellations, newsletters and entries) Printout of all entries into LEADS and information received from LEADS	2 yrs	Paper
100-11-127	Master Name Index Index to person(s) who have filed cases, issued warrants ticketed, etc	Permanent	Microfiche, Paper & Digital
100-92-129	Narcotic Training Inventory Records Records kept by canine officer when narcotics are used for training purposes	5 yrs	Paper
100-11-130	Offense Reports; Major case Files	Permanent	Microfiche, Paper & Digital
100-02-132	Offense Reports; except Homicide Police report and computerized record taken from individuals who have been victimized	15 yrs provided no action pending	Paper and Computer
100-06-202	Operations Report	5 yrs	Paper

100-92-140	Personnel Inspection Report Forms Breath testing machine operator's results of on-site proficiency test	3 yrs	Paper
100-11-143	Personnel Training Records Record kept of individual employees training to date	Permanent	Microfiche, Digital & Paper
100-92-145	Photo Negatives/Log Book/Digital Photographs Actual negative of photographs taken and log book used to track negative and digital images either in print form or saved in the computer	5 yrs no action pending	Film, Digital Files and Paper
100-10-150	Prisoner Processing Video Recordings Video tape of recording of arrest processing	Until case is adjudicated and appeal time has expired	Video tape and 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
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
100-92-185	Special Projects/Events Record of research of planning for special projects or events that occur in the city	3 yrs	Paper
100-11-375	Surveillance and Incident Management Camera Video	45 days	Digital
100-92-205	Uniform Files File kept to keep track of uniforms issued to employees	Until personnel is longer employed	Paper
100-92-206	Uniformed Crime Reports Reports of daily statistics (thefts, violence, burglaries, etc.) submitted to the FBI	3 yrs	Paper
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 Electronic
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 Electronic
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 Electronic
100-92-073	Telephone/Radio Audio Recordings Tapes that record all telephone and radio traffic	90 days; erase and reuse provided no action pending	Digital Format Stored on DVD
100-92-207	Vacation House Checks Computerized record containing information of residents who wish to have their house watched while out of town	30 days after owners return	Digital Format
100-92-209	Vehicle Maintenance Records	2 months after destruction of vehicle - hard copy kept until entered into computer of maintenance performed on police vehicles	Paper and Electronic
100-92-213	Warnings Copy of traffic warning issued to individuals instead of actual citations	1 yr	Paper

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

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

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

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

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

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

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	Auditor of State or OHS-
340	Economic Development			
340-11-353	Tax Reinvestments Areas	Permanent	Microfiche, Paper & Digital	

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

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	Auditor of State or OHS-
510	Human Resources			
510-95-281	Disciplinary Actions/Investigations Written reprimands for non-union employees	Upon request of employee, 2 yrs after issuance provided no further disciplinary action has occurred within the 2 yrs	Paper	
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 & 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	
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	
510-97-283	Employee Exposure Records Environmental monitoring, biological monitoring, material safety data sheet	30 yrs	Paper	
510-11-080	Employee Grievances - Disciplinary Procedures Grievances, investigations, disciplinary hearings, disciplinary actions	Permanent	Microfiche, Paper & Digital	
510-92-327	Employee Grievances - Non-Disciplinary Procedures	7 yrs	Paper	
510-11-081	Employee Retention Insurance information, claim forms, reclassification, change of title/description, benefits, compensation records, individual personnel files, performance appraisals and tuition reimbursement. Medical histories, medical examination results, medical opinions, first aid records, description of treatment, employee medical complaints, hepatitis B vaccinations, employee exposure to blood borne pathogen records, noise exposure records, audiometric test records	Permanent	Microfiche, Paper & Digital	
510-92-082	Employee Training	Merge with personnel records when applicable, others until superseded	Paper	

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

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

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

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

SCHEDULE NUMBER	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	Auditor of State or OHS-
600	Finance			
600-92-002	Accounting Edit Report Journal entry edit and accounts payable edit entry	Upon completion of audit	Paper	
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	
600-92-004	Accounting System Documentation Internal control methods and establishment of funds	Until no longer of administrative value	Paper	
600-01-365	Accounts Receivable - Non-Collectable files Files and invoicing payable to the city that are deemed uncollectable	3 yrs	Paper	
600-92-012	Annual Appropriations Appropriations approved by Council	5 yrs provided audited	Paper	
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	
600-92-060	Annual Financial Report Working Papers Comprehensive Annual Financial Reports	3 yrs provided audited with permanent file items carried forward	Paper and Microfiche	
600-11-013	Annual Financial Report (CAFR) Auditor of State Reports (cash basis) and the Comprehensive Annual Financial Reports	Permanent	Microfiche, Paper and Digital	
600-11-257	Annual Operating Budget	Permanent	Microfiche, Paper and Digital	
600-92-016	Assessment Records	Until paid and audited, appraise for historical value	Paper	
600-11-017	Audit Report Financial and compliance	Permanent	Microfiche, Paper and Digital	
600-92-019	Bank Records Depository information	3 yrs provided audited	Paper	
600-92-020	Bank Statements and Cancelled Checks General account, payroll account, bond and coupon account	3 yrs provided audited	Paper	
600-93-259	Bid Documents Equipment and supplies	7 yrs provided audited	Paper	
600-11-027	Bond register Register of Bond Issues	Permanent	Microfiche, Paper and Digital	
600-92-028	Bonds/Coupons Capital improvements	Until issue is paid and audited	Paper	
600-93-267	Budget Working Papers	5 yrs	Paper	
600-92-050	Certificate of Election Results Bonds and city related issues	Until bond issue is retired	Paper	

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

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

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

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

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

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

800-93-282	Council/Resident Response Forms Tracking follow through on complaints	5 yrs	Paper
800-93-254	Deeds and Easements (copies) Originals maintained by Finance	Until no longer of administrative value	Paper
800-96-023	Dept./Div. Monthly Report	Until no longer of administrative value	Paper
800-92-085	Equipment/Vehicle Maintenance Records	Life of equipment - 2 months after sold or scrapped	Paper
800-92-239	Fixed Asset Inventories (copies) Originals maintained by Finance	Until revised and audited	Paper
800-93-295	Forms	Until superseded	Paper
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
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
800-93-304	Law Suits/Legal Notices and Opinions (copies) Originals maintained by the City Manager	Until no longer of administrative value	Paper
800-93-306	Legal Case preparation/correspondence	Until no longer of administrative value	Paper
800-11-126	Maps	Permanent	Microfiche, Paper & Digital
800-93-311	Maps and Plans (copies)	Until no longer of administrative value	Paper
800-92-229	Meeting Agendas (copies) Boards, committees, and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper
800-92-230	Meeting Minutes (copies) Boards, committees, and commissions. Originals maintained by Clerk of Council	Until no longer of administrative value	Paper
800-93-316	Newspaper Articles/Scrapbooks	3 yrs. Then appraise for historical value	Paper
800-92-240	Ordinances and Resolutions (copies) Originals maintained by Clerk of Council	Until no longer of administrative value	Paper
800-92-241	Performance Evaluations (copies) Originals maintained by personnel	1 yr	Paper
800-92-242	Permits (copies)	3 yrs	Paper
800-11-032	Permits (originals)	Permanent	Microfiche, Paper & Digital
800-92-243	Personnel Files (copies) Originals maintained by personnel	Until no longer of administrative value, generally 1-5 yrs	Paper
800-92-244	Phone Messages/Log Books	Once message is returned/30 days after last entry	Paper
800-11-330	Photographs/Slides/Videos	15 yrs, appraise for historic value and until no longer of administrative value	Film and Digital

800-08-338	Project and Program Notes	1-5 yrs, appraise for historic value	Paper
800-93-339	Project Files (copies)	5 yrs	Paper
800-11-340	Project Files (originals) Individual division/department project files	Permanent	Microfiche, Paper & Digital
800-92-160	Project Progress Reports	2 yrs	Paper
800-92-245	Purchase Orders (copies) Originals maintained by Finance	Until no longer of administrative value	Paper
800-94-356	Receipts (copies)	1 yr, provided audited	Paper
800-92-247	Reference Materials	Until superseded or no longer of administrative value	Paper
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
800-11-249	Response Request for Legal Service/Opinion	Permanent	Microfiche, Paper & Digital
800-92-215	Soil and Water Contamination Reports Parks, soil and water test	10 yrs	Paper
800-92-187	Specification-Quotes	Until proposal accepted then life of contract/project/equipment	Paper
800-92-250	Staff Meeting Minutes/Agendas	Until no longer of administrative value	Paper
800-99-357	Training Lesson Plans	Until no longer of administrative value	Paper
800-97-203	Training Materials Materials used to supply training to employees including video tapes	Until superseded	Paper and Video
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 Digital
800-92-110	Work Orders	5 yrs	Paper