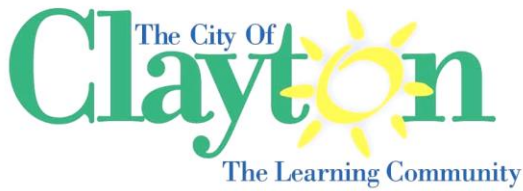


**Records Retention Schedule  
September, 2011**

**City of Clayton  
6996 Taywood Road  
Englewood, OH 45322**



## Section 1 — General Administrative Records

*please note: all records are paper product, unless otherwise noted*

Record Series Title	Retention Period
1. <u>Accident Reports/Files</u>	
a) Employee Injury Report	Place in personnel file
b) Bodily Injury to non-employee	Six (6) years, provided no action pending
c) Damage to Municipal Vehicle or Property	Six (6) years, provided no action pending
2. Annual Municipal and Departmental Budget	Permanent – at 50 years appraise for historical value
3. Annual Municipal Report	Permanent – at 50 years appraise for historical value
4. Attendance Reports/Records	Three (3) years
5. Audiovisual, PR, & Training Materials	Until information is obsolete or replaced, and appraised for historic value
6. Blank Forms	Until obsolete or replaced
7. Budget Preparation Documents	Four (4) years
8. Bulletins, Posters, and Notices to Employees	Until no longer administratively necessary
9. City Manager’s Reports and Community Development Reports	Permanent
10. Compliance Reports – All Types	Five (5) years
11. Continuing Education Certifications/ Class/Seminar/Training Records	Place in personnel file
12. Contracts and Agreements	Fifteen (15) years
13. <u>Correspondence</u>	
a) Routine Form Letters	One (1) year
b) General	Two (2) years
c) With Legislative Branch	Three (3) years
d) Executive	Five (5) years
e) Electronic Mail	Retain according to content
14. Delivery Slips/Packing Slips	Two (2) years

15. Disaster Plans	Until updated or replaced
16. Equipment Inventories	Three (3) years
17. Equipment Maintenance Records	Life of the equipment
18. Equipment Records – Personal Use Items (Ex: tools, weapons, clothing, etc.)	Until equipment returned by employee
19. Expense Records	Three (3) years
20. Fuel Usage Records	Three (3) years
21. General Orders, Directives, Policies, Rules, Regulations, or Procedures	Until replaced (one copy retained for audits)
22. Grant Files/Records	Five (5) years, provided audits resolved
23. Hearings (Not Employee Related) a) Report of Proceedings b) Transcripts	Permanent Five (5) years
24. Hearings (Not Employee Related) Audio and Video Recordings	One (1) year
25. Leases a) Equipment b) Real Estate	Two (2) years after expiration Five (5) years after expiration
26. Licenses, Permits, Certifications	One (1) year after expiration
27. Mailing Lists	Until updated, replaced, or obsolete
28. Manuals, Handbooks, and Directives	Retain one (1) file copy for five (5) years after, obsolete or replaced
29. Material Safety Sheets	Until replaced
30. Meeting Notices	One (1) year
31. Minutes of Meetings a) Approved Hardcopy b) Drafts/Notes	Permanent Until hardcopy of minutes is approved
32. Minutes of Meetings Audio and Video Recordings of Meetings	One (1) year provided information concerning the meeting is substantially transcribed to hard copy
33. Municipal Publications	Retain one (1) copy permanently

34. Oaths of Office of Elected Officials	Ten (10) years after leaving office
35. Photo File (including: prints, slides, negatives, Transparencies, and related items)	Until information is no longer current and appraised for historical value
36. Press/News Releases	Three (3) years
37. Project Plans/Drawings/As Built	Life of project, then appraised for historical value
38. Receipts/Receipt Books	Two (2) years, provided audited
39. Records Retention Documents	Twenty-five (25) years
40. Records Requests	Two (2) years
41. Reference/Library Materials	Until obsolete or replaced
42. Research Files	Five (5) years
43. Rosters/Directories	One (1) year after replaced or obsolete
44. Scrapbooks/Yearbooks	Appraised for historical value
45. Speeches/Presentations	Three (3) years
46. Organizational Chart	Until replaced
47. Telephone Messages/Records	
a) Charges/Bills/Call Detail Records	Two (2) years, provided audit is complete
b) Documentation	Life of system
c) Messages	Until no longer administratively necessary
d) Service Records	Two (2) years
e) System Equipment Inventory	Continually updated, retain replaced data 1 year
48. Training Materials	Until replaced
49. Vehicle Maintenance Records	Until vehicle sold
50. Warranties	Two (2) years after expiration

## Section 2 — Building, Planning, and Zoning Records

*please note: all records are paper product, unless otherwise noted*

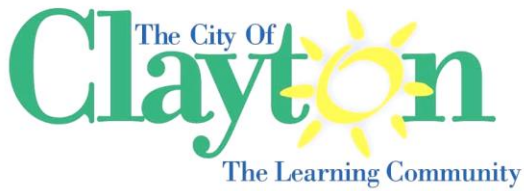
<b>Record Series Title</b>	<b>Retention Period</b>
1. Annexation Case Files	Permanent
2. Annexation Record	Permanent
3. Appeals on Interpretation of Code	Permanent
4. Board of Zoning Appeals Case Files	Permanent
5. Board of Zoning Appeals Index	Permanent
6. Building Permit Record	Permanent
7. Building Plans Municipal owned	Life of structure, appraise for historical value
8. Certificates of Insurance	Two (2) years after expiration
9. City Building Code	Until replaced; retain one (1) copy permanently
10. Complaints	Two (2) years, provided no action pending
11. Contractor's Registration	Two (2) years
12. Housing, Land Use, Population Census Data and Other Special Studies	Until no longer of administrative value, appraise for historical value
13. Occupancy Permit Record	Permanent
14. Performance Bonds – Contractors	Ten (10) years after expiration
15. Permits – all types	Three (3) years, provided no action pending
16. Planning Commission Case Files Commission Staff Reports Case Files Index	Twenty Five (25) years
17. Project Planning Files	Five (5) years after completion of final project

18. Project Reports	Twenty-five (25) years, appraise for historical value
19. Rezoning Applications	Permanent
20. Rezoning Case Files	Permanent
21. Street Name Change Record	Permanent
22. Subdivision Files	Permanent
23. Violations	Until corrected or adjudicated by a Court
24. Zoning Certificate for Occupancy and use of Land and Buildings	Permanent
25. Zoning Change Request	Five (5) years, provided no action pending
26. Zoning Permit Record	Permanent

### **Section 3 — Cemetery Records**

*please note: all records are paper product, unless otherwise noted*

<b>Record Series Title</b>	<b>Retention Period</b>
1. Burial Fee Receipts	Three (3) years
2. Burial Transit Permits	Five (5) years
3. Burial Permit	Permanent
4. Deposit Record – Perpetual Care	Permanent
5. Deed Book	Permanent
6. Index to Burial Plots	Permanent
7. Minutes	Permanent
8. Plot Maps	Permanent
9. Record of Lot Sales	Permanent
10. Register of Interments	Permanent
11. Rules and Regulations	Permanent



## **Section 4 — Council Records**

*please note: all records are paper product, unless otherwise noted*

<b>Record Series Title</b>	<b>Retention Period</b>
1. Charter and Amendments	Permanent
2. Council Member's Files	Term of Office, appraise for historical value
3. Index to Council Minutes	Permanent
4. Index to Ordinances/Resolutions	Permanent
5. Ordinances, Resolutions and Reports to City Council	Permanent
6. Petitions (Miscellaneous not filed elsewhere)	Five (5) years
7. Proclamations	Two (2) years
8. Subject and Administrative Files	Five (5) years



## **Section 5 — Engineering and Street Records**

*please note: all records are paper product, unless otherwise noted*

### **A. Engineering Records**

<b>Record Series Title</b>	<b>Retention Period</b>
1. Aerial Photographs	Until replaced, appraise for historical value
2. Change Orders	Place in project file
3. City Properties File	Permanent
4. City Zoning Maps	Permanent
5. Contractor's Prevailing Wage Records	Five (5) years
6. Job Orders	Three (3) years
7. Maintenance Orders	Two (2) years
8. Project Files (contracts, specifications change orders, progress reports, etc.)	Fifteen (15) years after completion of project
9. Project Inspection Reports	Include in project files
10. Sewer Testing Records	Five (5) years
11. Special Assessments Record	Three (3) years after final payment

### **B. Street Records**

<b>Record Series Title</b>	<b>Retention Period</b>
1. Blueprints, Maps, and Plans	Life of infrastructure, appraise for historical value
2. Haul Tickets	Two (2) years
3. Pesticide Application Records	Five (5) years
4. Proposals for Street Improvement	Until approved or proposal rejected
5. Street Lighting a) Assessment Records	Until paid off

b) Petitions	Three (3) years
c) Pole Locations	Until updated
6. Street Opening Permits	Three (3) years
7. Street Repair Cost Summary Record	Three (3) years
8. Street Repair Record	Three (3) years
9. Traffic Study Files	Until replaced, appraise for historical value

## Section 6 — Financial Records

*please note: all records are paper product, unless otherwise noted*

### A. General Financial Records

<b>Record Series Title</b>	<b>Retention Period</b>
1. Acceptance of Utility Rate Ordinance Notices	Permanent
2. Accounts Receivable Ledger, General	Three (3) years
3. Accounts Receivable Ledger, Income Tax	Six (6) years
4. Annual Appropriation Ordinances (copies)	Five (5) years
5. Annual Certificate of Estimated Resources	Seven (7) years
6. Annual Municipal Financial Report	Permanent
7. Annual Report to Auditor of State	Five (5) years
8. Appropriation Ledger	Five (5) years
9. Assessment Record	Until paid
10. Audit Reports –	
a) Internal	Five (5) years
b) Federal/Auditor of State	Five (5) years
11. Bad Check or Bad Debt Records (receipts, reconciliation, slips, statements, etc.)	Two (2) years after payment or settlement
12. Bank Statements (receipts, reconciliation, slips, statements, etc.)	Three (3) years
13. Bid Bonds	
a) Successful bidder	Retain until acceptance of project performance bond
b) Unsuccessful bidder	Return after project awarded
14. Bids – Successful	Fifteen (15) years after completion of project
15. Bids – Unsuccessful	Two (2) years after letting of the contract
16. Block Grant Documentation	Five (5) years

17. Bond Register	Permanent
18. Canceled Checks	Three (3) years
13. Capital Improvement Bonds	Until paid off, appraise for historical value
20. Cash Register Tapes & Records	Two (2) years
21. Certificate of Result of Election (Bond Issue)	Until expiration of bond issue
22. Chargeback Reports/Records	Three (3) years
23. Check Registers, Stubs, Carbons, etc.	Three (3) years
24. Checks – Voided	Until audit
25. Computer Generated Financial Reports	
a) Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report
b) Annual	Five (5) years
26. Damage Claims	Until settled and all appeals exhausted
27. Fixed Assets Record	Ten (10) years
28. Indebtedness Statement	Permanent
29. Insurance Policies	Two (2) years after expiration, provided all claims settled
30. Intergovernmental Tax Receipts	Three (3) years
31. Investment Records	Three (3) years
32. Invitation to Bid	Two (2) years
33. Invoices and Supporting documents	Three (3) years
34. Performance Bonds	After project successfully completed and accepted
35. Prevailing Wage Rates	Three (3) years
36. Property Inventories	Three (3) years
37. Purchase Orders	
a) Original	Three (3) years
b) Copies	Until no longer administratively necessary
38. Receipts of Expenditures Report to Auditor of State	Three (3) years

39. Receiving Documents	Three (3) years
40. Reconciliation Sheets, Bank Accounts	Three (3) years
41. Request for Proposals	Two (2) years
42. Retirement System Payments/Records	Permanent
43. Retirement System Exemption Record (Waiver)	Permanent
44. Settlement Sheet or Tax Distribution from County Auditor	Ten (10) years
45. Solicitor's or Peddler's Permit	One (1) year after expiration
46. Special Assessments	Until paid off and audited
47. Surety Bonds – Special	Ten (10) years after expiration
48. Surety Bonds of Officials or Employees	Ten (10) years after termination of office or employee
49. Tax Abatement Records	Duration of abatement plus one (1) year
50. Tax Settlement Reports	Three (3) years
51. Transmittal of Ohio Wage and Tax Statement	Six (6) years
52. Travel Expense Records	Three (3) years
53. Unemployment Compensation Records	Three (3) years
54. Uniform Allowance Record	Three (3) years
55. Vouchers	
a) Original	Three (3) years
b) Copies	Until no longer administratively necessary
56. Checks Received for Payment of Services	90 days after Submission to Bank
57. Credit Card Payment Documents and Reports Received for Payment of Services	90 days after Submission to Bank

**B. *Municipal Income Tax Records***  
**Record Series Title**

**Retention Period**

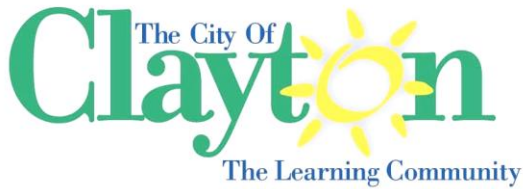
1. Accounts Receivable	Six (6) years
2. Annual Summary of Cash Collected	Three (3) years
3. Business Income Tax Reconciliation Form	Six (6) years
4. Closed Account	Six (6) years
5. Control Sheet	Six (6) years
6. Corporate Partnership Fiduciary Income Tax Return	Six (6) years
7. Daily Posting Recapitulation	Three (3) years
8. Detailed Cash Receipt Record	Six (6) years
9. Delinquent Account Records	Until paid and audited
10. Declaration of Estimated Income Tax Business and Individual	Six (6) years
11. Final Return for the Year	Six (6) years
12. Individual's Tax Return	Six (6) years
13. Quarterly Notice of Installment Due	Six (6) years
14. Quarterly Payment Statement	Six (6) years
15. Refund Voucher	Six (6) years
16. Uncollectable Income Tax Accounts	Six (6) years

**C. *Sinking Fund Records***  
**Record Series Title**

**Retention Period**

1. Bond Issue Ledger	Permanent
2. Bond Transcripts	Ten (10) years after issue redeemed
3. Bonds (Redeemed)	Two (2) years after issue is paid off, appraise for historical value

4.	Call Notices – Securities	Ten (10) years after call
5.	Cash Journal	Ten (10) years
6.	Coupons (Redeemed)	Four (4) years after audited, appraise for historical value
7.	Record of Registered Bonds	Permanent
8.	Sinking Fund Ledger or Journal	Permanent



## Section 7 — Fire, EMS, and Police Records

*please note: all records are paper product, unless otherwise noted*

### A. Fire and EMS Department Records

Record Series Title	Retention Period
1. Alarm Response Reports Fire Incident Reports	Ten (10) years
2. Dispatch Sheets/Log	Three (3) years
3. Disaster Plan	Until replaced
4. Emergency Medical Services Records	Seven (7) years
5. Fire Code	Until replaced
6. Fire Investigation Files, Arson Reports, Insurance Claim Files and Index	Fifty (50) years, appraise for historical value
7. Fire and Loss Record	Permanent
8. Fireworks Application and Permits	One (1) year after expiration
9. Hydrant Location Record	Permanent
10. Hydrant Maintenance Record	Two (2) years after test date
11. Inspections a) Reports/Cards b) Violation Notices	Three (3) years One (1) year after violation corrected
12. Mutual Aid Agreements	Ten (10) years after replaced
13. State of Ohio Compliance Reports	Five (5) years, provided no action pending



**B. Police Department Records**  
**Record Series Title**

**Retention Period**

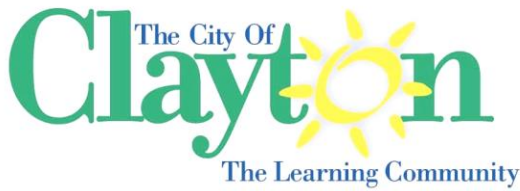
1. Accident Reports Property Damage, Bodily Injury and State of Ohio Traffic Crash Reports	Three (3) years
2. Alcohol Breath Testing Records a) Operator Permits b) Breath Test Result Forms c) Calibration Records d) Radio Frequency Interference Survey	Until renewed Three (3) years Three (3) years Until the machine is moved
3. Arrest Cards/Records (Parking/Traffic Citations)	Ten (10) years
4. Arrest Records/Reports and FBI/BCI Investigation Reports a) Adult b) Juvenile	Fifty (50) years Until person turns 18 years of age or when Expungement order is received from a Court
5. Assignment Schedules/Sheets	Three (3) years
6. Child Abuse Case Reports	Seven (7) years after case closed
7. Citizen Complaints	Four (4) years, provided no action pending
8. Criminal Case Files – a) Felonies (except Homicide) b) Misdemeanors	Six (6) years, provided no action pending Two (2) years, provided no action pending
9. Dispatch Sheet/Log (Record of Runs)	Three (3) years
10. Expunged Records, per Expungement Orders when Expungement order received from a Court.	Destroy all files, records and computer references
11. FBI/BCI Investigation Reports	Three (3) Years
12. Fingerprints	Fifty (50) years
13. Firearm Records and Inventories	Three (3) years
14. Homicide Reports & Evidence (Closed cases)	Thirty (30) years after all appeals exhausted
15. House/Business Alarm Records	Ninety (90) days

16. Incident Log/Reports	Five (5) years
17. Investigations	
a) Homicide & Rape Including Evidence (Pending)	Permanent
b) Homicide Including Evidence (Closed)	Ten (10) years after all appeals exhausted
c) Internal Affairs	Four (4) years
18. Juvenile Records	Until person turns 18 years old, or when Expungement order is received from a Court
19. Liquor Permit Records	Three (3) years
20. Master Name Index	Permanent
21. Missing Person Reports	Twenty (20) years, or until found
22. Offense Reports –	
a) Felonies (except Homicides)	Six (6) years, provided no action pending
b) Misdemeanors	Two (2) years, provided no action pending
23. Property Room	
a) Log	Twenty-five (25) years
b) Records (Releases, Transfers, etc.)	Five (5) years
24. Records (Background) Check Requests	Two (2) years
25. Ride Along Forms	Three (3) years
26. Seizure Log/Record	Six (6) years
27. State of Ohio Compliance Reports	Five (5) years, provided no action pending
28. Subpoenas, Summonses, or Warrants	Until served, discharged, answered, or withdrawn
29. Tow Tickets	Three (3) years after paid
30. Type of Crime File	Permanent
31. Uniform Crime Reports (UCR)	Thirty (30) days after owners return
32. Video Recording Tapes	Thirty (30) days, erase and reuse, provided no action pending
33. Wanted Posters	Until person apprehended

## Section 8 — Legal Records

*please note: all records are paper product, unless otherwise noted*

<b>Record Series Title</b>	<b>Retention Period</b>
1. Case Files, Civil	Ten (10) years, provided no action pending
2. Case Files, Criminal	Twenty (20) years, provided no action pending
3. City Property Files	Permanent
4. Claims for Damages	Two (2) years after case settled and all appeals exhausted
5. Deeds	Permanent
6. Easements	Permanent
7. Legal Notices	
a) Tear Sheets	Two (2) years
b) Proof of Publication	Five (5) years
8. Legal Opinions from Municipal League Counsel	Permanent
9. Liability Waivers	Three (3) years, provided no action pending
10. Settlements	Three (3) years
11. Worker's Compensation Claims	Ten (10) years after date of final payment



## Section 9 — Payroll/Personnel Records

*please note: all records are paper product, unless otherwise noted*

### A. Payroll Records

Record Series Title	Retention Period
1. Application for PERS Refund or Waiver	Permanent
2. Court Orders for Payroll Deduction	Until employee terminates or Order rescinded
3. Employee Earning Record	Continually compiled and updated until termination Information placed in personnel file yearly
4. Employee Income Tax	
a) Withholding Certificate	Three (3) years after termination of employment
b) Withholding Payment Record	Six (6) years
5. Employee Pay Records	Continually updated until termination then place into personnel file
6. Employee Withholding Requests	Until replaced or revoked by employee
7. Employer Quarterly Federal Tax Return	Four (4) years
8. Garnishment Orders	Until employee terminates or Order rescinded
9. Leave Balances/Reports	
a) Bi-weekly Report of Leave Use and Balances	Until incorporated in annual leave balances report
b) Annual Employee Leave Use/Balances Report	Five (5) years
c) Annual Leave Use and Balances by Unit	Twenty-five (25) years
d) Individual Employee	Continually maintained and updated in personnel file. Purge two (2) years after termination, provided no outstanding balances
10. Notification of Pay/Pay Step Increase	Until replaced. Copy in personnel file
11. Overtime Authorization	Two (2) years
12. Overtime Reports	Two (2) years
13. Payroll Journal/Record	
a) Annual Cumulative Printout	Fifty (50) years
b) Weekly/Monthly Payroll Journal	Three (3) years

14. Reports to Retirement Systems	Fifty (50) years
15. State Income Tax Report	Twenty-five (25) years
16. Tax Withholding Reports	Six (6) years
17. W-2 Forms	Six (6) years
18. W-4 Forms	Until replaced or employee terminates

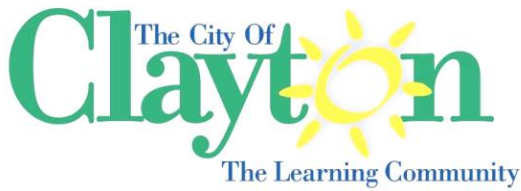
**B. Personnel Records**

Record Series Title	Retention Period
1. Application for Employment a) Person Hired b) Person Not Hired c) Copies	Place in personnel file Destroy after two (2) years Until no longer administratively necessary
2. Commendations, Promotions	Place in personnel file
3. Employee Exposure to Hazardous Chemicals/ Biological Hazards or Infectious Diseases Reports	Place in personnel file
4. Employee Performance Evaluation	Five (5) years
5. Employee Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates.
6. Employee Time Cards/Sheets	Three (3) years
7. Employee Training Records	Place in Personnel File
8. Grievance Hearing Records	One (1) year after resolved
9. Insurance Enrollment Record	One (1) year after employee terminates
10. Job/Position Descriptions	One (1) year after replaced
11. Labor Union Agreements	Fifteen (15) years after termination
12. Leave Requests – All	Three (3) years
13. Letter of Appointment	Place in personnel file
14. Letters of Reference	Two (2) years after hired
15. Letter of Resignation	Place in personnel file

16. Personnel Actions	Place in personnel file
17. Personnel File/Records	Purge two (2) years after employee leaves. Retain permanent record of: service time, salary history, leaves balances, taxes paid, resignation letter, retirement information and waivers
18. Promotion Action	Place in personnel file
19. Record of Disciplinary Action	Four (4) years, or according to contract
20. Reports to Bureau of Employment Services	Two (2) years
21. Unemployment Compensation Case Files	Four (4) years after date of final payment
22. Worker's Compensation Case Files	Ten (10) years after date of final payment

**C. Civil Service Commission Records**

Record Series Title	Retention Period
1. Background Investigations	Two (2) years after position eligibility lists expire
2. Civil Service Exam Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.	Two (2) years after position eligibility list expires
3. Classified Employee List	Until Superseded
4. Eligibility List	Until list expires
5. Employment Information Files	Until Superseded
6. Hearing Case Files	Ten (10) years
7. Job Classification List	Until replaced
8. Job/Position Descriptions	One (1) year after replaced
9. Substance Reports	Two (2) years after the eligibility list expires



## Section 10 — Water and Sewer Records

*please note: all records are paper product, unless otherwise noted*

### A. Billing and Administration Records

Record Series Title	Retention Period
1. Meter Reading Records	Four (4) Years
2. Quarterly Account Register	Ten (10) years
3. Quarterly Collection Report	Three (3) years
4. Project Files	Until project completed and final report issued
5. Property Records Deeds, Right-of-Way, Annexation, etc.	Permanent
6. Rate Schedule	Until replaced
7. Sewer/Water Billing Stubs	Three (3) years
8. Water and Sewer Receipt Books	Two (2) years
9. Water Usage Reports	Three (3) years