

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CITY OF GENEVA**

FROM: CITY OF GENEVA, OHIO, 44 NORTH FOREST STREET, GENEVA, OHIO 44041

(political subdivision name)

UNLAN - UNTIL NO LONGER ADMINISTRATIVELY NECESSARY

Schedule Number	Record Title and Description	Retention Period -PROVIDED AUDITED	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
ADMINISTRATION DEPARTMENT				
AD-1	ACCIDENT REPORTS - EMPLOYEE	PLACE IN PERSONNEL FILE, 6 YEARS PROVIDED NO ACTION PENDING		
AD-2	ACCIDENT REPORTS - DAMAGE TO MUNICIPAL VEHICLE OR PROPERTY	PLACE IN PERSONNEL FILE, 6 YEARS PROVIDED NO ACTION PENDING		
AD-3	AERIAL PHOTOGRAPHS	UNTIL SUPERSEDED		
AD-4	AGENDA	3 YEARS		
AD-5	APPEALS OF CODE	PERMANENT		
AD-6	APPLICATION FOR EMPLOYMENT	RETAIN WITH PERSONNEL RECORD IF EMPLOYEES OTHERS DESTROY AFTER 2 YRS		
AD-7	APPOINTMENT	PLACE IN PERSONNEL FILE		
AD-8	ASSESSMENT RECORD	UNTIL PAID AND AUDITED		
AD-9	AUCTION RECORDS	3 YEARS		
AD-10	BACKGROUND INVESTIGATIONS - CIVIL SERVICE	2 YEARS AFTER ELIGIBILITY LIST EXPIRES		
AD-11	BADGES AND ID'S	UPON TERMINATION		
AD-12	BANKRUPTCY FILINGS	2 YEARS AFTER FINALIZED		
AD-13	BIDS - SUCCESSFUL	8 FISCAL YEARS		
AD-14	BIDS - UNSUCCESSFUL	2 FISCAL YEARS		
AD-15	BOND OFFICIALS	10 YEARS AFTER TERMINATION		
AD-16	BULLETINS, POSTERS AND NOTICES TO EMPLOYEES	UNLAN		
AD-17	CASE FILES, CIVIL	10 YEARS PROVIDED NO ACTION PENDING		
AD-18	CASE FILES, CRIMINAL	10 YEARS PROVIDED NO ACTION PENDING		
AD-19	CERTIFICATION OF PUBLISHED	2 YEARS		

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AD-20	CERTIFICATES OF INSURANCE	2 YEARS AFTER EXPIRATION		
AD-21	CERTIFICATE OF RESULTS OF ELECTION	UNTIL EXPIRATION OF BOND ISSUE		
AD-22	CHARTER AND AMENDMENTS	PERMANENT		
AD-23	CITY MANAGER REPORTS	PERMANENT		
AD-24	CIVIL SERVICE HEARING CASE FILES	10 YEARS		
AD-25	CIVIL SERVICE ELIGIBILITY LIST	UNTIL LIST EXPIRES		
AD-26	CIVIL SERVICE EMPLOYMENT INFO FILES	UNTIL SUPERSEDED		
AD-27	CIVIL SERVICE EXAMINATION FORMS	TWO YEARS AFTER ELIGIBILITY LIST EXPIRES		
AD-28	CIVIL SERVICE EXAMINATION TEST	TWO YEARS AFTER ELIGIBILITY LIST EXPIRES		
AD-29	CIVIL SERVICE EXAMINATION BOOKLETS	TWO YEARS AFTER ELIGIBILITY LIST EXPIRES		
AD-30	CIVIL SERVICE EXAMINATION SCORE SHEETS	TWO YEARS AFTER ELIGIBILITY LIST EXPIRES		
AD-31	CIVIL SERVICE EXAMINATION ANSWER SHEET	TWO YEARS AFTER ELIGIBILITY LIST EXPIRES		
AD-32	CLASSIFIED EMPLOYEES LIST	UNTIL SUPERSEDED		
AD-33	COMMENDATIONS	PLACE IN PERSONNEL FILE		
AD-34	COMPLAINT FILES	5 YEARS, PENDING NO ACTION PENDING		
AD-35	CONTRACTS AND AGREEMENTS	15 FISCAL YEARS AFTER COMPLETE		
AD-36	COPIES	UNLAN		
AD-37	CORRESPONDENCE	2 YEARS		
AD-38	COUNCIL AGENDAS	6 YEARS		
AD-39	COUNCIL MEMBER'S FILES	TERM OF OFFICE		
AD-40	COURT TRANSCRIPTS	3 YEARS AFTER CASE SETTLED		
AD-41	DAMAGE CLAIMS	UNTIL SETTLED AND ALL APPEALS EXHAUSTED		

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AD-42	DEEDS	PERMANENT		
AD-43	DELIVERY SLIPS	UNLAN		
AD-44	DISCIPLINARY ACTION	4 YEARS		
AD-45	DRAFTS	UNLAN		
AD-46	EQUIPMENT INVENTORIES	3 YEARS		
AD-47	EQUIPMENT MAINTENANCE RECORDS	LIFE OF EQUIPMENT		
AD-48	EMPLOYEE ACCIDENT REPORT	PLACE IN PERSONNEL FILE		
AD-49	EMPLOYEE INJURY REPORT	PLACE IN PERSONNEL FILE		
AD-50	EMPLOYEE EARNING RECORDS	CONTINUALLY COMPILED IN PERSONNEL FILE AND UPDATED UNTIL TERMINATION		
AD-51	EMPLOYEE EXPOSURE TO HAZARDOUS CHEMICALS/INFECTIOUS DISEASES	PLACE IN FILE - 30 YEARS		
AD-52	EMPLOYEE INCOME TAX WITHHOLDING CERTIFICATE	3 YEARS AFTER TERMINATION		
AD-53	EMPLOYEE INSURANCE ENROLLMENT	1 YEAR AFTER EMPLOYEE LEAVES EMPLOYMENT		
AD-54	EMPLOYEE PAY RECORDS	CONTINUALLY COMPILED IN PERSONNEL FILE AND UPDATED UNTIL TERMINATION		
AD-55	EMPLOYEE PERFORMANCE EVALUATION	5 YEARS		
AD-56	EMPLOYEE STEP INCREASE	IN PERSONNEL FILE UNTIL SUPERSEDED		
AD-57	EMPLOYEE TIME OFF REQUEST FORM	3 YEARS		
AD-58	EMPLOYEE TRAINING RECORDS	PLACE IN PERSONNEL FILE		
AD-59	EMPLOYMENT REPORTS - QUARTERLY	PERMANENT		
AD-60	EQUIPMENT LEASE DOCUMENTS	3 YEARS		
AD-61	EXECUTIVE ORDERS	UNTIL SUPERSEDED/ OBSOLETE		
AD-62	FACSIMILE	2 YEAR		

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AD-63	FLOW CHARTS - OPERATIONS	2 YEARS		
AD-64	FLYERS	UNLAN		
AD-65	FUEL USAGE RECORDS	3 YEARS		
AD-66	GARAGE SALE PERMITS	3 YEARS		
AD-67	GRANT APPLICATIONS	5 YEARS		
AD-68	GRANT FILES	PERMANENT		
AD-69	GRIEVANCE HEARING RECORDS	1 YEAR AFTER RESOLVED		
AD-70	HANDOUTS	UNLAN		
AD-71	HEARINGS - NOT EMPLOYEE RELATED			
	AUDIO	1 YEAR		
AD-72	REPORT OF PROCEEDINGS	PERMANENT		
AD-73	TRANSCRIPTS	5 YEARS		
AD-74	INDUSTRIAL WASTE RECORDS	PERMANENT		
AD-75	INFORMATION SYSTEM REPORTS	3 YEARS		
AD-76	INVENTORIES - LIST OF EQUIPMENT AND PROPERTY	1 YEAR UNTIL SUPERSEDED		
AD-77	INVITATION TO BID	2 YEARS		
AD-78	JOB DESCRIPTIONS	ONE YEAR AFTER SUPERSEDED		
AD-79	JUNK MAIL	UNLAN		
AD-80	JUNK EMAIL/SPAM	UNLAN		
AD-81	LABOR UNION AGREEMENTS	15 YEARS AFTER TERMINATION		
AD-82	LAW SUITS - AFTER DECISIONS	5 YEARS		
AD-83	LEASES	5 FISCAL YEARS AFTER EXPIRATION		
AD-84	LEAVE REQUESTS	3 YEARS		
AD-85	LEGAL OPINIONS	PERMANENT		
	LEGAL NOTICES			
AD-86	TEAR SHEETS	2 YEARS		
AD-87	PROOF OF PUBLICATION	5 YEARS		
AD-88	LICENSES	TERM OF LICENSE PLUS 1 YR		

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AD-89	LIQUOR LICENSE REQUESTS APPROVED	3 YEARS		
AD-90	DENIED	1 YEAR		
AD-91	MAIL	UNLAN		
AD-92	MANUALS	UNTIL SUPERSEDED OR OBSOLETE		
AD-93	MEETING NOTICES	1 YEAR		
AD-94	MEMORANDUMS	ONE YEAR		
AD-95	MESSAGES	UNLAN		
AD-96	MINUTES - ANY PROCEEDINGS	PERMANENT		
AD-97	DRAFTS/NOTES	UNTIL HARDCOPY APPROVED		
AD-98	RECORDING	1 YEAR PROVIDED INFORMATION IS SUBSTANTIALLY TRANSCRIBED TO HARD COPY		
AD-99	MORTGAGES	UNTIL PAID AND CANCELED		
AD-10	NEWSPAPER ARTICLES	7 YEARS		
AD-101	NOTICE TO EMPLOYEES	UNLAN		
AD-102	OATHS OF OFFICE OF ELECTED OFFICIALS	10 YEARS AFTER LEAVING OFFICE		
AD-103	OFFICE SUPPLY REPORT	UNLAN		
AD-104	OIL AND GAS DRILLING PERMIT	PERMANENT		
AD-105	ORDINANCES	PERMANENT		
AD-106	PAYMENT OF BILLS	3 YEARS PROVIDED AUDITED		
AD-107	PERSONNEL ACTIONS	PLACE IN PERSONNEL FILE		
AD-108	PERSONNEL RECORDS	60 YEARS		
AD-109	PETITIONS	5 YEARS		
AD-110	POLYGRAPH/VOICE ANALYSIS EXAMS - CIVIL SERVICE	2 YEARS AFTER ELI EXPIRES		
AD-111	POSTAL RECORDS	2 YEARS		
AD-112	PRESS RELEASE	3 YEARS		
AD-113	PROCLAMATION	2 YEARS		

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AD-114	PROMOTIONS	PLACE IN PERSONNEL FILE		
AD-115	PROPERTY INVENTORIES	3 YEARS		
AD-116	RECORDS REQUEST	2 YEARS		
AD-117	RECORDS RETENTION DOCUMENTS	25 YEARS		
AD-118	RECORDS OF COMMITTEES SERVED ON	2 YEARS		
AD-119	REFERENCE LETTER	2 YEARS AFTER HIRED		
AD-120	REPORTS TO COUNCIL	5 YEARS		
AD-121	REQUEST FOR PROPOSALS (RFQ'S)	2 YEARS		
AD-122	RESIGNATION LETTER	PLACE IN PERSONNEL FILE		
AD-123	RESOLUTIONS	PERMANENT		
AD-124	ROAD IMPROVEMENT RECORDS	PERMANENT		
AD-125	SANITARY SEWER RECORDS	PERMANENT		
AD-126	SETTLEMENTS	3 YEARS		
AD-127	SEWER TAP RECORD	PERMANENT		
AD-128	SIGN IN SHEETS	1 YEAR		
AD-129	SOLICITOR'S OR PEDDLER'S PERMIT	1 YEAR AFTER EXPIRATION		
AD-130	SPECIAL ASSESSMENT RECORDS	3 YEARS AFTER FINAL PAYMENT		
AD-131	STREET LIGHTING ASSESSMENT RECORDS	UNTIL PAID OFF		
AD-132	PETITIONS	3 YEARS		
AD-133	POLE LOCATIONS	UNTIL UPDATED		
AD-134	STREET REPAIR RECORD	3 YEARS		
AD-135	TAPE RECORDING OF MEETING	DESTROY AFTER INCORPORATE INTO OFFICIAL MINUTES		
AD-136	TAPE RECORDINGS OF DISCIPLINE AND GRIEVANCE HEARINGS	INCORPORATE INTO PERSONNEL FILE THEN RETAIN FOR 30 DAYS AFTER APPEAL TIME ELAPSED		

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AD-137	TELEPHONE MESSAGES	UNLAN		
AD-138	TELEPHONE SERVICE RECORDS	2 YEARS		
AD-139	TRAFFIC STUDY FILES	UNTIL SUPERSEDED		
AD-140	TRAINING MATERIALS	UNLAN		
AD-141	TRAINING RECORDS	PLACE IN PERSONNEL FILE		
AD-142	TRAVEL EXPENSE RECORDS	3 YEARS		
AD-143	UNIFORM ALLOWANCE RECORD	3 YEARS		
AD-144	UNION CONTRACTS	6 YEARS AFTER EXPIRATION		
AD-145	UNSOLICITED MAIL	UNLAN		
AD-146	VEHICLE MAINTENANCE REPORTS	LIFE OF VEHICLE		
AD-147	VEHICLE MILEAGE RECORDS	UNTIL VEHICLE SOLD		
AD-148	VENDOR LIST	UNTIL SUPERSEDED		
AD-149	VENDOR PERMITS	3 YEARS		
AD-150	VIOLATIONS	UNTIL CORRECTED OR ADJUDICATED BY A COURT		
AD-151	VOICE MAIL	UNLAN		
AD-152	W-4 FORMS	UNTIL SUPERSEDED OR EMPLOYEE TERMINATES		
AD-153	WARRANTIES	2 YEARS AFTER EXPIRATION		
AD-154	WORK ORDERS	3 YEARS		
CITY COUNCIL RECORDS				
CC-1	APPOINTMENT	PERMANENT		
CC-2	CHARTER AND AMENDMENTS	PERMANENT		
CC-3	CITY COUNCIL MEMBER FILES	TERM OF OFFICE THEN UNLAN		
CC-4	CITY MANAGERS REPORT	PERMANENT		
CC-5	COPIES	UNLAN		
CC-6	CORRESPONDENCE	UNLAN		
CC-7	COUNCIL PACKETS	6 YEARS		
CC-8	LEGAL NOTICE	3 YEARS		

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CC-9	CITY COUNCIL MEETING MINUTES	PERMANENT		
CC-10	DRAFTS/NOTES	UNTIL HARDCOPY APPROVED		
CC-11	OATHS OF OFFICE	10 YEARS AFTER LEAVING OFFICE		
CC-12	ORDINANCES	PERMANENT		
CC-13	PAYMENT OF BILLS	3 YEARS PROVIDED AUDITED		
CC-14	PROOF OF PUBLICATION	3 YEARS		
CC-15	POSTED ORDINANCES & RESOLUTIONS	6 YEARS		
CC-16	RECORDINGS	1 YEARS PROVIDING INFORMATION CONCERNING THE MEETING IS SUBSTANTIALLY TRANSCRIBED TO HARDCOPY		
CC-17	RESIGNATIONS	PERMANENT		
CC-18	RESOLUTIONS	PERMANENT		
CC-19	ROLL CALL SHEETS	6 YEARS		
<u>CIVIL SERVICE</u>				
CS-1	COPIES	UNLAN		
CS-2	ELIGIBILITY LIST	PERMANENT		
CS-3	CIVIL SERVICE MEETING MINUTES	PERMANENT		
CS-4	APPLICATION PACKET-APPOINTED	PERMANENT		
CS-5	APPLICATION PACKET-NOT APPOINTED	1 YEAR AFTER ELIGIBILITY LIST		
<u>FINANCE DEPARTMENT</u>				
FN-1	1099's	6 YEARS		
FN-2	VEHICLE OR PROPERTY	PENDING		
FN-3	ACCIDENT REPORTS - EMPLOYEE	PENDING		
FN-4	ACCOUNTS RECEIVABLE REPORTS	3 YEARS		
FN-5	ANNEXATION RECORDS	PERMANENT		
FN-6	ANNUAL BUDGET	PERMANENT		
FN-7	ANNUAL BUDGET WORK PAPERS	2 YEARS		

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FN-8	ANNUAL CERTIFICATION - ESTIMATED RESOURCES	7 YEARS		
FN-9	ASSESSMENT RECORDS	3 YEARS AFTER FINAL PAYMENT		
FN-10	AT CHECK REPORT BY CHECK# - YTD	3 YEARS		
FN-11	AUDIT REPORTS	5 YEARS		
FN-12	AUDIT WORK PAPERS	3 YEARS		
FN-13	AUDITOR OF STATE BULLETINS	3 YEARS		
FN-14	BAD CHECK / BAD DEBT RECORDS	2 YEARS AFTER PAID OR SETTLEMENT		
FN-15	BANK AUDIT TRAIL REPORTS	4 YEARS		
FN-16	BANK DEPOSIT SLIPS	4 YEARS		
FN-17	BANK RECONCILIATIONS	4 YEARS		
FN-18	BANK REPORTS	4 YEARS		
FN-19	BANK STATEMENT	4 YEARS		
FN-20	BID BONDS	RETURN AFTER PROJECT AWARDED		
FN-21	BIDS (SUCCESSFUL)	3 YEARS		
FN-22	BIDS (UNSUCCESSFUL)	3 YEARS		
FN-23	BLANK FORMS (OBSOLETE OR SUPERSEDED)	SUPERSEDED		
FN-24	BUDGET JOURNAL ENTRIES	3 YEARS		
FN-25	CANCELLED CHECKS	3 YEARS		
FN-26	CAPITAL BUDGET	PERMANENT		
FN-27	CASH RECEIPT BOOKS	3 YEARS		
FN-28	CENSUS REPORTS	PERMANENT		
FN-29	CERTIFICATE OF DEPOSITS - EXPIRED	3 YEARS		
FN-30	CERTIFICATE OF INSURANCE	2 YEARS AFTER EXPIRATION		
FN-31	CHANGE ORDERS	PLACE IN PROJECT FILE		
FN-32	CHECK REGISTERS	4 YEARS		
FN-33	CHECK VOUCHERS	4 YEARS		
FN-34	CHECKS - VOIDED	4 YEARS		
FN-35	COMPUTER SOFTWARE	UNLAN.		
FN-36	CONTRACTS/AGREEMENTS	5 YEARS AFTER TERMINATION		

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FN-37	COPIES	UNLAN		
FN-38	CORRESPONDENCE	2 YEARS		
FN-39	COVERT LICENSE PLATE INFORMATION	TERM OF LICENSE PLUS 1 YEAR		
FN-40	CREDIT APPLICATIONS	3 YEARS		
FN-41	DAILY OVER/SHORT REPORTS	3 YEARS		
FN-42	DEBT/CAPITAL IMPROVEMENT BONDS	UNTIL PAID OFF & AUDITED		
FN-43	DEEDS	PERMANENT		
FN-44	DEMOLITION RECORDS	PERMANENT		
FN-45	DETAILED TRIAL BALANCE	3 YEARS		
FN-46	EASEMENTS	PERMANENT		
FN-47	ELECTION CERTIFICATES	PERMANENT		
FN-48	ENCUMBRANCE REPORT BY ACCOUNT	3 YEARS		
FN-49	ENCUMBRANCE REPORT BY PO#	3 YEARS		
FN-50	EPA ENVIRONMENTAL ACTIONS	PERMANENT		
FN-51	EXPENSE ACCOUNT REPORT W/ ENC DETAIL	3 YEARS		
FN-52	EXPENSE ACCOUNT REPORT W/ MTD	3 YEARS		
FN-53	EXPENSE REPORT BY OBJECT	3 YEARS		
FN-54	EXPENSE TRANSACTION LEDGER REPORT - YTD	3 YEARS		
FN-55	FINANCIAL LEGISLATION	3 YEARS		
FN-56	FUND CASH AUDIT TRAIL REPORT	3 YEARS		
FN-57	FINANCIAL RECORDS	AS REQUIRED BY GRANT		
FN-58	INSURANCE CLAIMS	6 YEARS		
FN-59	INSURANCE POLICIES	2 YEARS AFTER EXPIRATION		
FN-60	INVENTORIES OF PUBLIC PROPERTY	3 YEARS PROVIDED AUDITED		
FN-61	INVOICES	4 YEARS		
FN-62	JOURNAL ENTRIES	3 YEARS		
FN-63	JUNK EMAIL/SPAM	UNLAN.		
FN-64	JUNK MAIL	UNLAN.		
FN-65	LABOR UNION AGREEMENTS	6 YEARS AFTER EXPIRATION		

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FN-66	LAWSUITS - AFTER DECISION	5 YEARS		
FN-67	LEASE/AGREEMENTS	5 YEARS AFTER EXPIRATION		
FN-68	LEASE/DEBT	UNTIL PAID OFF & AUDITED		
FN-69	LEGAL NOTICES - TEAR SHEETS	2 YEARS		
FN-70	LEGAL OPINIONS	UNTIL SUPERSEDED		
FN-71	LIABILITY WAIVERS	3 YEARS		
FN-72	LICENSE PLATE RECORDS	UNLAN.		
FN-73	MAIL	UNLAN.		
FN-74	MANAGEMENT REPORTS OR STUDIES	5 YEARS		
FN-75	MESSAGES	UNLAN.		
FN-76	OFFICE MANUALS	UNTIL SUPERSEDED OR UNLAN.		
FN-77	OH DEFERRED COMP STATEMENTS/REPORTS	3 YEARS		
FN-78	OWDA REPORTS	3 YEARS		
FN-79	PAY INS	3 YEARS		
FN-80	PAYMENT OF BILLS	3 YEARS PROVIDED AUDITED		
FN-81	PAYROLL JOURNAL ENTRIES	3 YEARS		
FN-82	PENSION POSTING	3 YEARS		
FN-83	PERMITS NOTEBOOKS - Streets/Sewer/Other	PERMANENT		
FN-84	POLICY FILES	UNTIL SUPERSEDED		
FN-85	WORKSHEETS, REPORTS & INFORMAL NOTES	UNLAN.		
FN-86	PREVAILING WAGE REPORTS	5 YEARS		
FN-87	PROCEDURE MANUALS	UNTIL SUPERSEDED OR UNLAN.		
FN-88	PROFESSIONAL ASSOCIATION RECORDS	UNLAN.		
FN-89	PROGRAM INCOME REPORTS	PERMANENT		
FN-90	PROJECT FILES	PROJECT		
FN-91	PUBLIC OFFICIALS' BONDS	10 YEARS AFTER EXPIRATION		
FN-92	PURCHASE ORDERS - CLOSED	3 YEARS		
FN-93	PURCHASE ORDERS - COPIES	UNLAN.		
FN-94	PURCHASE ORDERS - LOG	3 YEARS		

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FN-95	PURCHASE ORDERS - ORIGINAL	3 YEARS		
FN-96	RESEARCH FILES	7 YEARS OR UNLAN.		
FN-97	REVENUE AUDIT TRIAL REPORT - YTD	3 YEARS		
FN-98	REVENUE BY OBJECT	3 YEARS		
FN-99	REVENUE NOTEBOOK	10 YEARS		
FN-100	REVENUE REPORTS	3 YEARS		
FN-101	REVOLVING LOAN FUND - LOANS	6 YEARS AFTER PAID		
FN-102	REVOLVING LOAN FUND - REPORTS	PERMANENT		
FN-103	RIGHT OF WAY	PERMANENT		
FN-104	ROUTINE EMAILS	UNLAN.		
FN-105	SEMI-ANNUAL APPORTIONMENTS OF TAXES	10 YEARS		
FN-106	COUNTY AUDITOR	10 YEARS		
FN-107	SIDEWALK PROJECT NOTEBOOKS	10 YEARS		
FN-108	STATEMENT OF CASH POSITION W/ MTD	3 YEARS		
FN-109	STREET LIGHTING ASSESSMENT RECORDS	3 YEARS AFTER FINAL PAYMENT		
FN-110	PROPOSALS - SUCCESSFUL	1 YEAR AFTER CONTRACT COMPLETED		
FN-111	PROPOSALS - UNSUCCESSFUL	2 YEARS AFTER CONTRACT AWARDED		
FN-112	OF MEETINGS)	MINUTES APPROVED		
FN-113	TAX ABATEMENT RECORDS (CRA & Enterprise)	DURATION OF ABATEMENT PLUS 2 YRS		
FN-114	TAX BUDGET	PERMANENT		
FN-115	TAX BUDGET WORK PAPERS	5 YEARS		
FN-116	TELEPHONE MESSAGES	UNLAN.		
FN-117	TITLES & REGISTRATIONS	UNLAN.		
FN-118	TRAINING MATERIALS FILE	UNTIL SUPERSEDED OR UNLAN.		
FN-119	TRANSFER A/P JOURNAL (BUDGET)	3 YEARS		
FN-120	TRANSMITTAL OF OH WAGE & TAX STATEMENT	6 YEARS		
FN-121	UNEMPLOYMENT COMPENSATION CASE FILES	4 YEARS AFTER FINAL PAYMENT		
FN-122	UNEMPLOYMENT COMPENSATION RECORDS	3 YEARS		
FN-123	VOICEMAIL MESSAGES (ALL FORMATS)	UNLAN.		

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FN-124	WORKERS COMPENSATION - MISCELLANEOUS	5 YEARS		
FN-125	WORKERS COMPENSATION CLAIMS	10 YEARS AFTER FINAL		
<u>FIRE DEPARTMENT</u>				
FD-1	ABOVE GROUND STORAGE TANK RECORDS	10 YEARS AFTER OUT OF SERVICE		
FD-2	ACCIDENT FILES	2 YEARS PROVIDING NO CLAIMS PENDING		
FD-3	ALARM RESPONSE REPORTS	5 YEARS		
FD-4	ANNEXATION FILES	UNTIL SUPERSEDED		
FD-5	APPARATUS CHECK LIST	LIFE OF EQUIPMENT		
FD-6	ARSON REPORTS	50 YEARS		
FD-7	BIDS FOR EQUIPMENT	UNTIL EQUIPMENT OUT OF SERVICE		
FD-8	BURNING COMPLAINT FILE	1 YEAR		
FD-9	CIVILIAN CASUALTY REPORTS	PERMANENT		
FD-10	COPIES	UNLAN		
FD-11	DAILY ALARM LOG	5 YEARS		
FD-12	DISPATCH SHEETS/LOGS	3 YEARS		
FD-13	DISASTER PLAN	UNTIL SUPERSEDED		
FD-14	EMERGENCY MEDICAL SERVICE RECORDS	7 YEARS		
FD-15	EPA BURNING VIOLATION RECORD	5 YEARS AFTER VIOLATION CORRECTED		
FD-16	EQUIPMENT MAINTENANCE RECORDS	LIFE OF EQUIPMENT		
FD-17	FIRE CODE	UNTIL SUPERSEDED		
FD-18	FIRE INCIDENT REPORTS	10 YEARS		
FD-19	FIRE INVESTIGATION FILES AND INDEX	50 YEARS		
FD-20	FIRE AND LOSS RECORD	PERMANENT		
FD-21	FIRE PREVENTION APPLICATION PERMITS	PERMANENT		
FD-22	FIRE RUN RECORDS	5 YEARS		
FD-23	FIREWORKS APPLICATION AND PERMITS	1 YEAR AFTER EXPIRATION		
FD-24	GAS AND OIL DISBURSEMENT RECORD	1 YEAR		

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CITY OF GENEVA**

FROM: CITY OF GENEVA, OHIO, 44 NORTH FOREST STREET, GENEVA, OHIO 44041

(political subdivision name)

UNLAN - UNTIL NO LONGER ADMINISTRATIVELY NECESSARY

Schedule Number	Record Title and Description	Retention Period -PROVIDED AUDITED	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
FD-25	HOSE LOAD CARDS	UNTIL SUPERSEDED		
FD-26	HYDRANT LOCATION RECORD	PERMANENT		
FD-27	HYDRANT MAINTENANCE RECORD	2 YEARS AFTER TEST DATE		
FD-28	INCIDENT REPORTS	5 YEARS		
FD-29	INSPECTION REPORTS - ALL TYPES	3 YEARS		
FD-30	INSURANCE CLAIM FILE	10 YEARS AFTER FINAL SETTLEMENT		
FD-31	MASTER RUN REPORTS	3 YEARS		
FD-32	MUTUAL AID AGREEMENTS	10 YEARS AFTER SUPERSEDED		
FD-33	PERSONAL INJURY WAIVERS	MERGE WITH ADMINISTRATION ACCIDENT FILES		
FD-34	RADIO/PHONE CALLS AUDIO RECORDINGS	30 DAYS THEN ERASE PROVIDING NO ACTION PENDING		
FD-35	STANDPIPE TEST	3 YEARS		
FD-36	STATION HOUSE DAILY LOGS	10 YEARS		
FD-37	TRAINING MATERIAL FILES	UNTIL SUPERSEDED		
FD-38	TRAINING RECORDS	MERGE WITH PERSONNEL FILES		
FD-39	TRUCK MILEAGE RECORDS	LIFE OF VEHICLE		
FD-40	TRUCK REPAIR RECORDS	LIFE OF VEHICLE		
FD-41	UNDERGROUND STORAGE TANK RECORDS	10 YEARS AFTER OUT OF SERVICE		
FD-42	VIOLATION NOTICES	1 YEAR		
FD-43	WATER SURVEYS	3 YEARS		
FD-44	WORK SCHEDULES	1 YEAR AFTER SCHEDULE CHANGE		
<u>INCOME TAX DEPARTMENT</u>				
IT-1	1099 FORMS	6 YEARS		
IT-2	ACCOUNTS RECEIVABLE	6 YEARS		
IT-3	ANNUAL SUMMARY OF CASH COLLECTED	3 YEARS		
IT-4	BANKRUPTCY CLAIMS	6 YEARS, NO ACTION PENDING		
IT-5	BUSINESS INCOME TAX RECONCILIATION	6 YEARS		

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IT-6	BUSINESS REGISTRATION FORM	3 YEARS		
IT-7	CASE FILES - INCOME TAX, CRIMINAL	6 YEARS, NO ACTION PENDING		
IT-8	COPIES	UNLAN		
IT-9	CORPORATE PARTNERSHIP FIDUCIARY INCOME TAX RETURN	6 YEARS		
IT-10	DAILY POSTING REGISTERS	3 YEARS		
IT-11	DECLARATION OF ESTIMATED INCOME TAX	6 YEARS		
IT-12	DELINQUENT ACCOUNT RECORDS	UNTIL PAID		
IT-13	DETAILED CASH RECEIPT RECORD	6 YEARS		
IT-14	FINAL RETURN FOR THE YEAR	6 YEARS		
IT-15	MONTHLY CITY/JEDD REVENUE REPORTS	6 YEARS		
IT-16	MONTHLY SUMMARY OF CASH COLLECTED	6 YEARS		
IT-17	MONTHLY NOTICE OF INSTALLMENT DUE	6 YEARS		
IT-18	QUARTERLY NOTICE OF INSTALLMENT DUE	6 YEARS		
IT-19	INCOME TAX RETURNS	6 YEARS		
IT-20	REFUND VOUCHER	6 YEARS		
IT-21	UNCOLLECTIBLE INCOME TAX ACCOUNTS	6 YEARS		
<u>LEGAL DEPARTMENT</u>				
LD-1	BANKRUPTCY FILES	4 YEARS PROVIDED NO ACTION PENDING		
LD-2	CASE FILES, CIVIL	5 YEARS PROVIDED NO ACTION PENDING		
LD-3	CASE FILES, CRIMINAL	7 YEARS PROVIDED NO ACTION PENDING		
LD-4	CASE FILES, OMVI	7 YEARS PROVIDED NO ACTION PENDING		
LD-5	CASE FILES, TRAFFIC	5 YEARS PROVIDED NO ACTION PENDING		

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LD-6	CASE TRANSFERS	TRANSFER ALL RELEVANT RECORDS		
LD-7	CLAIMS FOR DAMAGES	2 YEARS AFTER CASE SETTLED AND ALL APPEALS EXHAUSTED		
LD-8	CONTRACTS AND AGREEMENTS	15 YEARS		
LD-9	COPIES	UNLAN		
LD-10	COURT DOCKETS - COPIES FROM COURT	UNLAN		
LD-11	COURT TRANSCRIPTS	2 YEARS AFTER CASE SETTLED		
LD-12	DEEDS	PERMANENT		
LD-13	EASEMENTS	PERMANENT		
LD-14	LAW SUITS	5 YEARS AFTER DECISION		
LD-15	LEGAL NOTICE - TEAR SHEETS	2 YEARS		
LD-16	LEGAL NOTICE - PROOF OF PUBLICATION	5 YEARS		
LD-17	LEGAL OPINIONS	PERMANENT		
LD-18	LIABILITY WAIVERS	3 YEARS PROVIDING NO ACTION PENDING		
LD-19	SETTLEMENTS	3 YEARS		
LD-20	SUBPOENAS, SUMMONSES & WARRANTS	UNTIL SERVED, DISCHARGED, ANSWERED OR WITHDRAWN		
<u>PAYROLL DEPARTMENT</u>				
PY-1	ANNUAL STATE INCOME TAX RECONCILIATION	10 YEARS		
PY-2	ANNUAL CITY INCOME TAX RECONCILIATION	10 YEARS		
PY-3	APPLICATION FOR PERS REFUND	PERMANENT		
PY-4	ATTENDANCE CONTROLLER	6 YEARS		
PY-5	CHECK REGISTER	6 YEARS		
PY-6	CITY TAX REPORTS	3 YEARS		
PY-7	COPIES	UNLAN		
PY-8	COURT ORDERED PAYROLL DEDUCTION	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED		

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Schedule Number	Record Title and Description	Retention Period -PROVIDED AUDITED	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
PY-9	DIRECT DEPOSIT REPORTS	3 YEARS		
PY-10	DEDUCTION CHECK REPORT	3 YEARS		
PY-11	DEDUCTION REPORTS - AFLAC	3 YEARS		
PY-12	DEDUCTION REPORTS - DEFERRED COMP	3 YEARS		
PY-13	DEDUCTION REPORTS - GARNISHMENT	3 YEARS		
PY-14	DEDUCTION REPORTS - IAFF	3 YEARS		
PY-15	DEDUCTION REPORTS INSURANCE	3 YEARS		
PY-16	DEDUCTION REPORTS - LL860	3 YEARS		
PY-17	DEDUCTION REPORTS - OML	3 YEARS		
PY-18	DEDUCTION REPORTS - OPBA	3 YEARS		
PY-19	DEDUCTION REPORTS - UNITED WAY	3 YEARS		
PY-20	DIRECT DEPOSIT REPORTS	6 YEARS		
PY-21	EMPLOYEE LEAVE BALANCES	UNTIL INCORPORATED INTO ANNUAL LEAVE BALANCE		
PY-22	EMPLOYEE LEAVE BALANCES - ANNUAL REPORT	25 YEARS		
PY-23	EMPLOYEE TIME CARDS	6 YEARS		
PY-24	EMPLOYEE WITHHOLDING PAYMENT RECORD	6 YEARS		
PY-25	EMPLOYEE W-2 COPIES	6 YEARS		
PY-26	GARNISHMENT ORDERS	UNTIL EMPLOYEE TERMINATES OR ORDER RESCINDED		
PY-27	IAFF REPORTS	3 YEARS		
PY-28	MONTHLY PAYROLL REGISTER	6 YEARS		
PY-29	OML REPORTS	3 YEARS		
PY-30	PAYMENT OF BILLS	6 YEARS		
PY-31	PAYROLL AUDIT REPORT	6 YEARS		
PY-32	PAYROLL JOURNAL - ANNUAL	50 YEARS		
PY-33	PAYROLL JOURNAL - MONTHLY	3 YEARS		
PY-34	PAYROLL REPORTS - ANNUAL REPORTS	60 YEARS		
PY-35	PAYROLL REPORTS - MONTHLY REPORTS	5 YEARS		

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PY-36	PAYROLL REPORTS - QUARTERLY REPORTS	5 YEARS		
PY-37	PAYROLL REPORTS - BI-WEEKLY REPORTS	3 YEARS		
PY-38	PAYROLL REGISTER	3 YEARS		
PY-39	P.E.R.S. MONTHLY REPORTS	60 YEARS		
PY-40	P.E.R.S. QUARTERLY REPORTS	60 YEARS		
PY-41	P.E.R.S. ANNUAL REPORTS	60 YEARS		
PY-42	QUARTERLY FEDERAL TAX RETURN	10 YEARS		
PY-43	QUARTERLY PAYROLL REPORTS	6 YEARS		
PY-44	RETIREMENT SYSTEM EXEMPTION RECORD	PERMANENT		
PY-45	RETIREMENT SYSTEM PAYMENTS	PERMANENT		
PY-46	RETIREMENT SYSTEM REPORTS	60 YEARS		
PY-47	SICK AND VACATION LEAVE RECORDS	PERMANENT		
PY-48	STATE INCOME TAX REPORTS	6 YEARS		
PY-49	TAX WITHHOLDING REPORTS	6 YEARS		
PY-50	TIME PROOF	6 YEARS		
PY-51	TIME SHEETS	6 YEARS		
PY-52	TOTAL WAGE AND SALARY REPORTS	5 YEARS		
PY-53	UNION PAYMENT REPORTS	3 YEARS		
PY-54	W-2 FORMS	4 FISCAL YEARS		
PY-55	YEAR END REPORTS	60 YEARS		
POLICE DEPARTMENT				
PD-1	ACCIDENT FILES, PROPERTY DAMAGE OR BODILY INJURY	2 YEARS NCP		
PD-2	ANIMAL CONTROL RECORDS	2 YEARS		
PD-3	ANNUAL REPORTS	PERMANENT		
PD-4	ARREST DOCKETS	AGE 80 YEARS OR DECEASED		
PD-5	CHILD ABUSE CASE RECORDS	7 YEARS AFTER CASE CLOSED		

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PD-6	COMPLAINT REPORTS	2 YEARS NAP		
PD-7	CORRESPONDENCE	UNTIL NO LONGER OF ADMINISTRATIVE VALUE		
PD-8	CRIMINAL CASE FILES-FELONIES EXCEPT HOMICIDE	6 YEARS NAP		
PD-9	CRIMINAL CASE FILES-MISDEMEANORS	2 YEARS NAP		
PD-10	FINGERPRINTS	UNTIL AGE 80 OR DECEASED		
PD-11	FIREARM RECORDS & INVENTORIES	3 YEARS - AUDITED		
PD-12	INJURY FILES, PERSONNEL	2 YEARS NCP		
PD-13	INTOXILYZER RECORD	2 YEARS		
PD-14	JAIL RECORD OF PERSONAL PROPERTY	2 YEARS		
PD-15	JAIL REGISTER	PERMANENT		
PD-16	JUVENILE ARREST DOCKETS	AGE 18 YEARS		
PD-17	MAGNETIC MEDIA (VOICE LOGGING)	30 DAYS		
PD-18	MASTER NAME INDEX	PERMANENT		
PD-19	MISSING PERSONS REPORT	20 YEARS OR UNTIL FOUND		
PD-20	MONTHLY REPORTS	UNTIL INCORPORATED IN ANNUAL REPORT		
PD-21	OFFENSE REPORTS, FELONIES EXCEPT HOMICIDE	6 YEARS NAP		
PD-22	OFFENSE REPORTS, MISDEMEANORS	2 YEARS NAP		
PD-23	OFFICERS NOTES	DESTROYED DAILY		
PD-24	PERSONNEL RECORDS	PERMANENT		
PD-25	PROPERTY RECEIPTS	2 YEARS - UNTIL AUDITED		
PD-26	RADIO & TELEPHONE LOG	2 YEARS		
PD-27	RECEIPT SLIPS	2 YEARS - UNTIL AUDITED		
PD-28	RECOVERED PROPERTY RECORD	2 YEARS AFTER DISPOSAL OF PROPERTY		

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PD-29	REQUISITIONS & P.O.'S	2 YEARS		
PD-30	RULES & REGULATIONS	UNTIL SUPERSEDED		
PD-31	SUBPOENAS, SUMMONSES & WARRANTS	UNTIL DISCHARGED		
PD-32	TOW REPORTS	2 YEARS AFTER PAID-AUDITED		
PD-33	TRAFFIC CITATIONS	3 YEARS		
PD-34	TRAINING MATERIALS FILE	UNTIL SUPERSEDED		
PD-35	TRAINING RECORDS	MERGE WITH PERSONNEL RECORDS		
GJ-1	JAIL PERSONAL PROPERTY	2 YEARS		
GJ-2	INMATE TIME CHECKS	2 YEARS		
GJ-3	INMATE MEDICAL QUESTIONNAIRS	2 YEARS		
GJ-4	INMATE MEDICATION FORMS	2 YEARS		
GJ-5	20 MINUTE JAIL CHECKS	2 YEARS		
GJ-6	SHOWER REQUESTS	2 YEARS		
GJ-7	VISITATION LOGS	2 YEARS		
GJ-8	JAIL INCIDENT REPORTS	3 YEARS		
GJ-9	PERSONAL PHYSICIAN REQUEST	2 YEARS		
GJ-10	INMATE SIGN IN/OUT FORMS	2 YEARS		
GJ-11	PRISONER PHOTO LOG	2 YEARS		
GJ-12	INMATE HOURLY TOTALS	2 YEARS		
GJ-13	JAIL REGISTER	25 YEARS		
RECREATION DEPARTMENT				
RD-1	ACCIDENT REPORTS	3 YEARS		
RD-2	BACK TO SCHOOL FORM	1 YEAR		
RD-3	COACHES BACKGROUND CHECK	3 YEARS		
RD-4	COMMUNITY SERVICE CORRESPONDENCE	1 YEAR		
RD-5	COPIES	UNLAN		
RD-6	DONATIONS RECEIVED - COPIES	1 YEAR		
RD-7	GAME SCHEDULE	UNLAN		
RD-8	GENERAL CORRESPONDENCE	1 YEAR		

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RD-9	GYM RENTALS - ALL EVENTS	3 YEARS		
RD-10	MEDICAL RECORD FORMS	3 YEARS		
RD-11	LIABILITY WAIVERS	3 YEARS		
RD-12	PLAYGROUND REPORT	6 YEARS		
RD-13	PRACTICE SCHEDULE	UNLAN		
RD-14	PURCHASE ORDER - COPIES	UNLAN		
RD-15	PERMISSION SLIPS	2 YEARS PROVIDED NO ACTION PENDING		
RD-16	RECEIPTS	1 YEAR		
RD-17	RECEIPT BOOKS	3 YEARS		
RD-18	RECREATION PROGRAM FLYERS	UNLAN		
RD-19	REFERENCE LETTER	1 YEAR		
RD-20	RECREATION REGISTRATION FORMS	3 YEARS		
RD-21	SCORE BOOKS	1 YEAR		
RD-22	TEAM ROSTERS	1 YEAR		
STREET DEPARTMENT				
SD-1	AERIAL PHOTOS	PERMANENT		
SD-2	BLACKTOPPING AND RESURFACING RECORD	PERMANENT		
SD-3	BLUEPRINTS, MAPS & PLANS	LIFE OF INFRASTRUCTURE		
SD-4	BRIDGE INSPECTION REPORTS	LIFE OF BRIDGE		
SD-5	BRIDGE PLANS	LIFE OF BRIDGE		
SD-6	CHANGE ORDERS	PROJECT FILE		
SD-7	COPIES	UNLAN		
SD-8	DITCH RECORDS	PERMANENT		
SD-9	EASEMENTS	PERMANENT		
SD-10	FUEL USAGE RECORDS	3 YEARS		
SD-11	HAUL TICKETS	2 YEARS		
SD-12	INSECT CONTROL RECORDS	2 YEARS		
SD-13	MAINTENANCE ORDERS	2 YEARS		

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SD-14	PERMITS	1 YEAR AFTER EXPIRATION		
SD-15	PESTICIDE APPLICATION RECORDS	5 YEARS		
SD-16	PROPOSALS FOR STREET IMPROVEMENT	UNTIL APPROVED OR REJECTED		
SD-17	ROAD FUND RECORDS	10 YEARS AFTER LAST ENTRY		
SD-18	ROAD MILEAGE RECORDS	PERMANENT		
SD-19	STREET LIGHTING ASSESSMENT RECORDS	UNTIL PAID OFF		
SD-20	STREET LIGHTING PETITIONS	3 YEARS		
SD-21	STREET LIGHTING POLE LOCATIONS	UNTIL UPDATED		
SD-22	SPECIAL ASSESSMENTS RECORDS	3 YEARS AFTER FINAL PAYMENT		
SD-23	STREET OPENING PERMITS	3 YEARS		
SD-24	STREET REPAIR COST SUMMARY RECORD	3 YEARS		
SD-25	STREET REPAIR RECORD	3 YEARS		
SD-26	TRAFFIC STUDY FILES	UNTIL SUPERSEDED		
SD-27	VEHICLE MAINTENANCE REPORTS	LIFE OF VEHICLE		
UTILITY BILLING				
UB-1	ACCOUNT TRANSFER FORM	3 YEARS		
UB-2	ACH PAYMENTS	3 YEARS		
UB-3	ADJUSTMENT FORMS	3 YEARS		
UB-4	ADJUSTMENT JOURNAL	3 YEARS		
UB-5	ASSESSMENT RECORD	UNTIL PAID & AUDITED		
UB-6	BANKRUPTCY NOTIFICATIONS & LISTS	5 YEARS		
UB-7	CASS CERTIFICATION	PER REPLACEMENT		
UB-8	COPIES	UNLAN		
UB-9	CROSS REFERENCE REPORTS	MONTHLY		
UB-10	DELINQUENT ACCOUNT NOTIFICATIONS	3 YEARS		
UB-11	ESTIMATES LISTS	PER REPLACEMENT		
UB-12	EXPRESS PAY FORM	3 YEARS		
UB-13	GENERAL CORRESPONDENCE/NOTES/MEMOS	UNLAN.		
UB-14	HIGH READ LETTERS	1 YEAR		

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UB-15	METER PROBLEM LETTERS	3 YEARS		
UB-16	MONTH END RESET JOURNAL	3 YEARS		
UB-17	MONTHLY HI-LOW REPORT	3 YEARS		
UB-18	MONTHLY COLLECTION REPORT	3 YEARS		
UB-19	MOVE IN / MOVE OUT FORM	3 YEARS		
UB-20	NSF CHECKS NOTIFICATIONS & LISTS	6 YEARS		
UB-21	OUTSTANDING FINAL BILL REPORT	3 YEARS		
UB-22	PENALTY POSTING JOURNAL	3 YEARS		
UB-23	POOL CREDIT FORMS & LISTS	3 YEARS		
UB-24	RECEIPTS INPUT JOURNAL	UNLAN		
UB-25	RECEIPTS POSTING JOURNAL	3 YEARS		
UB-26	SALES & CONSUMPTION REPORT	3 YEARS		
UB-27	SHERIFF SALE NOTIFICATIONS & LISTS	3 YEARS		
UB-28	TAX DUPLICATES	UNTIL SUPERSEDED		
UB-29	TEMP AWAY FORMS & LISTS	PER REPLACEMENT		
UB-30	THIRTY DAY (30) DISCONNECT LETTERS - COPIES	1 YEAR		
UB-31	TITLE LETTERS	3 YEARS		
UB-32	TRIAL BALANCE REPORT	3 YEARS		
UB-33	UPDATED REPORTS	PER REPLACEMENT		
UB-34	UTILITY ACH TRANSACTION	3 YEARS		
UB-35	UTILITY BILL STUB	3 YEARS		
UB-36	UTILITY BILLING JOURNALS (ACTIVE & FINAL)	3 YEARS		
UB-37	UTILITY BILLING UPLOAD	3 YEARS		
UB-38	UTILITY RATE ORDINANCE	PERMANENT		
UB-39	UTILITY RATE SCHEDULE	UNTIL SUPERSEDED		
UB-40	UTILITY RECEIPT BOOKS	2 YEARS		
UB-41	UTILITY SHUT OFF LISTS	3 YEARS		
UB-42	VOUCHERS FOR PAYMENT ASSISTANCE	3 YEARS		
UB-43	WATER LEAK CREDIT FORM	3 YEARS		

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UB-44	WATER LEAK LISTS	5 YEARS		
UB-45	WORK ORDERS	3 YEARS		
UB-46	WRITE OFF LETTERS	3 YEARS		
WASTEWATER DEPARTMENT				
WW-1	APPLICATION FOR SEWER TAP PERMIT	PERMANENT		
WW-2	CHEMICAL ANALYSES	3 YEARS		
WW-3	COPIES	UNLAN		
WW-4	EPA REPORTS	3 YEARS		
WW-5	FIELD LOGS	3 YEARS		
WW-6	FLOW CHARTS	3 YEARS		
WW-7	FUEL USAGE RECORDS	3 YEARS		
WW-8	LABORATORY TESTING RECORDS	3 YEARS		
WW-9	MONITORING RECORDS	3 YEARS		
WW-10	MONTHLY LABORATORY TESTING SUMMARY	3 YEARS		
WW-11	MONTHLY REPORTS	5 YEARS		
WW-12	OPERATION LOGS	3 YEARS		
WW-13	PERMITS	5 YEAR AFTER EXPIRATION		
WW-14	RAINFALL STATISTICS	3 YEARS		
WW-15	SANITARY SEWER RECORDS	PERMANENT		
WW-16	SEPTIC TANK HAULER RECORD	3 YEARS		
WW-17	SEWAGE SLUDGE RECORDS	5 YEARS <i>(PERIOD WILL BE EXTENDED DURING THE COURSE OF ANY UNRESOLVED LITIGATION OR WHEN REQUESTED BY REGIONAL ADMIN. OR OHIO EPA)</i>		
WW-18	SEWER REPAIR SHEETS	10 YEARS		
WW-19	SEWER TESTING RECORDS	10 YEARS		
WW-20	SPECIAL ASSESSMENTS RECORDS	3 YEARS AFTER FINAL PAYMENT		
WW-21	VEHICLE MAINTENANCE REPORTS	LIFE OF VEHICLE		

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<u>WATER DEPARTMENT</u>				
WD-1	APPLICATION FOR SERVICE	UNTIL SERVICE TERMINATED		
WD-2	APPLICATION FOR WATER TAP PERMIT	1 YEAR AFTER FINAL DECISION		
WD-3	BACK FLOW INSPECTION REPORTS	PERMANENT		
WD-4	COPIES	UNLAN		
WD-5	CURB BOX LOCATION	PERMANENT		
WD-6	METER LOCATION RECORD	PERMANENT		
WD-7	METER READER CARDS	2 YEARS		
WD-8	METER REPAIR RECORDS	3 YEARS		
WD-9	METER TEST RECORDS	3 YEARS		
WD-10	METER REPAIR SHEETS	3 YEARS		
WD-11	METER AND VALVE LOCATIONS	PERMANENT		
WD-12	MONTHLY COLLECTION REPORTS	3 YEARS		
WD-13	OOPS WORK ORDER REQUESTS	1 YEAR		
WD-14	RATE SCHEDULES	UNTIL SUPERSEDED		
WD-15	SHUT OFF LISTS	UNLAN		
WD-16	WATER USAGE REPORTS	3 YEARS		
WD-17	WATER TAP RECORDS	PERMANENT		
WD-18	WORK ORDERS	3 YEARS		
<u>ZONING DEPARTMENT</u>				
ZD-1	ANNEXATION CASE FILES	PERMANENT		
ZD-2	ANNEXATION RECORD	PERMANENT		
ZD-3	ARCHITECTURAL REVIEW BOARD APPLICATION	3 YEARS		
ZD-4	ARCHITECTURAL REVIEW BOARD CASE FILE	PERMANENT		
ZD-5	ARCHITECTURAL REVIEW BOARD MINUTES	PERMANENT		
ZD-6	BLUEPRINTS	UNTIL UPDATED/OBSOLETE		
ZD-7	BOARD OF ZONING APPEALS CASE FILES	PERMANENT		
ZD-8	BOARD OF ZONING APPEALS MINUTES	PERMANENT		
ZD-9	BOARD OF ZONING APPEALS - CERTIFICATE	PERMANENT		

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CITY OF GENEVA**

FROM: CITY OF GENEVA, OHIO, 44 NORTH FOREST STREET, GENEVA, OHIO 44041

(political subdivision name)

UNLAN - UNTIL NO LONGER ADMINISTRATIVELY NECESSARY

Schedule Number	Record Title and Description	Retention Period -PROVIDED AUDITED	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
ZD-10	BUILDING APPLICATIONS	UNTIL OCCUPANCY PERMIT ISSUES		
ZD-11	BUILDING PLANS			
ZD-12	RESIDENTIAL	3 YEARS		
ZD-13	COMMERCIAL	5 YEARS		
ZD-14	MUNICIPALLY OWNED	LIFE OF STRUCTURE		
ZD-15	BUSINESS REGISTRATION FORM	3 YEARS		
ZD-16	CITY PROPERTY FILES	PERMANENT		
ZD-17	CITY ZONING MAP	PERMANENT		
ZD-18	COMMUNITY CENTER RENTAL APPLICATIONS	2 YEARS		
ZD-19	COMPREHENSIVE PLAN	UNTIL UPDATED/OBSOLETE		
ZD-20	CONDITIONAL USE APPLICATION	PERMANENT		
ZD-21	CONDEMNATION	PERMANENT		
ZD-22	CONSTRUCTION FILES	15 YEARS AFTER COMPLETE		
ZD-23	CONTRACTORS REGISTRATION	2 YEARS		
ZD-24	COPIES	UNLAN		
ZD-25	DEMOLITION PERMITS	PERMANENT		
ZD-26	DRAWINGS	UNLAN		
ZD-27	EASEMENTS	PERMANENT		
ZD-28	ENGINEERS REVIEW	UNLAN		
ZD-29	GENERAL CORRESPONDENCE	UNLAN		
ZD-30	HOUSE NUMBER RECORDS	PERMANENT		
ZD-31	MAPS/PLATS	UNTIL UPDATED/OBSOLETE		
ZD-32	HOME OCCUPANCY PERMIT RECORDS	PERMANENT		
ZD-33	PARKING PERMITS	1 YEAR		
ZD-34	PERMITS AND LICENSES	3 YEARS		
ZD-35	PLATS AND MAPS	APPRAISED FOR HISTORICAL VALUE		
ZD-36	PROPERTY MAINTENANCE CASE FILES	3 YEARS		

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UNLAN - UNTIL NO LONGER ADMINISTRATIVELY NECESSARY

Schedule Number	Record Title and Description	Retention Period -PROVIDED AUDITED	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
ZD-36	RENTAL INSPECTION REPORTS	5 YEARS		
ZD-37	REZONING APPLICATIONS	UNTIL FINAL ACTION TAKEN		
ZD-38	REZONING CASE FILES	5 YEARS AFTER FINAL DECISION RENDERED		
ZD-39	STREET NAME CHANGE RECORD	PERMANENT		
ZD-40	SUBDIVISION RECORD PLANS	APPRAISED FOR HISTORICAL VALUE		
ZD-41	VARIANCE APPLICATION	5 YEARS PROVIDED NO ACTION PENDING		
ZD-42	ZONING INSPECTION REPORTS	5 YEARS		
ZD-43	ZONING PERMIT RECORD	PERMANENT		
ZD-44	ZONING PERMIT APPLICATIONS	1 YEAR AFTER DECISION RENDERING		
ZD-45	ZONING PERMIT RECORD	PERMANENT		
ZD-46	ZONING REQUEST CHANGES	5 YEARS PROVIDING NO ACTION PENDING		