

## City Wide Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
95-1	Accident Reports	2 years, provided no claims pending	-
95-2	Accounts Receivable ledger and documents	4 years after payment received provided audited	-
95-3	Administrative Memoranda	Until terminated and/or superseded then appraise for historical value	-
95-4	Annual Budgets	Permanent	-
95-5	Annual Reports	Permanent	-
95-6	Applications for Employment (unsuccessful - not hired)	2 years after receipt	-
95-7	Audit Reports, Federal, State, County, or Internal	5 years	-
95-8	Automatic data processing and electronic data processing media used for temporary storage of control	Erase when no longer of administrative value. Separately ADP or EDP Media maintained as files	-
95-9	Bids (unsuccessful)	2 years after awarding contract	-
95-10	Bids (successful)	15 years after termination and/or completion	-
95-11	Blank Forms (obsolete or superseded)	30 days after obsolescence or superseded	-
95-12	Original Blueprints, Maps, Plans	Permanent	-
95-13	Cancelled checks	4 years, provided audited	-
95-14	Cash Books and Journals	4 years, provided audited	-
95-15	Check Registers	4 years, provided audited	-

95-16	Claims and litigation records	5 years after case closed and appeals exhausted	-
95-17	Complaints	5 years	-
95-18	Complaint Reports	5 years	-
95-19	Contracts and Agreements	5 years after termination	-
95-20	Correspondence (Executive/Legislative)	5 years, review by OHS for possible transfer. Destroy if no historical value	-
95-21	Correspondence (Administrative)	2 years provided audited	-
95-22	Correspondence (Routine Standard Form Letters)	1 year	-
95-23	Daily Work Logs	3 years provided audited	-
95-24	Departmental Budgets	5 years	-
95-25	Employee Activity Records	3 years provided audited	-
95-26	Employee Time Records	3 years provided audited	-
95-27	Equipment Maintenance Records	3 years provided audited	-
95-28	Executive Orders	Until superseded then reviewed by OHS for historical value	-
95-29	Federal Project Files	5 years after completion of project provided audited	-
95-30	Field Notes	4 years	-

95-31	Grant files, and supporting documents and financial records	5 years after any audits necessary have been conducted, audit reports released and all litigation, claims and audit findings involving the records have been resolved	-
95-32	Insurance Policies	2 years after expiration	-
95-33	Inventories of Public Property	3 years provided audited	-
95-34	Invoices (Paid)	4 years provided audited	-
96-35	Job Descriptions	Until superseded or classification abolished	-
95-36	Labor Union Agreements	3 years	-
95-37	Leases	4 years after expiration, provided audited	-
95-38	Leave Requests (Sick/Vacation)	4 years provided audited	-
95-39	Ledger Files	3 years provided audited	-
95-40	Legal Opinions	Until superseded	-
95-41	Maintenance Orders	2 years	-
95-42	Management Reports or Feasibility Studies	5 years	-
95-43	Officials' Bonds	10 years after expiration, provided audited	-
95-44	Office Manuals	Until superseded	-
95-45	Payroll records, held by appointing authority	3 years then permanent in Personnel	-
95-46	Personnel Records	Permanent	-
95-47	Petty Cash Record	2 years provided audited	-
95-48	Preliminary drafts of: letters, memoranda, worksheets, reports, and informal notes	Until no longer of administrative value	-

95-49	Professional Association Records	Until no longer of administrative value to the office	-
95-50	Policy Files	Until superseded	-
95-51	Project Files	15 years after completion of project	-
95-52	Publications	8 years, then OHS will evaluate for historical value	-
95-53	Publication Stock	30 days after obsolescence	-
95-54	Purchase Orders	4 years provided audited	-
95-55	Receipt Documents	4 years provided audited	-
95-56	Requisitions	3 years provided audited	-
95-57	Research Files	7 years or until no longer of administrative value	-
95-58	Special Reports	5 years then OHS will evaluate for historical value	-
95-59	Statement of Payment for professional services	2 years provided audited	-
95-60	Subject Correspondence	As long as administrative value	-
95-61	Tape recordings (video and short-hand notes of meetings)	30 days after transcribed or minutes approved	-
95-62	Tape recordings of Statutory Boards and Commissions	2 years	-
95-63	Telecommunications Service Requests	2 years	-
95-64	Telephone Bills, Telephone Log Distance Logs	2 years provided audited	-
95-65	Telephone messages	Until no longer of administrative value	-

95-66	Time Cards, Time and Sign-In Sheets	3 years provided audited	-
95-67	Training Materials File	Until superseded	-
95-68	Travel Expense Reports	4 years, provided audited	-
95-69	Voucher Registers or Journals	4 years, provided audited	-
95-70	Employee Medical Records	5 years after last day of employment	-
95-71	Employee Disciplinary Records	5 years after last day of employment	-
05-1	Voicemail Messages, All Formats	Until no longer administratively necessary (No RC-3 Necessary)	Tape recording & electronic
05-2	Routine emails	Until no longer administratively necessary (No RC-3 Necessary)	Electronic
05-3	All other emails	One year	Electronic

## Department of Law Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
79-1	Administrative Files	Annual Review	-
79-2	Airport Accident Reports	3 years	-
79-3	Annual Reports	5 years (copy in administrative library)	-
79-4	Claims	-	-
79-5	Court Rules	5 years	-
79-6	Employee Accident Reports	3 years	-
79-7	Insurance Statements	3 years, provided no unsettled claims	-
79-8	Litigation Files	Review 1 year after case is closed - if retained review again after 5 years	-
79-9	Opinions	Permanent	-
79-10	Payroll Journals	1 year	-
79-11	Personnel Files (department only - copy in personnel)	1 year after termination of employment	-
79-12	Police Reports (accidents with city property)	3 years	-
79-13	Purchase Orders	3 years provided audited	-
79-14	Recreation Accident Reports	3 years	-
79-15	Requisitions	3 years	-
79-15	Supplemental Reports on Fires	5 years	-
79-16	Time Sheets	1 year	-
79-17	Vouchers	3 years if audited	-
79-18	Weather Reports	4 years	-
86-8	Closed Litigation Files	5 years after final court disposition	-

86-9	Closed claim files, except those involving minors and Statute of Limitations has not run	4 years after date of closing	-
86-17	Traffic and Criminal Misdemeanor Files	5 years	Written
00-1	Memoranda requests for legislation, including grant requests (non-financial)	7 years	Written
00-2	Requests for legislation (financial)	7 years	Written
00-3	Administrative review log book (legislation already introduced)	7 years	Written
00-4	Request for legislation log book	7 years	Written
05-1	Public Records Requests, correspondence, and responsive records	4 years from the date of the request	Various

## Department of Finance Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
85-1	Cancelled Warrants (Checks) Paid to Vendors	17 years after audit	-
85-2	Cancelled Warrants (Checks) Paid to Employees	2 years after audit	-
85-3	Payroll "Time Transmittal Sheets"	After audit	-
85-4	Payroll deduction authorization forms	3 years after audit	-
85-5	Receiving Warrants	3 years after audit	-
85-6	Office Vouchers (CCA)	3 years after audit	-
85-7	Expired contracts	20 years after expiration	-
85-8	Purchase Orders	3 years after audit and final payment	-
86-3	Income Tax Returns	5 years after date of receipt	-
86-4	Computer Generated Transaction Registers - Daily, Monthly, and Annual (Date, Batch, Account, Taxable Income, Tax Due, Tax Withheld, Tax Paid)	5 years from date of creation	-
86-5	Journal Transfers and Adjustments	5 years from date created	-
86-6	Office Vouchers (CCA)	5 years from the date issued	-
87-14	Financial Records (Internal Audit)	3 years provided audited	-
01-1	Bank Confirmations	3 years, provided audited	Paper
01-2	Bank Reconciliations	3 years provided audited	Paper
01-3	Bank Statements	3 years provided audited	Paper
01-4	EMS Run Reports/Private Pay	7 years	Paper
01-5	FAMIS Daily Reports	3 years	Fiche
01-6	FAMIS Daily Reports	3 years	Paper
01-7	Interest Distribution Reports	3 years	Paper



01-8	Internal Billings	3 years	Paper
01-9	Investment Journals/Entries Portfolio/Market Value	3 years	Paper
01-10	Receiving Warrants	3 years	Paper
01-11	Reimbursement Reports	6 years	Paper
02-1	Cancelled Checks	Until electronically recorded (NORC-3)	Paper
02-3	Payroll registers (1920-1973)	Permanent	Paper
02-4	Payroll registers 1974-2000)	4 years after audit	Paper
02-5	electronic payroll registers	Permanent	Electronic
02-6	voided checks	4 years after audit	Paper
02-7	Pension earnings information required by PERS and Ohio Police and Fire Pension Fund	Permanent	Electronic
05-1	Payroll Correction Forms	4 years after audit	Paper
05-2	IRS W-2 Forms	Until electronically recorded (NORC-3)	Paper
05-2	Consultant Review Committee Items	5 years after audit	Paper
05-3	Student Loans, Child Support, Garnishment Requests and releases	7 years after audit	Paper
05-7	Audit Reports	Until electronically recorded (NORC-3)	Paper

## Department of Public Utilities Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
02-1	Accounts Payable Record	3 years	Paper
02-5	Daily Cash Received	4 years	Paper
02-6	Overtime Records	Permanent	Paper
02-7	Payroll Sheets	Permanent	Paper
02-9	Sewer Stubs	4 years	Paper
02-10	Time Sheets	Permanent	Paper
02-11	Water Stubs	4 years	Paper
02-12	Bad Checks/Bad Debt Files	2 years after settlement and audit	Paper
02-13	Billing Adjustments	4 years after audit	Paper
02-14	Daily over/short report	4 years	Paper
02-16	Deposit Refunds	1 year after refunded	Paper

## Department of Public Service Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
87-1	Street Index - sidewalk complaints received by address	5 years	-
87-2	Complaint Card - sidewalk complaints, inspection, action and correspondence	5 years	-
87-3	Copy of Permits issued for sidewalk repairs	5 years	-
87-4	Inspection Reports - sidewalk inspections made, owner lot numbers and PPN	15 years	-
87-5	Construction Reports - inspectors' report at time of construction by city Contractors, showing work completed	15 years after project completion	-

## Department of Public Safety Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
85-15	Inactive Warrant Registry Cards	five years after cards becoming inactive	-
86-16	Recorded Request Forms	2 years	-
87-11	Basic Incident Reports - Fire	Permanent	Microfiche
87-12	Basic Casualty Reports - Fire	Permanent	Microfiche
93-1	Radio/Phone Calls - EMS	30 Days	Audio Recording Tapes
93-2	Daily Advanced Life Support - EMS Check Sheet	3 years	-
93-3	Daily Vehicle Check Sheet - EMS	3 years	-
93-4	Patient Care Documentation Form/Run Sheet	3 years	-
93-5	Correspondence	Until no longer of administrative	-
93-6	Rules and Regulations	Until superseded	-
93-7	Patient Care Protocols	Until superseded	-
93-8	Subpoenas and Summonses	Until discharged	-
93-1	Investigation work files of the Organized Crime/Intelligence	4 years unless misleading,	-
93-2	Radio/Phone Calls - Police	30 Days	Audio Recording Tapes
93-3	Correspondence	Until no longer of administrative	-
93-4	Rules and Regulations - Police	Until superseded and audited	-
93-5	Subpoenas and Summonses - Police	Until discharged	-
98-1	Vehicle Impound Unit Auto Releases	3 years	-
98-2	Vehicle Tow Authorizations	3 years	-
98-3	Duty Reports - Patrol Officers	3 years	-
98-4	Supervisor Duty Reports	3 years	-

98-5	Daily Duty Assignment Sheets	3 years	-
98-6	Field Reports	30 Days	-
98-7	Unit Activity Reports	3 years	-
98-8	OH-1 Accident Reports	5 years	-
98-9	Yellow Overtime Cards	3 years	-
98-10	Blue Overtime Cards	3 years	-
98-11	Blue Court Information Cards	3 years	-
98-12	Court Sign-In Sheets	3 years	-
98-13	Overtime Summary Reports	3 years	-
98-14	Time Sheets	5 years	-
98-15	Clothing Allowances	3 years	-
98-16	Petty Cash Records	3 years	-
98-17	Prisoner Property Log Books	2 years	-
98-18	Special Operations - Misc. Reports	3 years	-
98-19	Administrative Operations - Misc.	3 years	-
98-20	Radio Log Sheets	4 years	-
98-21	911 Log Sheets	4 years	-
98-22	Radio/Phone Requests	2 years	-
98-23	Channel 9 Requests	2 years	-
98-24	Locate Wanted Persons Form 1	2 years	-
98-25	Warrant Registry Cards	2 years	-
98-26	Arrest Cards	Until 80 years of age or deceased	-
98-27	Request for Teletype Information	1 year	-
98-28	Pawn Records	7 years	-
98-29	Medical Records	5 years after date of separation	-
98-30	Complaint Investigations	5 years after disposition of complaint	-
98-31	Uniform Traffic Citations	2 years	-
98-32	UTT Accountability Log	1 year	-
98-33	Parking Infraction Accountability Log		-
98-34	Juvenile Records	Until 18	-
98-35	Criminal Case Files - Felonies (except homicides)	12 years	-

98-36	Criminal Case Files - Misdemeanors	2 years provided no action pending	-
98-37	Search warrant returns	6 years provided no action pending	-
00-1	Court Documents - e.g. commitment papers/cards	5 years	written
00-2	Intake Register - HOC business office	Permanent	written
00-3	Discharge Register - business office	Permanent	written
00-4	Mail Sheets	5 years	written
00-5	Canteen Records	5 years after audit	written
00-6	Petty cash receipts - HOC	5 years after audit	written
00-7	Intake Sheet - I.D. & Clothing Room	5 years	written
00-8	Fingerprint Cards w/picture	5 years	written
00-9	Property Inventory Sheet	5 years	written
00-10	Social Services Files - HOC	5 years	written
00-11	Population Sheets - inmate housing/bed number	5 years	written
00-12	Radio Log Sheet - HOC	5 years	written
00-13	Log Book - inmate events and security checks	5 years	written
00-14	Visiting passes - HOC	5 years	written
00-15	Medical Records for inmates	10 years	written
00-16	Work release receipts	5 years	written
00-17	Master Control receipts - medication, clothing, other items from outside sources	5 years	written
00-18	Incident Reports - HOC	5 years	written
00-19	Guard Reports	5 years	written
00-20	Desk Journals - HOC	5 years	written
00-21	Duty Roster - HOC	5 years	written
00-22	Accident Reports - HOC	5 years	written
01-1	Internal Affairs Case Files	5 years	-
01-2	Handgun Registrations	10 years	-
01-3	RC-1 Reports - citizen reports	20 years	-
01-4	Field Operations - Misc. Reports	3 years	-
01-5	Hit-Skip Cards	5 years	-
01-6	Prisoner Property Receipts	2 years	-
01-7	Jail Patrol Log	2 years	-

01-8	Prisoner Log	Permanent	-
01-9	Prisoner Telephone Call Log	2 years	-
01-10	Visitor Log	2 years	-
01-11	Prisoner Booking Cards	5 years	-
01-12	Buck Slips	2 years	-
01-13	Criminal Statements	Permanent	-
01-14	Outdoor Range Sign-In Log	30 years	-
01-15	Range Proficiency Forms	3 years	-
01-16	Fuel Records	3 years, provided audited	-
01-17	Telephone Records	2 years provided audited	-
01-18	Salvaged Police Vehicle Records	5 years	-
01-19	BAC Test Report Forms	3 years	-
01-20	Bonds	2 years	-
01-21	Summons Receipts	2 years	-
01-22	Booking Information Forms	30 days	-
01-23	Canine Incident/Activity Report	12 years	-
01-24	Citizen Drug Complaint Report Form	2 years	-
01-25	Special Event Synopsis	3 years	-
01-26	Mayor's Action Center Complaints	5 years	-
01-27	Field Inspection Unit Investigations	5 years	-
01-28	Driver's License Inspections	2 years	-
01-29	Employee Disciplinary Records	5 years after last day of employment	-
01-30	Command Evaluation Review Process Report	10 years	-
01-31	Polygraph Test Results	20 years	-
01-32	Maps	Until no longer current	-
05-1	Police car camera digital video records	90 days	Electronic
05-2	Police car camera digital video disks or CDs w/ criminal evidentiary value	judicial order	Disk

05-3	Police car camera digital video with administrative value	no longer of value determined by Mobile Support Unit	Disk
05-4	Prisoner Property Bags [replacing 01-6]	5 years	Plastic
05-5	Inspection Section IS/ISGJ Files	5 years	Paper
05-6	Inspection Section Irregularity observed (IO) Files	5 years	Paper
05-7	Inspection Section - I Files	5 years	Paper
05-8	Inspection Section - IU Files	5 years	Paper
05-9	Inspection Section - Call Up files	10 years	Paper
05-10	White Overtime Cards [replaces 98-9 and 98-10]	4 years after audit	Paper
05-23	Sick Call List - HOC	7 years	written



## Department of Building & Housing Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
95-1	Plans & Blueprints	2 years	-
01-1	Mechanical Applications	3 years	Paper
01-1	Demolition Contracts	Permanent	Paper
01-1	Electrical Permit Applications and Registrations including bond and insurance records	3 years	Paper
01-2	Plumbing Permit Application and Registration	3 years	Paper
01-2	Board-up Contracts	Permanent	Paper
01-3	HVAC Permit Applications and Registrations	3 years	Paper
01-3	Condemnation Files of Demolished Buildings	Permanent	Paper
01-4	General Contractor Registrations	3 years	Paper
02-01	Incomplete/abandoned permit applications and plans	2 years	Paper
05-01	Special Inspection Reports	2 years	Paper
06-1	Permit Applications for Private Demolitions	10 Years	Paper

## Office of Equal Opportunity Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
01-1	Certification Files	5 years after certification has expired	Paper
01-2	Affirmative Action Evaluations	3 years	Paper

## Civil Services Commission Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
93-1	Annual Reports	Permanent	-
93-2	Contracts	Until superseded, provided the original is on file in the Division of Accounts	-
93-3	Exam Forms	1 year after list expires	-
93-4A	Answer Sheets: Appointed - into Employee file	Permanent	-
93-4B	Answer Sheets: Not Appointed	1 year after list expires	-
93-5	Bulletins	Until superseded	-
93-6	Exams	Until superseded	-
93-7	Duty Statements	Until superseded	-
93-8	Eligible Lists	Permanent	-
93-9	Minutes	Permanent	-
93-10	Employee Letter Files	Permanent	-
93-11	Hearings Case Files	Permanent	-
93-12	Medical & Psychological Reports (including employee file)	Permanent	-
93-13A	Applications - Appointed "Regular or Temporary	Permanent	-
93-13B	Applications - Employee Applicant Not Appointed	1 year after list expires	-
93-13C	Applications - Seasonal Hire	30 days after employment completed, provided hard copy file is maintained	-
93-13D	Emergency Hire	30 days after employment completed, provided hard copy file is maintained	-
93-13E	Applicant not hired	1 year after list expires	-

93-14	Payroll Journals	2 years, provided on file in the Division of Accounts	-
93-15	Employee Payroll Records	Permanent	-
93-16	Purchase Requisitions	3 years, provided original is kept on file in the Division of Accounts	-
93-17	Office Vouchers	3 years, provided original is kept on file in the Division of Accounts	-
93-18A	Correspondence: Employee-related	Permanent	-
93-18B	Correspondence: Applicant-related	According to Schedule 93-13 A-E	-
93-18C	General Correspondence	Until no longer of administrative value	-
93-18D	Staff memos	Until superseded	-
93-19A	Safety Forces: Applicant-related correspondence (not appointed)	2 years after list expires	-
93-19B	Safety Forces: Applicant-related correspondence (appointed)	Permanent	-
93-19C	Safety Forces: Answer Sheets (not appointed)	2 years after list expires	-
93-19D	Safety Forces: Answer Sheets (appointed)	Permanent	-
93-19E	Safety Forces: Applications - Entry Level (not appointed)	2 years after list expires	-
93-19F	Safety Forces: Promotional (Not appointed)	2 years after list expires, provided employee hard copy is maintained	-
93-20	Employee Hard Copy File	Permanent	-
93-20A	Applicant Hard Copy File	Permanent	-

93-21A	Requests for Proposals (successful)	5 years, provided original is on file in Division of Accounts; otherwise 15 years)	-
93-21B	Requests for Proposals (unsuccessful)	2 years after contract awarded	-
93-22	Audio tapes of Commission meetings	60 days after transcription; if tape not transcribed, then one year after meeting date	-

## Cleveland Municipal Clerk of Courts Office Record Retention Schedule

Schedule No.	Record Title - Description	Retention Period	Media Type
93-1	Accounting System Notes	Until Superseded	-
93-2	Accounting System Programs	Until Superseded	-
93-3	Annual Budgets	Permanent	-
93-4	Annual Reports	Permanent	-
93-5	Accident Reports - Non-personnel	3 years, provided no claims pending	-
93-6	Accounts Receivable ledger and documents	4 years after payment received, provided audited	-
93-7	Arrest Court Sheets	Until final disposition of case	-
93-8	Audit Reports	Permanent	-
93-9	Bank Statements	4 years provided audited	-
93-10	Batch Files	3 years provided audited	-
93-11	Bindovers - Record of cases & funds transferred when cases are	3 years provided audited	-
93-12	Blank Forms (obsolete or superseded)	30 days after obsolescence	-
93-13	Bail Bond Ledgers	3 years, provided audited	-
93-14	Bail Bond Register	Until bonds discharged, provided audited	-
93-15	Bail Bondsman Billings	3 years provided audited	-
93-16	Cancelled Bank Vouchers	4 years provided audited	-
93-17A	Successful Bids	15 years	-
93-17B	Unsuccessful Bids	2 years after contract awarded	-
93-18A	Successful Proposals	15 years	-
93-18B	Unsuccessful Proposals	2 years after contract awarded	-
93-19	Cancelled Checks	4 years, provided audited	-

93-20	Cash Bond Receipt Books	3 years, provided audited	-
93-21	Cash Disbursement Journals	10 years, provided audited	-
93-22	Cash Receipt Journal	10 years, provided audited	-
93-23	Charity/Community Projects	Until no longer of administrative value	-
93-24	Check Stubs	4 years, provided audited	-
93-26A	Civil Dockets - not including cases involving real property	25 years after last entry then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-26B	Criminal Dockets	25 years after last entry then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-26C	Court Room Daily Dockets	1 year	-
93-26D	Traffic Dockets	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-26E	Witness Book (Dockets)	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-

93-27A	Civil Journals	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-27B	Criminal Journals	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-27C	Traffic Journals	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-28A	Case information for cases involve the sale of real property	Permanent	-
93-28B	Case information for cases involving actions to foreclose on a mortgage	Permanent	-
93-28C	Case information for cases involving the determination of rights to a title of real property	Permanent	-
93-29A	Civil Case Files - not including cases involving real property	15 years after case closed	-
93-29B	Criminal Case Files	15 years after case closed	-
93-29C	Rent Deposit Case Files	15 years after case closed	-
93-29D	Traffic Case Files	5 years after case closed	-
93-29E	Trusteeship Case Files	15 years after account is dissolved	-



93-30A	City Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-30B	State Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-30C	Criminal Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-30D	Rent Deposit Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-30E	Traffic Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-30F	Trusteeship Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-31A	City Ledgers	3 years, provided audited	-

93-31B	State Ledgers	3 years, provided audited	-
93-31C	Trustee Debt Ledger	25 years after last entry	-
93-33	Correspondence, General - non-case related	2 years	-
93-34	Court Order Journals	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-35	Court Orders	1 year after recorded in court order journal	-
93-36	Cash Books and Cash Journals	25 years after last entry then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-37	Check Registers	4 years, provided audited	-
93-38	Criminal Dockets/Journals	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-39	Criminal Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-40	Criminal Case Files	15 years after case closed	-
93-41	Deposit Slips	4 years provided audited	-

93-42	Dismissed Citations and Court Sheets	5 years	-
93-43	Divisional Statistic Reports	Until incorporated into Annual Report; otherwise permanent	-
93-44	Deposit Revenue Report	3 years, provided audited	-
93-45	Disbursement Journals	10 years, provided audited	-
93-46	Employee Manual	Until updated or superseded	-
93-47A	Employment Applications - Hired	Permanent	-
93-47B	Employment Applications - Not Hired	2 years	-
93-48	Expungement Records	15 years after sealed	-
93-49	Expired Warrants	3 years	-
93-50	Insurance Policies	2 years after expiration	-
93-51	Interest Maturity Files - Record of earned interest	3 years, provided audited	-
93-52	Judgment Docket/Journal Books	25 years after last entry then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-53	Journal and Execution Ledger	25 years after last entry then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-54	Inventories (Annual of Public Property)	Until revised and audited	-
93-55	Invoices	4 years, provided audited	-

93-56	Job Descriptions	Until superseded or classification abolished	-
93-57A	Stenographic Recording of Court Proceedings	3 years	-
93-58B	Transcripts	according to Schedule 93-28 A through C and 93-29 A through E	-
93-59	Oath of Office Journal	Permanent	-
93-60	Open Item Reconciliations - Monthly reconciliation of all open account balances	3 years, provided audited	-
93-61	Paid Criminal Misdemeanor Payable Citations - no court appearance	5 years after paid	-
93-62	Paid Traffic Citations - no court appearance	5 years after paid	-
93-63	Payroll Records - Time, attendance reports and payroll changes submitted to city payroll	3 years provided audited	-
93-64	Personnel Files	Permanent	-
93-65	Purchased Order Records	4 years, provided audited	-
93-66	Purchase Encumbrance Records - Invoices and receipts for items costing less than \$500.00	4 years provided audited	-
93-67	Purchase Ordinance Records - Items costing more than \$10,000.00	4 years provided audited	-
93-68	Purged Case Index - Listing of all criminal and traffic cases ordered purged/expunged in alphabetical order by defendant	25 years	-
93-69	Receipts - All receipts issued by the Clerk's Office	3 years provided audited	-
93-70	Receipt Journal	10 years provided audited	-

93-71	Rent Deposit Case Files	15 years after case closed	-
93-72	Release, Assignments and Satisfactions Journal	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-73	Research Materials	Until updated or no longer of Administrative value	-
93-74	Rent Deposit Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-75	Search Warrant Log	25 years after last entry then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-76	Search Warrants	15 years after case is closed	-
93-77	State Witness Fee Books	3 years, provided audited	-
93-78	Supreme Court Reports	Permanent	-
93-79	Time Payment System Notes	Until Superseded	-
93-80	Time Payment System Program	Until Superseded	-
93-81	Traffic Case Files	5 years after case closed	-

93-84	Traffic Docket	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-85	Traffic Journal	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-86	Traffic Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-87	Traffic Tickets	3 years provided audited	-
93-88	Trusteeship Debt Ledger	25 years after last entry	-
93-89	Trusteeship Case Files	15 years after account is dissolved	-
93-90	Trusteeship Index	25 years then evaluated for historical value and transferred to archives. Destroy if of no further value	-
93-91	Trusteeship System Programs/notes	Until superseded	-
93-92	Tow Receipts	3 years provided audited	-
93-93	Tow Waivers	3 years provided audited	-
93-94	Tape Recordings, Video Recordings & Shorthand notes of staff meetings	30 days	-

93-95	Telephone Bills, Telephone Log Distance Logs	2 years provided audited	-
93-96	Telephone Messages	Until no longer of administrative value	-
93-97	Waiver Books	4 years provided audited	-
93-98	Warrant Register Forms	4 years provided audited	-
93-99	Witness Subpoenas	3 years	-
93-100	Voucher Records	3 years provided audited	-
93-101	Parking Tickets - after placed on microfilm	18 months	-
93-102	Court Release Agreements (Bail Bonds)	3 years provided audited	-
93-103	Affidavits	3 years	-
93-104	Voucher Stubs	4 years provided audited	-