

Records Retention Periods for the City of North College Hill, Ohio

These General Administrative and General Financial record retention schedules apply to every department, board, Commission, or other related entity in the City of North College Hill unless superseded by a specific schedule. Schedules are for electronic and paper media types.

Section 1. - General Administrative Records (ADM)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
ADM-1	Accident Reports \ Files Employee Injury Report	5 years provided no action pending
	(A). Bodily Injury to non-employee	5 years provided no action pending
	(B). Damage to Municipal Vehicle or Property	5 years provided no action pending
ADM-2	Reports - All types	2 years
ADM-3	Annual Municipal Budget	Permanent - at 50 years appraise for historical value
ADM-4	Attendance Reports \ Records	3 years
ADM-5	Audiovisual, PR & Training Materials	Until information is superseded, obsolete, or replaced, then appraise for historical value
ADM-6	Badges and ID's	Destroy upon termination
ADM-7	Blank Forms	Until obsolete or superseded
ADM-8	Blueprints \ Vellums	Until updated, superseded or obsolete, then appraise for historical value
ADM-9	Budget Preparation Documents (Working Papers)	Until no longer administratively needed
ADM-10	Bulletins, Posters and Notices to Employees	Until no longer administratively necessary
ADM-11	Calibration Records - All types	5 years
ADM-12	Compliance Reports - All Types	5 years
ADM-13	Continuing Education Certifications \ Class Seminar \ Training Attendance Records	Place in personnel file
ADM-14	Contracts and Agreements	15 years after expiration or termination
ADM-15	Copies - All media Official File copy	Until no longer administratively necessary
ADM-16	Correspondence Routine Form Letters	Six months
ADM-17	Delivery Slips \ Packing Slips	Six Months
ADM-18	Disaster Plans	Until updated or superseded

ADM-19	Dispatcher Radio/Phone Calls Audio Recordings	30 days erase and reuse provided no action pending
ADM-20	Drafts - All Media	Until no longer administratively needed
ADM-21	Drawings, Tracings, Mylars	Until updated, superseded or obsolete, then appraise for historical value.
ADM-22	Equipment Inventories	3 years
ADM-23	Equipment Maintenance Records	Life of the equipment
ADM-24	Equipment Records - Personal Use Items (E.g. tools weapons, clothing etc.)	Until equipment returned by employee
ADM-25	Executive Orders	Until superseded, obsolete, or replaced; then appraise for historical value
ADM-26	Expense Records	3 years
ADM-27	Fuel Usage Records	3 years
ADM-28	General Orders, Directives, Policies, Rules, Regulations or Procedures	Until superseded, retain one copy until audited
ADM-29	Grant Files \ Records - Federal \ State	5 years provided audited and disputes resolved
ADM-30	Hearings (Not Employee Related) Audio and Video Recordings	1 year
ADM-31	Leases Equipment	2 years after expiration
ADM-32	Real Estate	5 years after expiration
ADM-33	Unsolicited mail and email	Until no longer administratively necessary
	(A). Postal Records	2 years
ADM-34	Mailing Lists	Until updated, superseded or obsolete
ADM-35	Management \ Operations Reports Monthly \ Quarterly \ Semiannual Annual Consultant	Until incorporated into an annual report
ADM-36	Manuals, Handbooks and Directives	Until superseded, obsolete, or replaced.
ADM-37	Maps \ Plats	Until updated, superseded or obsolete, then appraise for historical value
ADM-38	Material Safety Sheets	Until superseded
ADM-39	Meeting Notices (Sec. 121.22 ORC)	1 year
ADM-40	Memoranda	Until no longer administratively needed
ADM-41	Minutes of Meetings	Permanent

ADM-65	Vehicle Maintenance Records	Until vehicle sold
ADM-66	Vehicle Mileage Records	Until vehicle sold
ADM-67	Voice Mail Messages	Until no longer administratively necessary
ADM-68	Warranties	2 years after expiration

Section 2. Building, Planning and Zoning Records (BPZ)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
BPZ-1	Annexation Case Files	Permanent
BPZ-2	Annexation Record	Permanent
BPZ-3	Appeals on Interpretation of Code	Permanent
BPZ-4	Board of Zoning Appeals Case Files	10 years
BPZ-5	Board of Zoning Appeals Journal	Permanent
BPZ-6	Building Applications	Until occupancy permit issued
BPZ-7	Building Inspection Reports	5 years
BPZ-8	Building Permit Record	Permanent
BPZ-9	Building Plans	3 years
BPZ-10	Municipal owned buildings	Life of structure, appraise for historical value
BPZ-11	Case Files - Board of Appeals	10 years
BPZ-12	Case Files - Board of Zoning Appeals	10 years
BPZ-13	Certificates of Insurance	2 years after expiration, provided no claims pending
BPZ-14	City Building Code	Until superseded; retain 1 copy permanently
BPZ-15	Community Development Reports	Until no longer of administrative value
BPZ-16	Complaints	Until no action pending
BPZ-17	Condemnation and Demolition Records	Permanent
BPZ-18	Demolition Permits	Permanent
BPZ-19	House Number Record	Permanent
BPZ-20	Housing, Land Use, Population, and Other Special Studies	Until no longer of administrative value; then appraise for historical value

ADM-42	Municipal Publications	Until superseded or obsolete, retain one copy
ADM-43	Oaths of Office of Elected Officials	10 years after leaving office
ADM-44	Photo File (includes prints, slides, negatives, Transparencies and related photographic items)	Until information is no longer current, then appraise for historical value
ADM-45	Press \ News Releases	1 year
ADM-46	Project Plans \ Drawings \ As Built	Life of project or obsolete then appraise for historical value
ADM-47	Receipts/Receipt Books	2 years provided audited
ADM-48	Receiving Documents	3 years
ADM-49	Records Retention Documents RC 1, RC 2, RC 3	25 years
ADM-50	Records Requests	2 years
ADM-51	Reference \ Library Materials	Until superseded, obsolete or replaced
ADM-52	Requests for Proposals	Six months
ADM-53	Requisitions	3 years
ADM-54	Research Files	5 years
ADM-55	Rosters \ Directories	until superseded or obsolete
ADM-56	Scrapbooks, Yearbooks	Appraise for historical value
ADM-57	Speeches \ Presentations	1 year
ADM-58	Reports	
	(A). Internal	5 years
	(B). Consultant produced	5 Years
ADM-59	Surveying - Field Notes	Permanent
ADM-60	Surveillance Tapes \ Videos	30 days then reuse provided no action pending
ADM-61	Table of Organization \ Organizational Charts	Until superseded
ADM-62	Telephone Messages - Telephone Records Charges \ Bills \ Call Detail Records \ Messages	2 years
	(A). System Equipment Inventory	Until superseded
ADM-63	Training Material \ Lesson Plans	Until superseded
ADM-64	Uniform Record	3 years, provided audited

BPZ-21	Index to Variance Record	5 years
BPZ-22	Index to Zoning Case Record	5 years
BPZ-23	Legislative Research Files \ Drafts	Until no longer of administrative value
BPZ-24	Loan and Grant Applications (copies)	3 years, provided audited
BPZ-25	Occupancy Permit Record	Permanent
BPZ-26	Performance Bonds - Contractors	10 years after expiration
BPZ-27	Permits - All types	3 years provided audited
BPZ-28	Planning Commission Case Files	10 years, provided no action pending
BPZ-29	Project Planning Files	5 years
BPZ-30	Rezoning Applications	Until final action taken and recorded
BPZ-31	Rezoning Case Files	5 years after final decision rendered
BPZ-32	Street Name Change Record	Permanent
BPZ-33	Street \ Alley Vacation Case Files	Permanent
BPZ-34	Subdivision Files	Permanent
BPZ-35	Transportation Research Files	10 years; appraise for historical value
BPZ-36	Urban Renewal Files	Obsolete; appraise for historical value
BPZ-37	Violations	Until corrected or adjudicated by a Court
BPZ-38	Zoning Certificate for Occupancy and Use of Land and Buildings	Permanent
BPZ-39	Zoning Change Request	5 years, provided no action pending
BPZ-40	Zoning Permit Applications	1 year after final decision rendered
BPZ-41	Zoning Permit Record	Permanent
BPZ-42	Zoning Variance Case Files	5 years after final decision, provided no action pending

Section 3. Council Records (CR)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
CR-1	Charter and Amendments	Permanent
CR-2	Council Member's Files	Term of Office then appraise for historical

		value
CR-3	Index to Council Minutes	Permanent
CR-4	Index to Ordinances \ Resolutions	Permanent
CR-5	Liquor License Requests	
	(A). Approved	3 years
	(B). Denied	1 year
CR-6	Ordinances	Permanent
CR-7	Petitions (Miscellaneous not filed elsewhere)	5 years
CR-8	Proclamations	2 years
CR-9	Reports to Council	5 years
CR-10	Resolutions	Permanent

Section 4. Mayors Court Records (MCR)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
MCR-1	Annual Statement and Yearly Report	Permanent
MCR-2	Case Files	
	(A). Criminal	5 years provided audited
	(B). OMVI	7 years provided audited
	(C). Traffic	5 years provided audited
MCR-3	Case Transfers	Transfer all relevant records per 1905.032 ORC
MCR-4	Cash Payment Records	4 years provided audited
MCR-5	Citations - Parking	Until paid and audited
MCR-6	Citations - Traffic	3 years if maintained separately
MCR-7	Complaints and Warrants	In case files
MCR-8	Docket, Index, Journal	Permanent
MCR-9	Expungements	Seal then destroy as Case Files
MCR-10	Fine and Fee Record	3 years provided audited

MCR-11	Monthly Statements and Reports	3 years provided audited
MCR-12	Receipt Books	4 years provided audited

Section 5 Engineering and Street Records (E&S)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
E&S-1	Aerial Photographs	Until superseded then appraise for historical value
E&S-2	Change Orders	Place in Project File
E&S-3	City Properties File	Permanent
E&S-4	City Zoning Maps	Permanent
E&S-5	Contractors' Prevailing Wage Records	5 years
E&S-6	Federal Project Files	5 years after completion of project provided audited
E&S-7	House Number Record	Permanent
E&S-8	Job Orders	3 years
E&S-9	Maintenance Orders	2 years
E&S-10	Project Files (Contracts, specifications, change orders, progress reports etc.)	15 years after completion of project
E&S-11	Project Inspection Records	Include in project files
E&S-12	Special Assessments Record	3 years after final payment, provided audited
E&S-13	Blueprints, Maps and Plans	Life of Infrastructure then appraise for historical value
E&S-14	Haul Tickets	2 years, provided audited
E&S-15	Pesticide Application Records	5 years
E&S-16	Proposals for Street Improvement	Until approved or proposal rejected
E&S-17	Street Opening Permits	3 years
E&S-18	Street Repair Cost Summary Record	3 years, provided audited
E&S-19	Street Repair Record	3 years
E&S-20	Traffic Study Files	Until superseded then appraise for historical value

Section 6. Financial Records

General Financial Records (FR)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
FR-1	Acceptance of Utility Rate Ordinance Notices	Permanent
FR-2	Accounts Ledger	5 years after last entry, provided audited
FR-3	Accounts Payable Record	3 years, provided audited
FR-4	Accounts Receivable Ledger, General	3 years, provided audited
FR-5	Accounts Receivable Ledger, Income Tax	6 years
FR-6	Annual Appropriation Ordinances (copies)	5 years
FR-7	Annual Certificate of Estimated Resources	7 years
FR-8	Annual Municipal Financial Report	Permanent
FR-9	Annual Report to Auditor of State	5 years
FR-10	Appropriation Ledger	5 years, provided audited
FR-11	Assessment Record	Until paid and audited
FR-12	Audit Reports	5 years
FR-13	Bad Check or Bad Debt Records	2 years after payment or settlement
FR-14	Balance Sheets	3 years
FR-15	Bank Deposit Records (Receipts, Reconciliation, Slips, Statements etc.)	3 years provided audited
FR-16	Bid bonds successful bidder	Retain until acceptance of project performance bond.
	(A). Unsuccessful bidder	Return after project awarded
FR-17	Bids - Successful	15 years after completion of project
FR-18	Bids - Unsuccessful	2 years after letting of the contract
FR-19	Block Grant Documentation	5 years
FR-20	Bond Register	Permanent
FR-21	Canceled Checks	3 years provided audited
FR-22	Canceled Warrants	3 years, provided audited

FR-23	Capital Improvement Bonds	Until paid off and audited, appraise for historical value
FR-24	Cash Books \ Cash Reports	3 years
FR-25	Cash Receipts and Disbursements	3 years, provided audited
FR-26	Certificate of Result of Election (Bond Issues)	Until expiration of bond issue
FR-27	Chargeback Reports \ Records	3 years
FR-28	Check Registers \ Stubs \ Carbons	3 years, provided audited
FR-29	Checking Account Statement	3 years, provided audited
FR-30	Checks - Voided	Until audited
FR-31	Client Payment Files	3 years
FR-32	Computer Generated Financial Reports	Until replaced by next printout or annual report printed
FR-33	Cost Control Reports	3 years
FR-34	Report of Cash Received	3 years, provided audited
FR-35	Damage Claims	Until settled and all appeals exhausted
FR-36	Deposit Refund Requests	Until deposit is refunded and account audited
FR-37	Encumbrance Documents	3 years
FR-38	Encumbrance and Expenditure Journal	7 years, provided audited
FR-39	Fixed Assets Record	10 years
FR-40	General Ledger	25 years
FR-41	Indebtedness Statement	Permanent
FR-42	Insurance Policies	2 years after expiration, provided all claims settled
FR-43	Intergovernmental Tax Receipts	3 years provided audited
FR-44	Investment Records	3 years provided audited
FR-45	Invitation to Bid (ITB)	2 years
FR-46	Invoices and Supporting documents	3 years
FR-47	Licenses	Term of license plus 1 year
FR-48	Monthly Report of Mayors Court	3 years, provided audited
FR-49	Monthly Statement of Balances	3 years, provided audited

FR-50	Mortgages	Until paid and canceled, provided audited
FR-51	Pay-In Records	3 years, provided audited
FR-52	Performance Bonds	After project successfully completed and accepted
FR-53	Permits	3 years, provided audited
FR-54	Personal or Professional Services Invoice or Statement of Services	3 years
FR-55	Petty Cash Record	3 years provided audited
FR-56	Posting Sheets and Cards for Paid Bills	3 years, provided audited
FR-57	Property Inventories	3 years
FR-58	Purchase Orders Original Copies	3 years or until no longer administratively necessary
FR-59	Receipts and Expenditures Report to Auditor Of State	3 years
FR-60	Receiving Documents	3 years
FR-61	Reconciliation Sheets, Bank Accounts	3 years, provided audited
FR-62	Record of Funds Received	3 years, provided audited
FR-63	Refund Check Ledger	5 years provided audited
FR-64	Remittance Advice	3 years
FR-65	Retirement System Payments \ Records	Permanent
FR-66	Retirement System Exemption Record (Waiver)	Permanent
FR-67	Settlement Sheet or Tax Distribution from County Auditor	10 years
FR-68	Solicitor's or Peddler's Permit	1 year after expiration
FR-69	Special Assessments	Until paid off and audited
FR-70	Surety Bonds - Special	10 years after expiration
FR-71	Surety Bonds of Officials or Employees	10 years after termination of officer or employee
FR-72	Tax Abatement Records	Duration of the abatement plus 1-year
FR-73	Tax Settlement Reports	3 years, provided audited
FR-74	Trial Balance Records	3 years

FR-75	Transmittal of Ohio Wage and Tax Statement	6 years, provided audited
FR-76	Travel Expense Records	3 years
FR-77	Unemployment Compensation Records	3 years, provided audited
FR-78	Uniform Allowance Record	3 years, provided audited
FR-79	Vouchers Original	3 years, provided audited

Municipal Income Tax Records (TAX)

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

Section 7. Fire and Police Records

Fire Department Records (PS)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
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PS-1	Above and Underground Storage Tank Records	10 years after tank is out of service or removed
PS-2	Alarm Response Reports	5 years
PS-3	Arson Reports	50 years appraise for historical value
PS-4	Burning Complaint File	1 year
PS-5	Daily Alarm Log	5 years
PS-6	Dispatch Sheets \ Logs	3 years
PS-7	Disaster Plan	Until Superseded
PS-8	Emergency Medical Services Records	7 years
PS-9	EPA Burning Violation Record	5 years after violation corrected
PS-10	Fire Code	Until superseded
PS-11	Fire Incident Reports	10 years
PS-12	Fire Investigation Files and Index	50 years appraise for historical value
PS-13	Fire and Loss Record	Permanent
PS-14	Fireworks Application and Permits	1 year after expiration
PS-15	Hydrant Location Record	Permanent
PS-16	Hydrant Maintenance Record	2 years after test date
PS-17	Inspection Reports \ Cards - all types	3 years
PS-18	Insurance Claim File	10 years after final settlement
PS-19	Master Run Reports	3 years
PS-20	Mutual Aid Agreements	10 years after superseded
PS-21	Radio/Phone Calls Audio Recordings	30 days then erase and reuse provided no action pending
PS-22	Standpipe Test	3 years
PS-23	Violation Notices	1 year after violation corrected

Police Department Records (PD)

PD-1	Accident Reports Property Damage, Bodily Injury and Traffic	3 years
PD-2	Arrest Records	10 years
PD-3	Assignment Schedules \ Sheets	3 years

PD-27	Recovered Property Record	2 years after disposal of property
PD-28	Ride Along Forms	30 days
PD-29	Seizure Log \ Record	6 years
PD-30	State of Ohio Traffic Crash Reports (OH-1)	3 years
PD-31	Stolen Property Hot List or Cards	3 years
PD-32	Subpoenas, Summonses, or Warrants	Until served, discharged, answered or withdrawn
PD-33	Tow Tickets	3 years after paid, provided audited
PD-34	Traffic Citations	3 years, provided audited
PD-35	Type of Crime File	Permanent
PD-36	Uniform Crime Reports (UCR)	3 years
PD-37	Vacation House Check Records	30 days
PD-38	Wanted Posters	Until person apprehended
PD-39	Citizen Complaints	30 provided no action pending

Section 8. Legal Records (LAW)

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
LAW-1	Case Files, Civil	10 years, provided no action pending
LAW-2	Case Files, Criminal	20 years, provided no action pending
LAW-3	City Property Files	Permanent
LAW-4	Claims for Damages	2 years after case settled and all appeals exhausted
LAW-5	Court Transcripts	3 years after case settled
LAW-6	Deeds	Permanent
LAW-7	Easements	Permanent
LAW-8	Legal Notices	
	(A.) Tear Sheets	2 years
	(B.) Proof of Publication	5 years
LAW-9	9. Legal Opinions from Municipal Legal Counsel	Permanent

PD-4	Criminal Case Files - Felonies Except Homicide	6 years, provided no action pending
PD-5	Criminal Case files - Misdemeanors	2 years, provided no action pending
PD-6	Dispatch Sheet \ Log (Record of Runs)	3 years
PD-7	Expunged Records per Expungement Orders	Destroy all files, records and computer references when expungement order received from a court
PD-8	FBI \ BCI Investigation Reports	3 years
PD-9	Fingerprints	50 years
PD-10	Firearm Records and Inventories	3 years, provided audited
PD-11	Homicide Reports & Evidence (Closed cases)	30 years after all appeals exhausted
PD-12	House \ Business Alarm Records	30 days
PD-13	Incident Log \ Reports	5 years
PD-14	Investigations Homicide & Rape including evidence (Pending)	Permanent
	(A). Homicide including evidence (Closed)	10 years after all appeals exhausted
	(B). Internal Affairs	4 years
PD-15	Personal Property Returned	2 years
PD-16	Junk Vehicle Records	2 years after sale or other disposition
PD-17	Juvenile Records	Until person turns 18 years old or when Expungement order received from a court
PD-18	Law Enforcement Automatic Data System Records Logs	2 years
PD-19	Offense Reports, Felonies Except Homicide	6 years, provided no action pending
PD-20	Offense Reports, Misdemeanors	2 years, provided no action pending
PD-21	Parking Citations \ Infractions	3 years
PD-22	Prisoner Booking Video Recording Tape	30 days, erase and reuse provided no action pending
PD-23	Property Room Log	25 years
PD-24	Radio \ Phone Calls Audio Recordings	30 days erase and reuse, provided no action pending
PD-25	Radio and Telephone Log	30 days provided no action pending
PD-26	Records (Background) Check Requests	2 years

LAW-10	10. Liability Waivers	3 years provided no action pending
LAW-11	11. Settlements	3 years
LAW-12	12. Worker's Compensation Claims	10 years after date of final payment

Section 9. Parks and Recreation Records

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
P&R-1	Fee Books	3 years, provided audited
P&R-2	Plans of Park Property	Permanent
P&R-3	Permission Slips	2 years provided no action pending
P&R-4	Swimming Pool Records	2 years

Section 10. Payroll \ Personnel Records

Payroll Records

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
PAY-1	Application for PERS Refund or Waiver	Permanent
PAY-2	Court Orders for Payroll Deduction	Until employee terminates or Order rescinded
PAY-3	Employee Earning Record	Continually compiled and updated until termination. Information placed in personnel file yearly
PAY-4	Employee Income Tax Withholding Certificate	3 years after termination of employment provided audited.
	(A). Withholding Payment Record	6 years, provided audited
PAY-5	Employee Pay Records	Continually updated until termination
PAY-6	Employee Withholding Requests	Until replaced or revoked by employee
PAY-7	Employer Quarterly Federal Tax Return	4 years, provided audited
PAY-8	Garnishment Orders	Until employee terminates or Order rescinded
PAY-9	Leave Balances \ Reports	Continually maintained and updated in personnel file. Purge 2 years after termination provided no outstanding balances.

PAY-10	Notification of Pay \ Pay Step Increase	Until superseded.
PAY-11	Payroll Journal	5 years
PAY-12	Reports to Retirement Systems	50 years
PAY-13	State Income Tax Report	25 years
PAY-14	Tax Withholding Reports	6 years, provided audited
PAY-15	W-2 Forms	6 years, provided audited
PAY-16	W-4 Forms	Until superseded or employee terminates

Personnel Records (GMP)

EMP-1	Application for Employment Person Hired	Place in Personnel File
	(A). Person not hired	Until no longer administratively needed.
EMP-2	Commendations, Promotions	Place in personnel file
EMP-3	Employee Exposure to Hazardous Chemicals \ Biological Hazards or Infectious Diseases Reports	Place in Personnel File
EMP-4	Employee Performance Evaluation	5 years
EMP-5	Employee Sick Leave and Vacation Balances	Continually updated by fiscal office until employee terminates.
EMP-6	Employee Time Cards \ Sheets	3 years
EMP-7	Employee Training Records	Place in Personnel file
EMP-8	Grievance Hearing Records	1 year
EMP-9	Insurance Enrollment Record	1 year
EMP-10	Job \ Position Descriptions	Permanent until superseded
EMP-11	Labor Union Agreements	15 years after termination
EMP-12	Leave Requests - All Types Sick, Vacation, Overtime etc.	3 years
EMP-13	Letter of Appointment	Until no longer administratively needed
EMP-14	Letters of Reference	Until no longer administratively needed
EMP-15	Letter of Resignation	Until no longer administratively needed
EMP-16	Personnel Actions	Until no longer administratively needed
EMP-17	Personnel File \ Records	Retain permanent record of service time, salary history, leave balances, retirement

		information and waivers.
EMP-18	Promotion Action	Until no longer administratively needed
EMP-19	Record of Disciplinary Action	4 years
EMP-20	Reports to Bureau of Employment Services	2 years
EMP-21	Unemployment Compensation Case Files	4 years after date of final payment
EMP-22	Worker's Compensation Case Files	10 years after date of final payment

Civil Service Commission Records

CSC-1	Background Investigations	Until eligibility lists expires
CSC-2	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.	Until eligibility lists expires
CSC-3	Classified Employees List	Until superseded
CSC-4	Eligibility List	Until list expires
CSC-5	Employment Information Files	Until superseded
CSC-6	Hearing Case Files	10 years
CSC-7	Job Classification List	Until superseded
CSC-8	Job \ Position Descriptions	Until superseded
CSC-9	Polygraph \ Voice Analysis Exams	Until the eligibility list expires
CSC-10	Substance Reports	Until the eligibility list expires

