

Policy Number LDO-14
Updated October 2015

RECORDS RETENTION POLICY

1. Criminal Documents

CRIMINAL	DOCUMENT	RETAIN
A.	Copies of Municipal Court Criminal Cases (non-DV)	2 years
B.	Cases of Muni Court DV oriented Cases Files	2 years
C.	Intake Report Forms DV's	1 year
D.	Intake Report Form General Division	1 year
E.	Miscellaneous Correspondence	Until no longer of administrative value
F.	Appeals	1 year
G.	Expungements	1 year

2. Civil Documents

CIVIL	DOCUMENT	RETAIN
A.	Accident Files	2 years, provided no action pending
B.	Annual Report	Permanent
C.	Case Files, Civil	10 years, provided no action pending (electronic)
D.	City Property Files	Permanent
E.	Correspondence	2 years
F.	Court Transcripts	2 years after case settled
G.	Research Files	until no longer of administrative value
H.	Worker's Compensation Files	10 years after date of final payment (electronic)
I.	Contracts and Agreements	10 years after expiration
J.	Correspondence with Council Legislative Office	5 years
K.	Grievance Hearing Files	until resolved
L.	Labor Union Agreements	3 years after termination
M.	Personnel Records	Permanent
N.	Expungement	2 years

3. Transient Items (Voicemail)

A. Voicemail

1. These items are deleted at discretion of an employee when there are no longer of administrative values
2. Voicemail is not a public record but rather a medium.
3. Voice mail may be deleted at discretion of an employee when there are no longer of administrative value.

B. Emails

1. Retain as long as of administrative value as determined by employee
2. Information Technology may also delete as required for system maintenance.

***Approved Signatures by City Record's Retention Committee Members:**

Patricia Nettles, Auditor
[Signature], Law Director
[Signature], Mayor
J. B. McDaniel, City Employee
Sonnie S. Brugh, Citizen

*Date Approved: Oct. 30 2015

*Date Sent to the Ohio Historical Society: 10/28/2015 via email