

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### Budget Center/Department

#	Name
<a href="#">1000</a>	Operations & Maintenance
<a href="#">1100</a>	Southerly WWTP
<a href="#">1200</a>	Westerly WWTP
<a href="#">1300</a>	Easterly WWTP
<a href="#">1400</a>	Maintenance Services
<a href="#">1500</a>	Sewer Systems Maintenance & Operations
<a href="#">1600</a>	Fleet Services
<a href="#">1800</a>	Environmental Services
<a href="#">1900</a>	Analytical Services
<a href="#">2000</a>	Human Resources
<a href="#">2100</a>	Safety & Security
<a href="#">3000</a>	Information Technology
<a href="#">5000</a>	Administration & External Affairs, CCR & OED
<a href="#">6000</a>	Finance
<a href="#">6001</a>	Finance-Payroll
<a href="#">6100</a>	Finance-Inventory Control
<a href="#">6200</a>	Finance-Purchasing
<a href="#">6400</a>	Customer Service
<a href="#">6500</a>	Contract Compliance
<a href="#">7000</a>	Legal
<a href="#">8000</a>	District Administration
<a href="#">8100</a>	Watersheds Program
<a href="#">9000</a>	Engineering & Construction-Engineering Administration
<a href="#">9001</a>	Engineering & Construction-Planning
<a href="#">GEN</a>	General Administration
<a href="#">TRN</a>	Transient Records

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1000 Operations & Maintenance

#### OPERATIONS ADMINISTRATION

Records Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
OA-330	<b>Plant Monthly Reports</b> Monthly operating and maintenance reports prepared by each plant.	5 Years	5 Years	10 Years	
OA-331	<b>4500 Report</b> Report submitted monthly to the Ohio EPA.	5 Years	None	5 Years	
OA-332	<b>Operations Project Files</b> RFPs, correspondence, etc. for each Operations project.	Completion of Project + 5 Years	10 Years	Completion of Project + 15 Years	
OA-325	<b>Annual Reports</b> Annual report averaging the data from the Plant Monthly Report.	10 Years	None	10 Years	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1100 Southerly WWTP

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
STP-460	<b>Daily Operating Reports</b> Printouts and manual reading sheets provided to the data entry clerk for entry into ODMS.	2 Years	8 Years	10 Years	
STP-461	<b>Drawings</b> Drawings specific to the Southerly WWTP.	Until Updated Obsolete or Superseded	None	Until Updated Obsolete or Superseded	
STP-462	<b>License Files</b> Copies of wastewater licenses for plant managers and other employees.	Until Expiration of License + 1 Year	None	Until Expiration of License + 1 Year	Record copy in HR. WWTP required to have license on-site.
STP-463	<b>Log Books</b> Log books completed by operators and shift managers.	2 Years	Permanent	Do Not Destroy	
STP-464	<b>Maintenance Work Orders</b> Work orders for plant maintenance.	3 Years	None	3 Years	Paper copy can be destroyed after information entered into WAM system

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
STP-465	<b>Monthly Reports</b> Monthly operating and maintenance reports prepared by Southerly and submitted to Operations Administration.	5 Years	5 Years	10 Years	
STP-467	<b>O&amp;M Manuals</b> Plant copies for the O&M Manuals.	Until Updated Obsolete or Superseded	None	Until Updated Obsolete or Superseded	
STP-468	<b>Project Files</b> Specifications, submittals, daily reports, inspection reports, correspondence, etc. related to specific Southerly projects.	Until Completion of Project + 1 Year	4 Years	Until Completion of Project + 5 Years	
STP-469	<b>Hazardous Waste Manifests</b> Hazardous waste manifests for waste generated at this facility by the District.	1 Year	3 Years	4 Years	
STP-473	<b>Operating Permits</b> Miscellaneous non-environmental operating permits.	Until Expiration + 5 Years	None	Until Expiration + 5 Years	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1200 Westerly WWTP

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WTP-430</b>	<b>License Files</b> Copies of wastewater licenses for plant managers and other employees.	<b>Until Expiration of License + 1 Year</b>	<b>None</b>	<b>Until Expiration of License + 1 Year</b>	Record copy in HR. WWTP required to have license on-site.
<b>WTP-432</b>	<b>O&amp;M Manuals</b> Plant copies for the O&M Manuals.	<b>Until Updated Obsolete or Superseded</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded</b>	
<b>WTP-433</b>	<b>Drawings</b> Drawings specific to the Westerly WWTP.	<b>Until Updated Obsolete or Superseded</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded</b>	
<b>WTP-434</b>	<b>Monthly Reports</b> Monthly operating and maintenance reports prepared by Westerly and submitted to Operations Administration.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>WTP-435</b>	<b>Daily Operating Reports</b> Printouts and manual reading sheets provided to the data entry clerk for entry into ODMS.	<b>10 Years</b>	<b>None</b>	<b>10 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WTP-436</b>	<b>Log Books</b> Log books completed by operators and shift managers.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>WTP-438</b>	<b>Maintenance Work Orders</b> Work orders for plant maintenance.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	
<b>WTP-439</b>	<b>Project Files</b> Specifications, submittals, daily reports, inspection reports, correspondence, etc. related to soecific Westerly projects.	<b>Until Completion of Project</b>	<b>5 Years</b>	<b>Until Completion of Project + 5 Years</b>	
<b>WTP-469</b>	<b>Hazardous Waste Manifests</b> Hazardous waste manifests for waste generated at this facility by the District.	<b>1 Year</b>	<b>3 Years</b>	<b>4 Years</b>	
<b>WTP-664</b>	<b>Operating Permits</b> Miscellaneous non-environmental operating permits.	<b>Until Expiration + 5 Years</b>	<b>None</b>	<b>Until Expiration + 5 Years</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1300 Easterly WWTP

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
ETP-430	<b>License Files</b> Copies of wastewater licenses for plant managers and other employees.	Until Expiration + One Year	None	Until Expiration + One Year	Record copy in HR. WWTP required to have license on-site.
ETP-432	<b>O&amp;M Manuals</b> Plan copies for the O&M Manuals.	Until Updated Obsolete or Superseded	None	Until Updated Obsolete or Superseded	Record copy on Sharepoint
ETP-435	<b>Daily Operating Reports</b> Printouts and manual reading sheets provided to the data entry clerk for entry into ODMS.	10 Years	None	10 Years	
ETP-436	<b>Maintenance Work Orders</b> Work orders for plant maintenance.	3 Years	None	3 Years	
ETP-436	<b>Log Books</b> Log books completed by operators and shift managers.	Permanent	None	Do Not Destroy	
ETP-443	<b>Stromwater Pollution Prevention Plan Testing</b> Quarterly and annual facility and visual inspection forms.	Until Updated or Superseded	None	Until Updated or Superseded	Record copy in Watersheds

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>ETP-444</b>	<b>Drawings</b> Drawings specific to the Easterly WWTP.	<b>Until Updated Obsolete or Superseded</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded</b>	Copies kept on Sharepoint
<b>ETP-448</b>	<b>Monthly Reports</b> Monthly operating and maintenance reports prepared by Easterly and submitted to Operations Administration.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>ETP-451</b>	<b>Project Files</b> Specifications, submittals, daily reports, inspection reports, correspondence, etc. related to Easterly- specific projects.	<b>Until Completion + 1 Year</b>	<b>4 Years</b>	<b>Until Completion + 5 Years</b>	Record Copy on Sharepoint
<b>ETP-664</b>	<b>Operating Permits</b> Miscellaneous operating permits.	<b>Until Expiration + 5 Years</b>	<b>None</b>	<b>Until Expiration + 5 Years</b>	Record copy in Reg. Compliance and on Sharepoint
<b>ETP-665</b>	<b>Hazardous Waste Manifests</b> Hazardous waste manifests for waste generated at this facility by the District.	<b>1 Year</b>	<b>3 Years</b>	<b>4 Years</b>	



# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1400 Maintenance Services

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>MS-228</b>	<b>Certificates of Inspection</b> CertificateS of inspection for backflow preventers, boilers, elevators, etc.	<b>Until Updated or Superseded + 5 Years</b>	<b>None</b>	<b>Until Updated or Superseded + 5 Years</b>	
<b>MS-229</b>	<b>EMSC Blueprints</b> Blueprints for the EMSC facility.	<b>Until Updated Obsolete or Superseded</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded</b>	
<b>MS-231</b>	<b>Sign-In Logs</b> Sign-in logs for EMSC visitors and employees.	<b>1 Year</b>	<b>None</b>	<b>1 Year</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1500 Sewer System Maintenance & Operations

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>MO-350</b>	<b>Work Orders</b> Work orders issued to the crews each morning, and logged at the end of the day.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	
<b>MO-352</b>	<b>Permits</b> Permits completed by the District including Confined Space Entry, Hot Work Permits and Alternative Entry.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	
<b>MO-353</b>	<b>Vehicle Inspection Forms</b> Forms used to document vehicle problems.	<b>1 Year</b>	<b>None</b>	<b>1 Year</b>	
<b>MO-354</b>	<b>Equipment Files</b> Information on equipment including service, information, investigations, etc.	<b>Obsolete</b>	<b>None</b>	<b>Obsolete</b>	To be reviewed annually
<b>MO-355</b>	<b>Accident Investigation Report</b> Report completed by the supervisors for any vehicle or personal accident.	<b>1 Year</b>	<b>None</b>	<b>1 Year</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>MO-356</b>	<b>Drawings</b> Drawings maintained in hardcopy and aperture card format.	<b>Until Updated or Obsolete</b>	<b>None</b>	<b>Until Updated or Obsolete</b>	Aperture Card maintained.
<b>MO-357</b>	<b>Video Inspections</b> Maintenance program inspection videos.	<b>5 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>MO-358</b>	<b>Operational Data</b> Rain gauge data, automated regulator data and flow level data.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>MO-650</b>	<b>Pump Station Automation Data</b> Strip charts, circular charts, and electric data.	<b>10 Years</b>	<b>None</b>	<b>10 Years</b>	Kept by Plant Automation
<b>MO-651</b>	<b>Log Books</b> Log books containing history of maintenance, service, and repair activity for the automated sites.	<b>10 Years</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>MO-654</b>	<b>O&amp;M Manuals</b> O&M Manuals specific to SSMO.	<b>Until Updated or Obsolete</b>	<b>None</b>	<b>Until Updated or Obsolete</b>	
<b>MO-655</b>	<b>Log &amp; Route Books</b> Log books containing chronological history of service, maintenance and repairs.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1600 Fleet Services

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>VM-305</b>	<b>Vehicle Files</b> Copies of work orders, copies of registrations and stickers, etc. related to all on- and off-road vehicles owned by the District.	<b>Until Disposition + 1 Year</b>	<b>None</b>	<b>Until Disposition + 1 Year</b>	
<b>VM-307</b>	<b>Tracking Reports</b> Various tracking reports on radios, insurance, tires, fuel, etc.	<b>3 Years</b>	<b>None</b>	<b>Do Not Destroy</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1800 Environmental Services\_WQIS

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
WQI-360	<b>Biopak Maintenance Records</b> All records regarding maintenance and use of self-contained breathing apparatus.	5 Years	None	5 Years	
WQIS- 386	<b>Industrial Files</b> Inspection reports, drawings of pretreatment systems and process layouts, correspondence, requests for changes, and other information documenting each industrial customer. Drawings maintained in a flat file and are cross-referenced to the corresponding industrial file.	While Active + 10 Years	10 Years	See Comments	Periodically assess the continued retention value of the records
WQI-387	<b>Response Files</b> Correspondence, notes, etc. related to this departments response to complaints or requests.	Until Closed + 10 Years	None	Until Closed + 10 Years	Two separate files open and closed
WQI-388	<b>Surcharge and Special Billing Files</b> Data, meter readings, rate calculations, etc., for industrial customers who pay a surcharge, or receive special billing.	While Active + 10 Years	10 Years	See Comments	Periodically assess the continued retention value of the records.
WQI-389	<b>Temporary Discharge Permits</b> Copies of temporary discharge permits, meter readings, pretreatment reports and data.	Until Expiration + 5 Years	None	Until Expiration + 10 Years	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WQIS-390</b>	<b>Environmental Assessment Files</b> Water quality data, testing records, spreadsheets, etc. and associated narrative reports.	<b>Permanent On Site</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>WQI-399</b>	<b>Investigator Time Tracking Cards</b> Daily work order and job function time tracking cards for WQIS staff. Note: Data reported on these time cards is entered into Oracle Work Order and Assessment Management System.	<b>1 Year</b>	<b>None</b>	<b>1 Year</b>	Paper record to electronic record.
<b>WQI-391</b>	<b>Commercial Files</b> Documentation on companies that have only sanitary wastewater.	<b>While Active + 2 Years</b>	<b>None</b>	<b>While Active + 2 Years</b>	
<b>WQI-392</b>	<b>Community Sewer Maps</b> Maps of sanitary systems and combined sewer systems.	<b>Until Updated Obsolete or Superseded</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded</b>	
<b>WQI-393</b>	<b>Water Leak Investigation Files</b> Documentation related to water leaks, credits and denials.	<b>Current Year + 6 Years</b>	<b>None</b>	<b>Current Year + 6 Years</b>	
<b>WQI-394</b>	<b>New Accounts</b> Faxes or other documentation received from city inspectors identifying new accounts to be placed on billing.	<b>Until Service is Established + 5 Years</b>	<b>None</b>	<b>Until Service is Established + 5 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WQI-395</b>	<b>Non-discharge/Non-user Status Files</b> Files for accounts that are for water use only and have been taken off of sewer billing.	<b>Until Obsolete or Rescinded</b>	<b>5 Years</b>	<b>Until Obsolete or Rescinded + 5 Years</b>	
<b>WQI-397</b>	<b>Sewer Service Charges Based on Usage of the System Files</b> Quarterly notarized statements on meter readings received from customers, annual inspections of meters and re-evaluations.	<b>Current Year + 6 Years</b>	<b>None</b>	<b>Current Year + 6 Years</b>	
<b>WQI-398</b>	<b>City of Cleveland Consumption Reports</b> Consumption reports requested by the District from the City of Cleveland periodically to verify industrial database.	<b>Until Replaced or Superseded</b>	<b>None</b>	<b>Until Replaced or Superseded</b>	
<b>WQI-400</b>	<b>CSO Monitoring Files</b> General information on the CSOs, and data related to CSO sampling.	<b>10 Years</b>	<b>None</b>	<b>See Comments</b>	Review offsite docs after 10 years for continued usefulness
<b>WQI-401</b>	<b>Certificate of Analysis</b> Certificate of analysis.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	
<b>WQI-403</b>	<b>Dental Office Files</b> Copies of administrative orders (permits), inspection reports, discharge data and plans filed by each dentist.	<b>Until Final Services Terminated + 10 Years</b>	<b>5 Years</b>	<b>Until Final Services Terminated + 15 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WQI-406</b>	<b>Uniform Hazardous Waste Hauling Manifest</b> Manifests provided by waste haulers used by the department to compile statistics on patterns and trends.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>WQI-407</b>	<b>Industrial Pre-Treatment Effectiveness Report</b> Annual report listing industrial customers, frequency of sampling, results, etc. This report is submitted in compliance with permit requirements.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>WQI-409</b>	<b>Safet Data Sheets</b> Material Safety Data Sheets.	<b>Until Obsolete or Superseded</b>	<b>None</b>	<b>Until Obsolete or Superseded</b>	
<b>WQI-413</b>	<b>Standard Operating Procedure</b> Standard Operating Procedures for WQIS Department.	<b>Until Updated Obsolete or Superseded + 5 Years</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded + 5 Years</b>	
<b>WQI-414</b>	<b>PSV.net Records</b> Monthly credit card usage reports and associated quotes/receipts Note: These records are duplications of those submitted to Finance.	<b>2 Years</b>	<b>None</b>	<b>2 Years</b>	Duplicate of finance record
<b>WQI-416</b>	<b>Work Orders</b> All departmental work orders including Emergency Response, Safety Inspections, Vehicle Inspections, etc.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	



Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WQI-418</b>	<b>Investigator Log Books</b> Log books that contain the daily activities and field notes of WQIS investigators.	<b>15 Years</b>	<b>Permanent</b>	<b>Permanent</b>	
<b>WQI-420</b>	<b>Quarterly Industrial User Violation Reports</b> Quarterly reports to Ohio EPA of industrial users with discharge violations including a summary of the violations, a summary of the enforcement action taken, a summary of industrial user's response and corrective actions, and determination of significant non-compliance.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>WQI-421</b>	<b>Hospital Files</b> Copies of Administrative Orders, Best Management Practice (BMP) plans, BMP annual reports, inspection reports, wastewater monitoring data and correspondence.	<b>Until Services Terminated + 10 Years</b>	<b>10 Years</b>	<b>See Comment</b>	Periodically assess the continued retention value of these records
<b>WQI-422</b>	<b>Centralized Waste Treatment (CWT) Facility Waste Profiles</b> Waste profiles information forms and associated data for waste streams that CWT facilities are requesting permission to accept	<b>Until Expiration of Approval + 5 Years</b>	<b>None</b>	<b>Until Expiration of Approval + 5 Years</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 1900 Analytical Services

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
AS-200	<b>Data Packets</b> Printouts of instrument data files and manually completed Data Packet Summary Sheets. Tests may include trend reporting, validation sheets, detailed summary reports, etc.	Current Year	10 Years	Current Year + 10 Years	
AS-201	<b>Corrective Actions</b> Laboratory Audits and Internal Corrective Actions.	5 Years	5 Years	10 Years	
AS-202	<b>Electronic Data Files</b> Data files burned to CD/DVD as analytical instrument data support backup to the hardcopy Data Packet files.	10 Years	None	10 Years	
AS-203	<b>External Projects</b> Outside projects, CCBH, CCSE, etc.	Current Year	10 Years	Current Year + 10 Years	
AS-205	<b>Quality System Documentation</b> SOPs for Analytical Services; internal and ongoing demonstration of capabilities and data qualifiers per NELAC requirements ; sample control sheets and initial sample tags, PH reports, disposal and sample receiving checklist.	Until Updated Obsolete or Superseded + 5 Years	None	Until Updated Obsolete or Superseded + 5 Years	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>AS-207</b>	<b>Laboratory Logbooks</b> Maintenance logs, calibration records and temperture logs for equipment and instruments maintained by Analytical Services.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>AS-210</b>	<b>Service Contracts</b> Annual service contracts for lab instruments and equipment.	<b>Until Expiration of Contract + 1 Year</b>	<b>None</b>	<b>Until Expiration of Contract + 1 Year</b>	
<b>AS-213</b>	<b>Analytical Services Performed by Contract Laboratory</b> Work performed by an outside laboratory	<b>Current Year</b>	<b>10 Years</b>	<b>Current Year + 10 Years</b>	
<b>AS-214</b>	<b>DMRQA Samples &amp; PE Samples</b> Discharge Monitoring Requirements and Quality Assurance reporting prepared annually, submitted to an EPA-approved vendor who analyzes the information and submits it to the EPA.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	
<b>AS- 216</b>	<b>Project Files</b> Correspondence, spreadsheets, and other documentation related to projects undertaken by Analytical Services for Engineering and Watersheds. The are maintained electronically on a shared drive.	<b>Until Project Completion + 5 Years</b>	<b>None</b>	<b>Until Project Completion + 5 Years</b>	
<b>AS-218</b>	<b>Certificate of Analysis</b> Chain of custody reports, sample tags, bulk chemical data and all documentation related to the generation of a certificate of analysis, primarily for WQIS.	<b>Current Year</b>	<b>10 Years</b>	<b>Current Year + 10 Years</b>	

Record Series	Subjects/ Description		On Site Retention	Off Site Retention	Disposal		Comments & Notes
<b>ASD-235</b>	<b>Supportive Data for 4500 Reports</b> Pre-approved, raw data in support of the monthly reports submitted to the Ohio EPA.		<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>		

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 2000 Human Resources

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
HR-001	<p><b>Charity Choice and Fundraising</b> Records documenting the promotion and organization of fund drives and other special events in which the District participates</p>	2 Years	5 Years	2 Years	
BEN-100	<p><b>Employee Medical File</b> Employment-related examinations, employment-related substance testing results, short term disability paperwork, FMLA letters and documentation, medical slips, fit test documentation, activity waivers, leave forms, letters sent to employees on leave informing them that they are responsible for payment of health contributions. Voluntary life, accidental death and dismemberment enrollment forms. Employee enrollment forms for insurance programs.</p>	Until Separation	40 Years	Do Not Destroy	
BEN-101	<p><b>Benefit Plans</b> Benefit Plans issued by providers for the District's benefit plans.</p>	Until Superseded + 6 Years	None	Until Superseded + 6 Years	
BEN-102	<p><b>Summary Plan Documents</b> Summary Plan Documents (SPD's) of the District's benefits plans.</p>	Do Not Destroy	None	Do Not Destroy	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>BEN-103</b>	<b>Contracts</b> Copies of contracts with District benefits providers	<b>Until Expiration of Contract + 1 Year</b>	<b>None</b>	<b>Until Expiration of Contract + 1 Year</b>	Official record copy in Finance.
<b>BEN-104</b>	<b>Quarterly Reports</b> Quarterly reports received from benefits providers and the District's own reports prepared for reconciliation purposes.	<b>Current Year</b>	<b>7 Years</b>	<b>Current Year + 7 Years</b>	
<b>EMP-150</b>	<b>Employment-Related Applications</b> Completed applications and related information for employees and external applicants. Internal job postings, external advertisements, and job files.	<b>2 Years</b>	<b>1 Year</b>	<b>3 Years</b>	iRecruitment
<b>EMP-152</b>	<b>Employee Files</b> Applications information, background checks, payroll forms, benefit enrollment/election forms, Compensation/Benefits Statements, correspondence, EEO forms, OPERS forms, USERRA documentation, DIPPO documentation, licenses, evaluations, disciplinary notices, beneficiary and dependent updates and changed, yearly increase letters, termination documentation, Performance Evaluation Materials , flexible spending forms, and life insurance information where no evidence of insurability is required and modifications thereto, etc.	<b>Until Separation + 1 Year</b>	<b>6 Years</b>	<b>Until Separation + 7 Years</b>	
<b>EMP-153</b>	<b>Exit Interview Forms</b> Exit interviews completed and returned by separation of employment.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>EMP-154</b>	<b>Immigration and Naturalization Service Documentation</b> Completed I-9 and other forms, showing employee's eligibility and authorization to work.	<b>Until Separation + 3 Years</b>	<b>None</b>	<b>Until Separation + 3 Years</b>	
<b>EMP-155</b>	<b>Government Reporting</b> EEO-4 reports, labor force reports, etc. prepared by the District	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	
<b>EMP-156</b>	<b>Grievance Files</b> Grievances, last chance agreements, disciplinary documentation, etc. related to employee grievances.	<b>Until Resolved + 1 Year</b>	<b>None</b>	<b>Until Resolved + 1 Year</b>	
<b>WC-141</b>	<b>State Fund Files</b> Documentation related to employees whose injuries are still covered by the State Fund.	<b>Until Final Payment + 10 Years</b>	<b>None</b>	<b>Until Final Payment + 10 Years</b>	
<b>WC-140</b>	<b>Worker's Compensation Claim Files</b> Initial accident reports, medical reports, diagnostics, Commission hearing information and notes, lost time documentation, etc., related to worker's compensation claims.	<b>Until Final Payment + 10 Years</b>	<b>None</b>	<b>Until Final Payment + 10 Years</b>	
<b>EMP-157</b>	<b>Collective Bargaining Materials</b> Draft position statement; meeting notes; fact-finding support materials; responses; tentative agreements, etc.	<b>6 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>EMP-666</b>	<b>Employment and Labor Files</b> Internal investigations not elsewhere classified; complaints; contact tracking records.	<b>Until Separation + 1 Year</b>	<b>6 Years</b>	<b>Until Separation + 7 Years</b>	Transferred to EMP-152 upon separation
<b>EMP-667</b>	<b>Employee Background Check</b> Reports, authorization, and disclosure forms; any related pre advanced action or advanced action correspondence.	<b>Until Separation + 1 Year</b>	<b>6 Years</b>	<b>Until Separation + 7 Years</b>	
<b>ACT-259</b>	<b>5500 Filings</b> IRS 5500 forms for benefit plans.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	



# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 2100 Safety & Security

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
SS-100	OSHA/PERRP 300 Logs	Until Log Completed + 5 Years	5 Years	After Log Completed + 5 Years	
SS-101	Industrial Hygiene Sampling Reports	Until Termination	30 Years	After Termination + 30 Years	
SS-102	Occupational Health Medical Records Fit-testing records maintained in an electronic database	Permanent	None	Do Not Destroy	Electronic Record
SS-103	Accident & Incident Reports Reports filed prior to the year 2000	10 Years	None	10 Years	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 3000 Information Technology

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
IT-370	<b>Telephone Records</b> Redacted documentation of District cell phone calls.	1 Year	None	1 Year	
IT-371	<b>Log Files</b> Server log files, including but not limited to: log-in activity, internet activity, audit tracking (when enabled)	3 Months	None	After 3 months	Electronic records
ITS-373	<b>Inventory Records</b> Documentation from physical inventories of equipment and software.	4 Years	None	4 Years	
IT-377	<b>System Operating Procedures</b> Procedures related to system (hardware, operating system, enterprise applications) operation and maintenance.	Until Superseded or when Admin Value Ends	None	Until Superseded or when Admin Value Ends	GEN-531
IT-605	<b>Network Topology and Configurations</b> Documentation and diagrams of network topology, network component configurations, including telecommunication systems, and map or current server configurations.	Until Obsolete or Superseded + 2 Years	2 Years	Until Obsolete or Superseded + 2 Years	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>IT-606</b>	<b>IT Governance</b> Documentation of IT Governance processes and ongoing operations (charters, meeting minutes, reports, etc.), Documentation for information technology strategic planning activities, including plans, charts, schedules, budgets, and communications plans.	<b>Until Superseded</b>	<b>None</b>	<b>Until Superseded</b>	For IT Governance related polices, see GEN-531
<b>IT- 607</b>	<b>Software Desktop-License</b> Softwares licenses and supporting documentation, proof of purchase of software, or proof of purchase of workstation/laptops indicating OEM software.	<b>At Expiration of License</b>	<b>None</b>	<b>At Expiration of License</b>	Electronic Document
<b>IT-608</b>	<b>Workstation Configuration-Custom and Standard</b> Documentation of desktop configuration and applications (specific employees based on role), and desktop and laptop images	<b>Until Employee Termination + 1 Year</b>	<b>None</b>	<b>After Employee Termination + 1 Year</b>	
<b>IT-609</b>	<b>Database/Application Specifications</b> Documentation containing specifications for databases and applications used by the District, application source code.	<b>Until Updated Obsolete or Superseded + 2 Years</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded + 2 Years</b>	Source code managed with Subversion and Tortoise SVN system
<b>IT-610</b>	<b>Disaster Recovery Planning</b> Disaster Recovery Plan master document, Disaster recover plan operating and communication procedures, forms, and operating information (codes, passwords, etc.)	<b>Until Updated Superseded</b>	<b>None</b>	<b>Until Updated Superseded</b>	
<b>IT-611</b>	<b>Network Rights Access Files</b> Documentation on network rights authorization.	<b>Until Obsolete or Superseded + 3 Years</b>	<b>None</b>	<b>Until Obsolete or Superseded + 3 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>ITP-613</b>	<b>Project Documentation</b> IT project documentation, including schedules, charts, reports, invoices (copies), presentations, correspondence, RFQ/RFPs including , unselected project RFP responses, design specifications, selected vendor proposals, statements of work (SOWs), business analyses performed during projects, stakeholder signoffs, change orders, and all documents deemed pertinent for the effective management of projects.	<b>Until Closure + 1 Year</b>	<b>6 Years</b>	<b>Until Closure + 7 Years</b>	
<b>IT- 615</b>	<b>Equipment Disposal</b> Documentation of inventory of donated equipment, equipment disposal certificates, and copy of resolution request to authorize donation	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	Electronic document
<b>ITS-618</b>	<b>Programming Requests</b> Complete Programming Request forms and supporting documentation related to end-user requests for programming updates, additons and modifications.	<b>Until Project Completion + 3 Years</b>	<b>2 Years</b>	<b>5 Years</b>	
<b>ITS-619</b>	<b>End User Agreements</b> Documented end user signoff for equipment such as laptops, and mobile devices.	<b>Until Equipment is Replaced or Until Employee Termination + 1 Year</b>	<b>None</b>	<b>After Equipment is Replaced or After Employee Termination + 1 Year</b>	
<b>ITS-620</b>	<b>IT Policies</b> Documentation of policies governing the management of information technology resources in the Dsistrict, inclusive of Service Level Agreements with End users and other governance documents.	<b>Until Superseded or when Admin Value Ends</b>	<b>None</b>	<b>Until Superseded or when Admin Value Ends</b>	GEN-531

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>ITS-621</b>	<b>Help Desk Request Database</b> Tracking database used to track all Help Desk requests and responses.	<b>3 Years</b>	<b>None</b>	<b>After 3 Years</b>	Electronic document stored on database
<b>ITS-622</b>	<b>IT Processes Operating Procedures</b> Documentation of IT Department processes operating Procedures, including but not limited to: Methodologies (Programming, Project Management, Business Analysis), Processes (HelpDesk Support, Budgeting, Procurement, Inventory), associated forms and templates.	<b>Until Superseded or when Admin Value Ends</b>	<b>None</b>	<b>Until Superseded or when Admin Value Ends</b>	GEN-531
<b>IT-623</b>	<b>Compliance Records-Audit and Operational</b> Documentation of IT Audits response findings, management responses, action plans, and their implementation; Documentation of self-audit activities, including but not limited to penetration testing, physical and logical security configurations	<b>Until Superseded + 3 Years</b>	<b>None</b>	<b>Until Superseded + 3 Years</b>	
<b>IT-624 DA-341</b>	<b>Video Recordings of Board of Trustees meetings</b>	<b>10 Years</b>	<b>Permanent</b>	<b>None</b>	Audio recordings in Law Department
<b>IT-625</b>	<b>Compliance Records-Licensing</b> Documentation of self- audit activities or requested by third party vendors	<b>Until Obsolete or Replaced</b>	<b>None</b>	<b>Until Obsolete or Replaced</b>	
<b>IT-626</b>	<b>Back-Up Tapes</b>	<b>1 Years</b>	<b>1 Year</b>	<b>2 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>IT-627</b>	<b>Email Archive</b>	<b>1 Year</b>	<b>NA</b>	<b>After 15 Years</b>	Electronic document
<b>ITS-676</b>	<b>Software Database-License and Enterprise Applications</b> Software licenses and supporting documentation, proof of purchase (invoices).	<b>Until Related Software Version is No Longer Required</b>	<b>None</b>	<b>Until Related Software Version is No Longer Required</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 5000 Administration & External Affairs

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
COM-164	<b>Government Affairs Materials</b> Bylaws, correspondence, letters of appointments, meeting agendas, meeting transcripts, meeting minutes, balloting materials for Board appointments and related records	10 Years	Permanent	Do Not Destroy	Record copy under LEG-301.
COM-165	<b>Newspaper Clipping and Other Media Recordings</b> Clippings received from an outside service bureau, video recordings, and other media recordings related to the District or topics of interest.	2 Years	Permanent	Do Not Destroy	
COM-169	<b>Ongoing Publications</b> Annual Report, CleanWaterWorks, EnviroNotes, People In Progress and Pipeline.	2 Years	Permanent	Do Not Destroy	
COM-172	<b>Photographs</b> Photographs documenting significant events and individuals in the District history. Older photographs are maintained in binders. Newer photographs are in digital format.	2 Years	Permanent	Do Not Destroy	
COM-173	<b>Advertisements</b> Copies of advertisements prepared by the District.	2 Years	Permanent	Do Not Destroy	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
COM-174	<b>Press Releases</b> Copies of all press releases issued by the District.	2 Years	Permanent	Do Not Destroy	
COM-175	<b>Special Events Files</b> Documentation on the preparation and planning for special events such as the 30th anniversary, groundbreaking, etc.	2 Years	Permanent	Do Not Destroy	
COM-176	<b>Outreach Events and Associated Publications</b> Documentation related to PUP program, Drug Disposal program, and other District outreach campaigns	2 Years	Permanent	Do Not Destroy	
COM-177	<b>Internally Produced Presentations</b> Videos, posters, displays, and other presentations generated by the District.	2 Years	Permanent	Do Not Destroy	
TR-116	<b>Attendance Records</b> Employee attendance records for District-sponsored training.	Until Termination + 6 Years	None	Until Termination + 6 Years	Copy maintained in Employee File
TR-162	<b>Quarterly Status Reports</b> Reports prepared quarterly showing status of employees in apprenticeship programs.	5 Years	None	5 Years	



Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>TR-163</b>	<b>Annual Tuition Reimbursement Reports</b> Annual report prepared for management on the Tuition Reimbursement Program.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	
<b>STP-474</b>	<b>Training Files</b> Training records for plant employees.	<b>Until Termination + 6 Years</b>	<b>None</b>	<b>Until Termination + 6 Years</b>	Moved from all three treatment plants

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 6000 Finance

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
ACT-240	<b>Accounts Payable Files- Vendors</b> Voucher packs including invoices, copies of purchase orders and checks.	Current Year + 1 Year	6 Years	Current Year + 7 Years	
ACT-242	<b>Accounts Payable Files-Travel Reimbursements</b> Voucher packs including expense reports and checks.	Current Year + 1 Year	6 Years	Current Year + 7 Years	
ACT- 243	<b>Accounts Receivable Files</b> Voucher packs including copies of invoices and water consumption information for customers invoiced directly by the District. ( Sent to customer)	Current Year + 1 Year	6 Years	Current Year + 7 Years	
ACT-244	<b>Cancelled Checks</b> Cancelled checks for payroll, vendor, construction, Worker's Compensation, and travel payments.	Current Year + 1 Year	6 Years	Current Year + 7 Years	
ACT-246	<b>Check Registers</b> Final runs of check registers, including two preliminary runs with approval signatures.	Current Year + 1 Year	6 Years	Current Year + 7 Years	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>ACT-248</b>	<b>Construction Contracts-Copies</b> Copies of construction contracts, used as reference for payment of construction vouchers.	<b>Until Completion of Contract + 2 Years</b>	<b>None</b>	<b>Until Completion of Contract + 2 Years</b>	
<b>ACT-250</b>	<b>Financial Reporting</b> Monthly and quarterly financial reports.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	
<b>ACT-251</b>	<b>Audited Financial Statement</b> Copies of the annual Audited Financial Statement.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	Record Copy of AFS maintained by Fin. administration
<b>ACT-252</b>	<b>Comprehensive Annual Financial Report (CAFR)</b> Record copy of the annual financial report prepared by this department.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	
<b>ACT-253</b>	<b>Audit Workpapers</b> Copies of documentation prepared each year for the outside auditors.	<b>7 Years</b>	<b>None</b>	<b>7 Years</b>	
<b>ACT-254</b>	<b>Journal Entries</b> Copies of all journal entries maintained in Oracle database only	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>ACT-255</b>	<b>Payroll Tax Reporting</b> Copies of quarterly form 941 for payroll and withholding and supporting documentation.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	
<b>ACT-256</b>	<b>1099's</b> Copies of 1099's prepared and sent to vendors and reported to the IRS.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	
<b>ACT-260</b>	<b>Budgets-Annual</b> Annual budget for the District.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>ACT-261</b>	<b>General Ledger</b> General ledger data, maintained in Oracle database only.	<b>Current Year + 7 Years</b>	<b>None</b>	<b>Current Year + 7 Years</b>	
<b>ACT-661</b>	<b>Budgets-Quarterly</b> Quarterly re-forecast for the District budget	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	
<b>FA-270</b>	<b>WPCLF Files</b> Documentation related to Water Pollution Control Loan Fund loans; applications, reviews, approvals, copies of contracts and other supporting documentation for Water Pollution Contract Loan loans.	<b>Until Loan Completed</b>	<b>None</b>	<b>Until Loan Completed</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>FA-272</b>	<b>Grant Audit Files &amp; Documentation</b> Documentation related to EPA audits of grants including special project grants and EPA grant funding.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	
<b>FA-274</b>	<b>Vehicle Files</b> Registrations, invoices, receiving reports, copies of purchase orders, etc. for vehicles owned by the District.	<b>Until Disposition of Vehicle</b>	<b>None</b>	<b>Until Disposition of Vehicle</b>	
<b>FA-276</b>	<b>Investment Advisors and Banking File</b> Copies of contracts with banks and investment advisors.	<b>Current</b>	<b>None</b>	<b>Current</b>	
<b>FA-277</b>	<b>Audited Financial Statements</b> Record copy of the District's annual audited Financial Statements.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>FA-278</b>	<b>Finance Secretary's Manual</b> Manual including specific procedures for the various responsibilities of the Finance Secretary.	<b>Until Updated Obsolete or Superseded</b>	<b>None</b>	<b>Until Updated Obsolete or Superseded</b>	
<b>FA-279</b>	<b>Cash Receipts</b> Copies of receipts for all cash received by the Finance Secretary.	<b>Current Year</b>	<b>+ 7 Years</b>	<b>Current Year + 7 Years</b>	
<b>FA-290</b>	<b>Bond Documents</b> Official statements, bond transcripts, and any accounting record maintenance in Oracle database	<b>3 Years</b>	<b>Until Debt Paid</b>	<b>After debt paid off</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>CS-414</b>	<b>Surcharge Rate Changes</b> Rate changes for industrial accounts, provided by WQIS and forwarded to the City of Cleveland Water Department.	<b>Until Superseded</b>	<b>None</b>	<b>Until Superseded</b>	
<b>CS-415</b>	<b>Underground Leakage/Billing Error Adjustments</b> Requests for adjustments and supporting documentation. The file is divided into "requested" and "granted" files.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	
<b>CS-418</b>	<b>Other Billing Agents</b> Documentation received from other billing agents, including meter-read printouts, that Customer Service in turn uses to provide information to the City of Cleveland Water Department.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	
<b>CS-419</b>	<b>Back-Billing Files</b> Documentation related to the back-billing of customers who were supposed to be on sewer billing but were not.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 1 Year</b>	
<b>CS-420</b>	<b>Sewer Services Charged Based On Usage of the System Files</b> Meter reads from industrial customers on the Sewer Service Based on Usage of the System program.	<b>2 Years</b>	<b>2 Years</b>	<b>4 Years</b>	
<b>CS-421</b>	<b>New Accounts</b> Letters from the City of Cleveland informing the District that accounts have been tied into the water system, authorizing the District to instruct the Division of Water to begin billing the account.	<b>2 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>CS-422</b>	<b>Customer Files</b> Complaints, payment information, courtesy letters, etc. related to customers who have directly contacted the District.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	
<b>MS-227</b>	<b>Utility Bills- Copies</b> Copies of utility bills for EMSC.	<b>1 Year</b>	<b>None</b>	<b>1 Year</b>	
<b>MO-359</b>	<b>Utility Bills</b> Copies of utility bills for the outlying, unmanned facilities.	<b>1 Month</b>	<b>None</b>	<b>1 Month</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 6001 Payroll

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
PAY-630	<b>Payroll Registers</b> Payroll registers for each pay period.	Current Year	Permanent	Do Not Destroy	
PAY-635	<b>OPERS Periods Reports</b> Reports showing contributions by individual employee to the Ohio Public Employee Retirement System.	40 Years	Permanent	Do Not Destroy	
PAY-636	<b>Unemployment Reports</b> Quarterly unemployment compensation reports.	Current Year + 2 Years	5 Years	Current Year + 7 Years	
PAY-637	<b>Payroll Change Notices</b> Payroll change notices received for individual employees by pay period	Until Closed	7 Years	Until Closed + 7 Years	
PAY-639	<b>Quarterly Tax Report (Federal, State &amp; Local)</b> Report showing the employee portion of tax filed and paid by the District.	Current Year	7 Years	Current Year + 7 Years	
PAY-640	<b>W-2 Reports</b> Report used for generating W-2 Forms.	Current Year	7 Years	Current Year + 7 Years	



Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>PAY-641</b>	<b>W-2 Forms</b> W-2 forms provided to District employees and filed with federal and state taxing authorities and the Social Security administration.	<b>Current Year + 2 Years</b>	<b>5 Years</b>	<b>Current Year + 7 Years</b>	
<b>PAY-642</b>	<b>Garnishment Files ( Filed within each respective employee's file)</b> Court order and withholding support for employee garnishments.	<b>Until Closed + 2 Years</b>	<b>5 Years</b>	<b>Until Closed + 7 Years</b>	
<b>PAY-634</b>	<b>Sick Buy-Out Registers</b> Registers showing sick balance reimbursement.	<b>Current Year + 2 Years</b>	<b>5 Years</b>	<b>Current Year + 7 Years</b>	No other records to be maintained in this series after PUBLICATION DATE
<b>PAY-631</b>	<b>Payroll Registers-Quarterly</b> Quarterly payroll registers.	<b>Current Year + 1 Year</b>	<b>6 Years</b>	<b>Current Year + 7 Years</b>	No other records to be maintained in this series after PUBLICATION DATE
<b>PAY-633</b>	<b>Longevity Register</b> Registers showing employees receiving longevity checks for years of service.	<b>Until Closed + 2 Years</b>	<b>5 Years</b>	<b>Until Closed + 7 Years</b>	No other records to be maintained in this series after PUBLICATION DATE

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 6100 Inventory Control

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
IC-180	<b>Receiving worksheets</b> Receiving worksheets and packing lists (Purchase Order receipt info.)	10 Years	None	10 Years	
IC-182	<b>Inventory Lists</b> Inventory printouts showing physical inventory by bin and row location, used during the annual inventory process.	3 years	None	3 Years	
IC-183	<b>New Item Entry form</b> Form completed by District staff requesting parts to be placed into inventory.	10 Years	None	10 Years	
IC-184	<b>Contracts Parts Transmittal</b> Forms completed by Engineering for extra parts, or parts not needed to complete a job.	10 Years	None	10 Years	
IC-185	<b>Issue/Return Tickets</b> Forms completed for parts returned or issued at the window.	3 Years	None	3 Years	
IC-186	<b>Stores Requisition</b> Forms completed to purchase inventory parts.	1 Year	None	1 Years	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 6200 Purchasing

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>PUR-285</b>	<b>Contract Files</b> Record Copy of all District contracts, purchase orders, copies of bid materials, etc.	<b>Until Completion + 2 Years</b>	<b>13 Years</b>	<b>Until Completion + 15 Years</b>	Copy of contract is maintained by the Law Department
<b>PUR-286</b>	<b>Bid Files</b> Bid tabulations, copies of advertisements, addenda, bids received, etc. organized by bid file number.	<b>Until Completion</b>	<b>15 Years</b>	<b>Until Completion + 15 Years</b>	
<b>PUR-287</b>	<b>Purchase Orders</b> Manually signed copies of purchase orders and electronically signed copies saved in the Oracle database.	<b>Current Year + 2 Years</b>	<b>5 Years</b>	<b>Current Year + 7 Years</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 6400 Customer Service

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments&Notes
CS-410	<b>Customer Log Sheets</b> Log sheets completed for each customer contact including name, date, account number, address, etc.	1 Year	2 Years	3 Years	
CS-411	<b>Summer Sprinkling Program Applications</b> Application cards for the District's Summer Sprinkling Program.	2 Years	Permanent	Do Not Destroy	
CS-413	<b>Certification Payment Books</b> Payment books showing payments and delinquent accounts for each tax year.	Permanent	None	Do Not Destroy	
CS-417	<b>Rejections/Adjustments for Summer Sprinkling</b> Rejection letters and documentation supporting billing adjustments.	Current Year + 1 Year	6 Years	Current Year + 7 Years	
CS-423	<b>Payment Log Books</b> Log Books showing payments and receipts.	Current Year + 1 Year	6 Years	Current Year + 7 Years	

Record Series	Subjects/ Description		On Site Retention	Off Site Retention	Disposal		Comments&Notes
<b>FA-275</b>	<b>Customer Service Files</b> Information and certification letters for member communities. Also includes information on Customer Service Programs.		<b>Current</b>	<b>None</b>	<b>Current</b>		

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 6500 Contract Compliance

Record Series	Subjects/ Description		On Site Retention	Off Site Retention	Disposal		Comments & Notes
<b>PUR-288</b>	<b>District Business Opportunity Program Files</b> Applications, certification, annual re-certifications, etc. for Minority, Small and Women Business Enterprises.		<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>		

**Northeast Ohio Regional Sewer District**

*Records Retention Schedule*

2013

**7000 Law Department**

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>LEG-290</b>	<b>District Contracts and Agreements</b> Record copies of various contracts, agreements and supporting documentation, including resolution requests.	<b>Until Expiration</b>	<b>15 Years</b>	<b>Until Expiration + 15 Years</b>	Destroy superseded drafts after final approval
<b>LEG-291</b>	<b>Board Resolutions, Minutes &amp; Transcripts</b> Record copy of original Board Resolutions Requests and related attachments and documents.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Also District Admin
<b>LEG-292</b>	<b>Certified Resolutions Adopted by Board of Trustees</b> Record copies of stamped and signed certified Board Resolutions.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Includes miscellaneous back up documents.
<b>LEG-293</b>	<b>Real Property Files</b> Record copies of signed and recorded easements, deeds, leases, and other related agreements and supporting documentation.	<b>Until Closed + 1 Year</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final approved.
<b>LEG-294 DA-351</b>	<b>Master List for Records Requests and Discovery</b> Spreadsheet listing all public records requests, responsive documents, and related documents.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>LEG-295</b>	<b>Litigation Case Files</b> All litigation-related documents, including correspondence, discovery, pleadings, memoranda, expert reports, deposition transcripts, legal opinions, court orders and opinions.	<b>Until Closed + 1 Year</b>	<b>9 Years</b>	<b>Until Closed + 10 Years</b>	
<b>LEG-296</b>	<b>Master Templates for Construction Contracts, Professional Services Agreements for Construction Projects</b> Record copy of various agreement templates such as General Conditions, Instructions to Bidders, Agreement between Owner and Contractor, Professional Services Agreements, and related documents.	<b>Current</b>	<b>None</b>	<b>Current</b>	Destroy supersede drafts after final approval
<b>LEG-297 DA-345</b>	<b>District Appeals and Hearing Examiner Files</b> Documentation related to District hearings, show cause including administrative bill protests.	<b>Until Closed + 1 Year</b>	<b>10 Years</b>	<b>Until Closed + 11 Years</b>	Record copies maintained by District Admin
<b>LEG-298</b>	<b>Board Member Files</b> Oaths of Office, letters of appointment and copies of resolutions related to Board Member appointments.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>LEG-299</b>	<b>Attorney Miscellaneous Files</b> Miscellaneous attorney files (non-litigation).	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>LEG-300</b>	<b>Audio recordings of Board meetings</b>	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	



Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>LEG-301</b>	<b>Suburban Council of Governments Files</b> Record copy of Bylaws, correspondence, letters of appointments, meeting agendas, transcripts, minutes and related records.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Destroy superseded drafts of Bylaws, meeting minutes after final approved.
<b>LEG-302</b>	<b>Records Commission Files</b> Meeting agendas, minutes, correspondence, resolutions, and approved Records Retention Schedules.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>LEG-303</b>	<b>Law Director Reports to Board</b> Biennial litigation/claims update reports, spreadsheets, supporting reports and related documents.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	Destroy superseded drafts after final report is approved.
<b>LEG-304</b>	<b>Public Notices</b> Record copies of requests for public notices for District Board and SCOG meetings.	<b>5 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>LEG-305</b>	<b>Board Bylaws, Committee Charters, Rules, Policies</b> Board Bylaws, policies, Committee Charters, rules and other records documenting the Board of Trustees authority and activities.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Electronic copies kept onsite permanently. Hard copies sent to storage for 1 year. Destroy superseded drafts after final is approved by Board. Keep prior final approved documents permanently.

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>LEG-306</b>	<b>Disparity Studies</b> Record copy of Disparity Study, project files, consultant contract, correspondence, and related documents.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superceded drafts of study after final acceptance. May contain attorney-client privileged material.
<b>LEG-307</b>	<b>Business Opportunity Program Policy</b> Record copy of Board approved policies.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superceded drafts of study after final approved by Board
<b>LEG-308</b>	<b>Records Policies</b> Record copy of Public Records Policy, Records Retention Policy, Legal Hold Policy and related documents.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superceded drafts of study after final approved by Board
<b>LEG-309</b>	<b>District Insurance Policies</b> Record copies of all District insurance policies, correspondence, and related documents.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Insurance procurement and other files in DA
<b>LEG-310</b>	<b>Law Department Budget</b> Law Department annual budget and supporting documents .	<b>1 Year</b>	<b>None</b>	<b>Destroy When Administrative Value Ends</b>	
<b>LEG-311</b>	<b>Law Department Payroll Records</b> Law Department personnel payroll records, leave requests, time detail, transactions, totals, and related documents.			<b>Destroy When Administrative Value Ends</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>LEG-312</b>	<b>Invoices</b> Record copies of invoices for outside counsel, court reporting services, legal services consultants, etc.	<b>5 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>LEG-313</b>	<b>Attorney Miscellaneous Correspondence Files</b> Record copies of out-going correspondence for miscellaneous matters, and Law Director's in-coming correspondence on miscellaneous matters.				
<b>LEG-314</b>	<b>Law Director Audit Statements</b> Annual audit letters, audit updates, correspondence to outside counsel, outside counsel response letters, and related documents.	<b>5 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final report is approved.
<b>LEG-315</b>	<b>Attorneys' Correspondence, Memoranda, and Legal Opinions</b> Record copies of miscellaneous correspondence, memoranda, and legal opinions on behalf of the Board and District .				
<b>LEG-316</b>	<b>Master Templates for Real Property Transaction Documents</b> Record copy of various templates and forms for real estate transactions, such as purchase agreements, easements, Rights-of-Entry, other related documents.	<b>Current</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final is approved.

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>LEG-317</b>	<b>Real Estate Transaction Tracking Spreadsheets</b> Database log used to track status.	<b>Current</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final is approved.
<b>LEG-318</b>	<b>Master Templates for Professional Services &amp; Other Services Agreements</b> Record copy of various agreement templates for procurement of various services.	<b>Current</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final is approved.
<b>LEG-319</b>	<b>Master Emergency Contracting Templates</b> Record copy of various emergency contracting agreement templates for procurement of emergency goods and services .	<b>Current</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final is approved.
<b>LEG-320</b>	<b>City of Cleveland Billing Agreements</b> Billing and collection agreements, stormwater billing agreement.	<b>Current</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>LEG-321</b>	<b>CSO Consent Decree</b> Record copies of CSO Consent Decree negotiation documents, Court Orders, SEP Agreements, Green Infrastructure project agreements, and related documents.	<b>Current</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superseded drafts after final is approved.
<b>LEG-322</b> was DA-344	<b>Member Community Files</b> Record copies of final executed agreements and supporting agreements; documentation, including Stormwater Program Agreements; project Sewer Service Agreements; Sewer Responsibility Agreement; Water Plant Sludge Agreement; correspondence; service area maps; community member contact lists; parcel data and maps; and other related documents	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Destroy superceded drafts after final execution. Keep on site.

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
LEG-323	<b>Law Department Administration Files</b> Documents related to Law Department administrative matters.	Destroy When Administrative Value Ends	Destroy When Administrative Value Ends	Destroy When Administrative Value Ends	
LEG-324	<b>Performance Management -Employee Performance Evaluations Files</b> Annual employee performance goals, performance evaluations, performance improvement plans, and related documents.	3 Years	7 Years	10 Years	Destroy superseded drafts after final is approved.
LEG-325	<b>Litigation and Claims Tracking Spreadsheets</b> Lists of litigation and claims matters and tracking data.	Destroy When Administrative Value Ends	Destroy When Administrative Value Ends	Destroy When Administrative Value Ends	
LEG-326	<b>Settlement Agreements</b> Record copies of settlement agreement tracking log, final executed settlement agreements, resolution requests, resolutions authorizing settlement, memoranda requesting settlement authority, reports, and related documents.	Closed + 1 Years	9 Years	Closed + 10 Years	Electronic copies kept on site for up to 10 years after matter is closed. Hard copies transferred offsite 1 year after matter is closed
LEG-327	<b>Employee Relations Files</b> Claims, notes, recommendations, etc. related to employee claims.	Until Closed + 2 Years	8 Years	Until Closed + 10 Years	
LEG-328	<b>Northeast Ohio Regional Sewer District Code of Regulations</b> Record copy of Code of Regulations Titles, polices and procedures manuals, resolution requests, presentations, correspondence, resolutions, and related documents published by the District.	Permanent	None	Do Not Destroy	Destroy superceded drafts of code, policies, procedures, etc. after final approved by Board.

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 8000 District Administration

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>DA-340</b> <b>GEN-537</b>	<b>Board Agendas</b> Record Copy of Board Agendas and all supporting documentation. submitted and discussed during public meetings, sign-in sheets, presentation materials, handouts, etc.	<b>Current Year + 1 Year</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>DA-342</b>	<b>Senior Staff Team Action Items</b> Record copy of meeting minutes from Senior Staff Team Meetings, minutes, action items.	<b>5 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Electronic and Hard Copies maintained.
<b>DA-343</b>	<b>District Employee Team Charters</b> Record Copy of Team Charters for the district.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>DA-344</b>	<b>District Member Files</b> Copies of legal agreements and supporting documentation regarding negotiations with communities to bring them into the District.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>DA- 345</b> <b>LEG-297</b>	<b>Hearing Examiner Files</b> Record copy of Hearing Examiner requests, appeals of administrative determinations, and all supporting documentation and attachments.	<b>Current Year + 1 Year</b>	<b>10 Years</b>	<b>11 Years</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>DA-346</b>	<b>Board Audit Committee Files</b> Record copies of Board Audit Committee Meeting files.	<b>Current Year + 1 Year</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>DA-347</b>	<b>Strategic Business Plan Files</b> Record copy of District's Strategic Business Plan and supporting documentation relevant to plan development. May include meeting minutes, agendas, presentations, drafts, etc.			<b>Until Superseded or Admin. Value Ends</b>	
<b>DA-348</b>	<b>Internal Audit Files</b> Record copies of Internal Audit Reports and supporting documents, management responses, related files and records.	<b>3 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>DA-349</b>	<b>District Insurance Files</b> Records related to procurement of District insurance, reference copies of insurance policies, premium evaluations, risk management or insurance consultant evaluations, RFPs, presentations, evaluations, analysis, and related records.	<b>3 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Record copies of insurance policies in Law Department.
<b>DA-350</b>	<b>Risk Management Files</b> Files and records related to District Risk Management functions. Records may include risk registers, risk consultant evaluations, correspondence, reports, presentations, etc.	<b>3 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>DA-351</b>	<b>Chronological Correspondence Files - Executive</b> Chronologically filed copies of incoming and/or outgoing correspondence of Executive and Deputy Executive Director	<b>5 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
DA-352	<b>Consultant Review Committee Files</b> Record copies of CRC agendas, packets, minutes, action items, etc.	5 Years	Permanent	Do Not Destroy	
DA-353	<b>Association and Organizations Files</b> Documentation related to industry and professional associations, organizations, groups, etc. which have some form of association or relationship with the District such as NACWA, AOMWA, CORD, WEF, etc				
DA-354	<b>Calendars of Events and Appointments</b>			Until Superseded or Obsolete	Destroy in Office
DA-355	<b>District Correspondence and Memoranda</b>				
DA-356	<b>Master List for Records Requests</b> Spreadsheet listing all public records requests, responsive documents, and related documents	10 Years	Permanent	Do Not Destroy	Electronic
DA-357	<b>Offsite Record Storage Transmittals and Inventory Information</b> Transmittal slips and offsite records storage inventory information maintained by District Records Management staff.			Until Superseded or Until Admin. Value Ends	
DA-539	<b>EPA Grants</b> U.S. and Ohio EPA non-construction grants and supporting documentation.	Until Completed + 5 Years	None	Until Completed + 5 Years	



# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 8100 Watersheds Program

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WTD-101</b>	<b>Sewer Construction Drawings- Connection, Stormwater, CSO</b> Final approval plans and associated correspondence (approval letters).	<b>Current Year + 3 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Electronic records
<b>WTD-102</b>	<b>Community Discharge Permit (Title III &amp; IV)</b> All files pertaining to Community Discharge Permit Program.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	Electronic records
<b>WTD-103</b>	<b>Environments Permits and Associated Documentation &amp; Licensure</b> Reference copy of the Stormwater Industrial Permit, NPDES (including construction), PTIs, 401, 404, EPA, ODNR, Army Corps of Engineers, Wetlands, Air, Radiation License, all facilities Hazardous Waste Manifest for any waste generated by District, and all associated documentation.	<b>Until Updated or Superseded</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	Record Copy maintained by Regulatory Compliance
<b>WTD-105</b>	<b>Environmental Property Assesments</b> Quarterly and annual facility and visual inspection forms, Phase I & and II property assessments, and wetland delineation.	<b>Until Project Completion</b>	<b>15 Years</b>	<b>Until Project Completion + 15 Years</b>	
<b>WTD- 106</b>	<b>Stormwater Planning</b> All associated documentation.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WTD- 107</b>	<b>Stormwater Projects</b> Community cost shares, Watershed grants, WRRSP.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>WTD- 108</b>	<b>Stormwater Fee Determination</b> Community cost shares, Watershed grants, WRRSP, and resident and non-resident credit applications.	<b>6 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>WTD- 109</b>	<b>Stormwater Outreach</b> Speaking engagements and presentations.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>WTD-110</b>	<b>External Plan Review</b> Review of external plans submitted to the District for all Titles other than Title I & II.	<b>Until Project Completion</b>	<b>After Project Completion + 3 Years</b>	<b>After Project Completion + 3 Years</b>	
<b>WTD-112</b>	<b>External Plan Review- District Action Correspondence</b> District approval, denial, and request for modification of external plans submitted to the District.	<b>Until Project Completion</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>WTD-113</b>	<b>NPDES Permits</b> Copies of the NPDES Permit for Southerly, Easterly & Westerly.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>WTD-114</b>	<b>Stormwater Industrial Permit Files</b> Stormwater Industrial Permits, Pollution Prevention Plan, and quarterly and annual facility inspection forms for all District WWTPs.	<b>Until Updated Superseded</b>	<b>None</b>	<b>Until Updated Superseded</b>	Record Copy in Watersheds

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>WTD-115</b>	<b>EPA Reports</b> Reports submitted to the EPA, including the Blocked Overflow Report and the Advisory Discharge Report, and supporting documentation.	<b>5 Years</b>	<b>5 Years</b>	<b>10 Years</b>	Permenent Electronic Record
<b>GIS-001</b>	<b>GIS Contracts</b> Consultant projects, imagery contracts.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	
<b>GIS-002</b>	<b>GIS Internal Analysis Projects</b> Internal analysis of GIS information.	<b>10 Years</b>	<b>Permanent</b>	<b>Do Not Destroy</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 9000 Engineering & Construction

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>ADM-127</b>	<b>Capital Improvement Plan</b> Five-year capital plan for Engineering.	<b>Permanent</b>		<b>None</b>	
<b>ENG-320</b>	<b>Project Record Files</b> All project documentation, in any format, generated throughout the lifecycle of a project from planning to the end of the warranty period.	<b>Until completion of performance certificate</b>		<b>Permanent</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### 9001 Engineering & Construction Planning

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>PLA-310</b>	<b>Community Discharge Permit Files</b> Community discharge permits, combined permits, agreements, correspondence, annual compliance, reports, drawings, etc.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	
<b>PLA-311</b>	<b>Planning Project Files</b> Reports, data analyses, research, RFPs, selection materials, copies of contracts, etc., related to the Planning department's projects.	<b>Until Project Completion + 5 Years</b>	<b>10 Years</b>	<b>Until Project Completion + 15 Years</b>	
<b>PLA-312</b>	<b>Facilities Plans</b> Final Facilities Plan, consultant reports and supplemental information resulting from Planning projects. One copy of each Facilities Plan is forwarded to the Engineering Library, and another copy is sent offsite to Iron Mountain.	<b>Until Project Completion + 5 Years</b>	<b>Permanent</b>	<b>Permanent</b>	
<b>PLA- 313</b>	<b>CSO Consent Decree Implementation Files</b>				
<b>PLA- 363</b>	<b>Planning Projects Inspections</b> Inspections related to Planning projects.	<b>Permanent</b>	<b>None</b>	<b>Do Not Destroy</b>	

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### Transient Documents: Public Records with Short Term Value

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
TD-001	<b>Calendars of Events and Appointments</b>	<b>Destroy in office when superceded or obsolete</b>			
TD-002	<b>Bulletins</b>	<b>Destroy in office when administrative value ends</b>			
TD-003	<b>Conference and Workshop Files</b> Records concerning conferences and workshops conducted or attended by District employees. Note: Destroy in office remaining records when administrative value ends.	<b>Retain records with historical value permanently</b>			
TD-004	<b>Facsimile Cover Sheets</b> Facsimile cover sheets containing only transmittal (to and from) information, or information that does not add significance to the transmitted material.	<b>Destroy in office when administrative value ends</b>			
TD-005	Routing slips or other records that transmit attachments.	<b>Destroy in office when administrative value ends</b>			

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>TD-006</b>	<b>Reservations and Confirmations</b>	<b>Destroy in office when administrative value ends</b>			
<b>TD-007</b>	<b>Preliminary or rough drafts</b> Preliminary Rough Drafts containing no significant information that is not also contained in the final drafts of the records.	<b>Destroy in office when superseded by final draft</b>			
<b>TD-008</b>	Documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business.	<b>Destroy in office when administrative value ends</b>			
<b>TD-009</b>	Records that do not contain information necessary to conduct official or business, meet statutory obligations, carry out administrative functions, meet organizational objectives.	<b>Destroy in office when administrative reference ends</b>			

# Northeast Ohio Regional Sewer District

## Records Retention Schedule

2013

### General: Retention Guidelines for General and Administrative Records for All District Budget Centers

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>GEN-500</b>	<b>Chronological Correspondence Files</b> Chronologically filed copies of incoming and/or outgoing correspondence.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	
<b>GEN-501</b>	<b>Contracts/Agreements - Reference Copies</b> Copies maintained for reference purposes.	<b>Until Expiration</b>	<b>None</b>	<b>Until Expiration</b>	Record copies with Purchasing.
<b>GEN-502</b>	<b>Invoices - Departmental Copies</b> Copies of invoices.			<b>Until Administrative Value Ends</b>	Record copies with Finance
<b>GEN-503</b>	<b>Departmental Employee Files</b> Departmental copies of personnel information, including Performance Evaluations, payroll notices, leave slips, disciplinary notices, etc.				Record copies with HR.
<b>GEN-505</b>	<b>Training Records</b> Departmental training records for individual employees and attendance lists.			<b>Until Termination + 6 Years</b>	Record copies in HR.



Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>GEN-506</b>	<b>Timekeeping Records</b> Departmental reference copies of time cards, time slips, printouts, etc. from the timekeeping system.	<b>3 Years</b>	<b>None</b>	<b>3 Years</b>	
<b>GEN-507</b>	<b>Expense Reports</b> Departmental copies of expense reports submitted to Finance Department for payment.	<b>2 Years</b>	<b>None</b>	<b>2 Years</b>	Record copies with Accounts.
<b>GEN-509</b>	<b>Miscellaneous Departmental Files</b> Non-construction project documentation that may include meeting minutes, notes, project schedules, time estimates, presentations, records related to internal, administrative projects.	<b>Until Completion + 3 Years</b>	<b>None</b>	<b>Until Completion + 3 Years</b>	
<b>GEN-510</b>	<b>Reference/Library Materials</b> Library and reference materials that may include professional journals, association information, technical reference materials and manuals, and periodicals, copies of training and seminar materials, etc.			<b>Until Superseded or when Administrative Value Ends</b>	
<b>GEN-511</b>	<b>District Publications</b> Departmental reference copies of District publications such as People and Progress, Pipeline, InfoXchange, etc.			<b>Until superseded or when administrative value ends</b>	
<b>GEN-512</b>	<b>Logs</b> Departmental operational logs (hard copy or electronic) created for purpose of tracking activities, internal controls, etc.			<b>Until Superseded or when Administrative Value Ends</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>GEN-513</b>	<b>Meeting Minutes - Miscellaneous Departmental/Internal Meetings</b> Meeting materials that may include agendas, meeting arrangement notes, minutes for internal departmental use, etc.			<b>Until Administrative Value Ends</b>	
<b>GEN- 515</b>	<b>Purchase Orders</b> Departmental copies of purchase orders.	<b>Current + 2 Years</b>	<b>5 Years</b>	<b>Current + 7 Years</b>	Record copies with Purchasing.
<b>GEN-516</b>	<b>Sign-in Sheets</b> Departmental employee sign-in sheets.			<b>Until Administrative Value Ends</b>	
<b>GEN-517</b>	<b>Requisitions</b> Departmental reference copies of purchase requisitions.	<b>2 Years</b>	<b>None</b>	<b>2 Years</b>	Record copies in Purchasing
<b>GEN-531</b>	<b>Policies and Procedures</b> General departmental policies, procedures, guidelines.			<b>Until Superseded or when Administrative Value Ends</b>	
<b>GEN-533</b>	<b>Directories and Rosters</b> Lists of employees and related documents.			<b>Until superseded or when administrative value ends</b>	
<b>GEN-534</b>	<b>Presentations/Speeches</b> General presentation and speech materials.			<b>Until Project Completion or Until Admin. Value Ends</b>	

Record Series	Subjects/ Description	On Site Retention	Off Site Retention	Disposal	Comments & Notes
<b>GEN-535</b>	<b>Organization Charts</b> Organization charts of District departments and employee reporting structures.			<b>Until Superseded or when Administrative Value Ends</b>	
<b>GEN-536</b>	<b>General Subject Files</b> Departmental general subject files containing information on a variety of topics relevant to departmental activities.	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	
<b>GEN-538</b>	<b>Departmental Budgets</b> Departmental budgets and preparation documents (work papers).	<b>5 Years</b>	<b>None</b>	<b>5 Years</b>	Record copies with Finance
<b>GEN-660</b>	<b>Training Records - Right-to-Know</b> Training records specific to Right-to-Know.			<b>Until Termination + 30 Years</b>	