

RESOLUTION NO. 1991 - 264

ESTABLISHING A RECORDS RETENTION AND DISPOSAL SCHEDULE
FOR THE GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY.

WHEREAS the Board of Trustees of the Greater Cleveland Regional Transit Authority has determined that it is in the best interest of the Authority to establish a Records Retention Schedule for the retention and disposal of records created and maintained by the GCRTA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Greater Cleveland Regional Transit Authority, Cuyahoga County, Ohio:

Section 1. The Greater Cleveland Regional Transit Authority hereby adopts the Records Retention Schedule dated January, 1991 which is attached hereto and fully incorporated as if written herein.


Section 2. That the General Manager and Secretary/Treasurer is hereby authorized to establish Administrative Policies and Procedures for the retention and disposal of records created and maintained by the Authority in accordance with the Records Retention Schedule attached hereto and any subsequent amendments.

Section 3. That the General Manager and Secretary/Treasurer is hereby authorized to amend the GCRTA Records Retention Schedule without further approval by this Board as long as such amendments are in full compliance with all known applicable laws, rules, and regulations governing the retention and disposal of records created and maintained by the GCRTA.

Section 4. That this resolution shall be effective immediately upon its adoption.


Adopted: December 17, 1991.

Attachments: Records Retention Schedule dated January, 1991.



President

Attest:



General Manager and Secretary-Treasurer

RECORDS MANAGEMENT GLOSSARY

THE FOLLOWING TERMS ARE INTENDED TO ASSIST YOU IN UNDERSTANDING YOUR RECORDS RETENTION SCHEDULE.

%%

RECORD

The act of preserving information on any media that can be retrieved at a later time. "Letters, words, sounds, or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photographing, magnetic impulse, mechanical electronic recording, or other form of data compilation", including "still photographs, X-rays, X-ray films, video tapes, and motion pictures". (Uniform Rules of Evidence)

RECORD SERIES

A group of similar or related records, used or filed as a unit.

COMMENTS

Any pertinent information pertaining to the Records Series, including the Retention Period and Office of Record.

RECORD RETENTION PERIOD

The period of time during which records must be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes. Records are eligible for destruction after the expiration of the retention period in accordance with our record destruction procedures.

OFFICE OF RECORD

The group, department, office or district in the Authority responsible for maintaining the official record for the total record retention period. All other copies of the record are retained until they have no further value. These copies are not to be retained longer than the retention period indicates for the Office of Record copy.

RECORDS RETENTION PERIODS LEGEND

FOR YOUR CONVENIENCE AND TO ELIMINATE MISTAKES, ALL RECORD RETENTION PERIODS START ON THE LAST DAY OF THE YEAR IN WHICH THE RECORDS WERE CREATED, UNLESS OTHERWISE INDICATED.



ACTIVE

Records are to be retained while the matter is active; i.e., the contract is in force, we own the property or structure, or the record is superseded, plus any additional years specified.

Example: Active + 06. The Record is retained until the matter is finalized, the property sold, the structure removed, or the record superseded plus six additional years beginning on December 31, of the year the matter became inactive.

INDEFINITE

The retention period for certain records cannot be determined in advance, so those records must be reviewed periodically to determine whether or not they can be destroyed.

CURRENT YEAR

Records created in the same year are treated as though they were all created on December 31, of that year.

Example: Current Year + 04. The record is retained for the current year, plus four additional years beginning the last day of the year (December 31) in which the record was created.

PERMANENT

The continued preservation of records or other matter forever, without any limit in time.

RECORDS RETENTION GUIDELINES FOR COMMON BUSINESS RECORDS

ADMINISTRATIVE RECORDS

Listed below are records retained by many departments for reference purposes and are considered convenience copies. These records are not the Office of Record, which is the official copy, unless otherwise noted. They are retained for only a short period of time since the Office of Record copy is available. If they are not designated as the Office of Record, they can be discarded by normal means after they are no longer useful.

<u>REFERENCE NUMBER</u>	<u>RECORDS SERIES</u>	<u>RETENTION PERIOD GUIDELINES</u>
B 01	Accident/Incident Reports	Current Year + 03
B 02	Accident/Injury Reports (Employee)	Retain in Personnel File
B 03	Activity Reports	02
B 04	Agreements/Contracts	Active
B 05	Annual Reports, other organizations <u>(Office of Record)</u>	Active
B 06	Appraisals, Employee	03
B 07	Analyses	Active
B 08	Articles, Press Clippings, Press Releases, News Bulletins, etc.	01
B 09	Associations, Clubs, Societies, Business Organization Records (Includes dues/fees)	02
B 10	Bills of Lading	01

<u>REFERENCE NUMBER</u>	<u>RECORDS SERIES</u>	<u>RETENTION PERIOD GUIDELINES</u>
B 26	Invoices	01
B 27	Job Descriptions	Active
B 28	Litigation	Active
B 29	Magazines	Current
B 30	Mail and Delivery Receipts	01
B 31	Management Reports	01
B 32	Manuals	Active
B 33	Meeting Minutes	02
B 34	Packing Slips	01
B 35	Pay Plan	Active
B 36	Performance Reports	02
B 37	Personnel Files	Send file to Personnel Administration upon employee termination
B 38	Personnel Testing Report	01
B 39	Policies	Active
B 40	Position Request Summary	Active
B 41	Procedures	Active
B 42	Progress Reports	02
B 43	Project Files	Active
B 44	Publications	Current

GENERAL CORRESPONDENCE

Correspondence includes internal memoranda, notes to file, letters created and received, etc. The subject matter, purpose and use of the record's content determines the length of time the record should be retained. Listed below are guidelines for these records.

<u>REFERENCE NUMBER</u>	<u>RECORD SERIES</u>	<u>RETENTION PERIOD GUIDELINES</u>
B 60	Correspondence Not Requiring Reference or Follow-up <ul style="list-style-type: none">◆ Information copies required for a specific need that has been satisfied.◆ Copies of "nice-to-know" information when the original is filed elsewhere.◆ Congratulatory notes, reminder notices, or information which completes a transaction where no further reference is required.	No Longer Than One Year
B 61	Correspondence Requiring Reference or Follow-up <ul style="list-style-type: none">◆ Intermediate term correspondence to which reference or follow-up diminishes and its value decreases after a definite time period.	No Longer Than Two Years
B 62	Correspondence Which Modifies, Addends or Interprets Another Record <ul style="list-style-type: none">◆ Correspondence involved in negotiations with vendors, complaints, etc.	Retain for Same Period As Principal Record
B 63	Chronological Files <ul style="list-style-type: none">◆ Letters and memoranda originated by the department filed in chronological order.	One Calendar Year

REPORTS

Many reports are widely distributed and vary in type and content. Due to the variety of reports, only general retention period guidelines can be provided.

REFERENCE NUMBER

OFFICE OF RECORD COPY

RETENTION PERIOD GUIDELINES

B 64	Reports for a specific purpose or of a non-routine nature.	03
B 65	Reports requiring future action or reference.	Active + 01
B 66	Reports for informational purposes not requiring follow-up or reference.	01

NON-OFFICE OF RECORD COPY

RETENTION PERIOD GUIDELINES

B 67	Reports for a specific purpose or of a non-routine nature.	01
B 68	Reports requiring future action or reference.	Active + 06 Months
B 69	Reports for informational purposes not requiring follow-up or reference.	06 Months

AUDITS, INVESTIGATIONS, CLAIMS, LITIGATION

Listed below are records which may be required beyond normal retention periods.

RECORD SERIES

Periodically there are special circumstances such as audits, investigations, claims or litigation that require the retention of records beyond their normal destruction date. When this is necessary, the Legal Department or the Records Manager will notify the department responsible for the records to suspend destruction.

RETENTION PERIOD GUIDELINES

The department is responsible for retaining the records until the audit, investigation, claim or litigation is settled. Normal retention policy will resume upon conclusion of the matter and authorization is given by Legal Department or the Records Manager to proceed with the disposal of the records as stated in the Records Retention Schedule.

COPIES OF RECORDS

A copy of a record may become an original when notes are added which substantially changes or enhances the record. Records created in this manner are subject to subpoena. It is advisable to maintain notes separately.

June, 1991

GREATER CLEVELAND REGIONAL TRANSIT AUTHORITY
ALPHA BY NAME LISTING

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Payroll				
01	6th to 7th Month Service Report	Business Decision	03 Months	
DEPARTMENT: 54 - Operations Planning				
01	96 Files	Includes Headways, Schedule Tables, Run Sheets, Routes and Time Prints. Business Decision	Active + 10	
DEPARTMENT: 40 - Bus Equipment				
01	A/C Defect Report	R/D8. Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment				
02	Abnormal Tire Wear Report	R/D12. Business Decision	Current Year + 06 Months	
DEPARTMENT: 14 - Personnel Administration				
01	Absent Time	Information taken from Employees Job Time Reports. Business Decision	Current Year + 02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 03	Absentee Report	P5. Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 04	Accident Claims	Claim File.	Current Year + 03	Claims
DEPARTMENT: 40 - Bus Equipment 05	Accident Coach Inspection	M5. Business Decision	03	
DEPARTMENT: 20 - Claims 01	Accident Log	Business Decision	Active + 20	
DEPARTMENT: 15 - Safety 03	Accident Recommendation Log	Business Decision	25	
DEPARTMENT: 15 - Safety 01	Accident/Incident Reports - Monthly Listing	Business Decision	Active	
	- Database	Includes Mileage Statistics.	10	
DEPARTMENT: 40 - Bus Equipment 06	Accident/Incident Report	Miscellaneous Incident Report.	Current Year + 03	Claims

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 32 - Rail Transportation				
01	Accident/Incident Report	Miscellaneous Incident Report.	Current Year + 03	Claims
DEPARTMENT: 37 - Facilities Maintenance				
01	Accident/Incident Report	Includes Vandalism. Miscellaneous Incident Report.	Current Year + 03	Claims
DEPARTMENT: 15 - Safety				
02	Accident/Incident Reports	Miscellaneous Incident Report.	Active	Claims
DEPARTMENT: 60 - Payroll				
02	Account Deduction Control List	Business Decision	03 Months	
DEPARTMENT: 60 - Accounting				
01	Accounts Payable Checks, Canceled	49 CFR 1220.14 C4 - 3 years	Current Year + 04 and Audit	
DEPARTMENT: 60 - Accounting				
02	Accounts Payable Ledger	GSSO GAF 02 - 4 years after audit	Current Year + 04 and Audit	
DEPARTMENT: 60 - Grants Accounting				
G01	Accounts Payable Report	Includes Report Nos. PBL050, PBL016 and PBL017. 49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Grants Accounting G02	Accounts Payable Vouchers	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 60 - Accounting 03	Accounts Payable Vouchers - Expensed - Capital	Includes Expense Reports. GSSO GAF 54; GAF 90 - 4 years 49 CFR 1220.14 C4 - 3 years GSSO GAF 21 - 3 years after disposal of asset	Current Year + 04 and Audit Active + 03	
DEPARTMENT: 60 - Accounting 04	Accounts Receivable Ledger	49 CFR 1220.10 C5B - 3 years	Current Year + 04 and Audit	
DEPARTMENT: 60 - Accounting 05	Accounts Receivables	Includes NSF Checks. 49 CFR 1220.10 C5B - 3 years	Current Year + 04 and Audit	
DEPARTMENT: 40 - Bus Equipment 07	Accumulative Actual Mileage by Month	H15. Business Decision	Current Year	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 08	Activities Report	Includes Shop Reports, Brake Reline and Road Call Summary. Business Decision	Current Year + 05	
DEPARTMENT: 53 - Marketing 01	Ad Campaign File	Business Decision	Indefinite	
DEPARTMENT: 60 - Accounting 06	Adjustments to On-Hand Inventory Counts	Physical Inventory Reports and Tickets.	Current Year + 01 and Audit	Inventory Control
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 01	Administrative Policies and Procedures	Business Decision	Active + 10	
DEPARTMENT: 10 - Office of Equal Opportunity 01	Affirmative Action Plan	Business Decision	Current Year + 01	
DEPARTMENT: 12 - Executive - Materiel 01	Airline Reservation Material	Business Decision	Current Year + 03	
DEPARTMENT: 14 - Personnel Administration (Medical) 01	Alcohol/Drug Screening Results	Included in Employee Medical Files.	see Employee Medical Files	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 35 - Bus Transportation 01	Alcohol/Drug Test Results	Alcohol/Drug Screening Results	05	Personnel Administration (Medical)
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 02	American Public Transit Association Files	Business Decision	Active	
DEPARTMENT: 12 - Executive - Finance and Administration 02	Annual Certificate of Estimated Resources	OMRM p.17 - 7 years	06	
DEPARTMENT: 53 - Marketing 02	Annual Report	ORCA 149.11 - 1 copy permanent	Permanent	
DEPARTMENT: 14 - Personnel Administration 02	Applicant File, Not Hired	29 CFR 1627.3 - 1 year	Current Year + 01	
DEPARTMENT: 30 - Training Services & Career Development 01	Application for Tuition Reimbursement	Business Decision	Current Year + 03 and Audit	
DEPARTMENT: 53 - Marketing 03	Artwork and Layout	Business Decision	Indefinite	
DEPARTMENT: 50 - Customer Relations 01	AT&T Invoices	Accounts Payable Vouchers.	Current Year + 01	Accounting

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
---------------	---------------	----------	------------------	---

DEPARTMENT: 14 - Personnel Administration

03	Attendance Record			
	- Computer Generated	Business Decision	Current Year + 03	
	- Other	Included in Personnel Files.	see Personnel Files	

DEPARTMENT: 60 - Accounting

07	ATU Salary and Wage	Business Decision	Current Year + 02	
	Workpapers			

DEPARTMENT: 51 - Community Relations

01	Audio Visual	Business Decision	Active + 02	
	Presentations			

DEPARTMENT: 60 - Grants Accounting

G03	Audit Financial Statement	49 CFR 18.42 - 3 years after audit	Active + 03 After	
	and Schedule	UMTA C 5010.1A (9-18-87) - 3 years	Completion of Project,	
		after completion of project	Expenditure Submission	
			and Audit	

DEPARTMENT: 19 - Internal Audit

01	Audit Plan	Business Decision	Current Year + 05	
----	------------	-------------------	-------------------	--

DEPARTMENT: 19 - Internal Audit

02	Audit Policies and	Business Decision	Active + 10	
	Procedures			

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 19 - Internal Audit 03	Audit Reports	Audits Conducted by Internal Auditors. 49 CFR 1220.106A - 3 years Proposed by Public Accountants ORC 117.21 - 3 years after release date of audit.	03 After Previous Audit	
DEPARTMENT: 12 - Executive - Finance and Administration 01	Audit Reports, External	ORCA 117.21 - 3 years 49 CFR 1220.16A - 3 years	05	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 03	Audit Reports, External		Active	Executive - Finance and Administration
DEPARTMENT: 34 - Transit Police 01	Auto Tow Report	Business Decision	Current Year + 03	
DEPARTMENT: 35 - Bus Transportation 02	Automobile and Supervisory Van List	Non-Revenue Automobile Assignment List.	Active	Support Services
DEPARTMENT: 66 - Inventory Control 01	Back Order Age Report	BOAGERPT - Weekly. Business Decision	01 Week	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting 08	Bank Advices	Business Decision	Current Year + 04 and Audit	
DEPARTMENT: 60 - Accounting 09	Bank Statements	GSSO GAF 13 - 4 years and audit	Current Year + 04 and Audit	
DEPARTMENT: 40 - Bus Equipment 09	Battery Report	Form Nos. 10-1117, 10-1118, 10-1119, 10-1120. M1 - M4. Business Decision	Active	
DEPARTMENT: 14 - Personnel Administration 04	Benefit Claim	Business Decision	05	
DEPARTMENT: 60 - Accounting 10	Bid Deposit Report	Business Decision	Active	
DEPARTMENT: 42 - Technical Services 01	Bid Evaluation	Contract Files. Bids, Rejected.	01	Procurement
DEPARTMENT: 42 - Technical Services 02	Bid Specifications	Contract Files.	Active	Procurement
DEPARTMENT: 64 - Procurement 01	Bidders List	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 64 - Procurement 02	Bids, Rejected	GSSO GAF 16 - 3 years	03 and Audit	
DEPARTMENT: 54 - Operations Planning 02	Billings for Special Service	Accounts Receivables.	Current Year + 02	Accounting
DEPARTMENT: 11 - Engineering and Construction 01	Blueprints	Business Decision	Active	
DEPARTMENT: 16 - Board of Trustees 01	Board Appointment Certifications	Business Decision	Permanent	
DEPARTMENT: 16 - Board of Trustees 02	Board Committee Minutes	Business Decision	Permanent	
DEPARTMENT: 16 - Board of Trustees 03	Board Committee Package - Finance - Human Resources - Legal - Marketing & Communications - Operations - Planning & Development - Committee of the Whole Board	Includes Agendas and Supporting Documents. Business Decision	Current Year + 10	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 16 - Board of Trustees 04	Board Compensation and Attendance Records	Business Decision	Active + 05 and Audit	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 04	Board Information	Includes RTA's Operational Activities. Business Decision	Current Year + 03	
DEPARTMENT: 16 - Board of Trustees 05	Board Meeting Back-up Material	Includes Sign-Off Sheets for Resolutions. Business Decision	Current Year + 25	
DEPARTMENT: 16 - Board of Trustees 06	Board Minutes	Business Decision	Permanent	
DEPARTMENT: 16 - Board of Trustees 07	Board Resolutions	Business Decision	Permanent	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 05	Bond Coupons	GSSO GAF 17 - 2 years after audited	02 and Audit	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 06	Bonds	OMRM p.18 - until paid off and audited 49 CFR 1220.10 B-2 - until redemption + 3 years	Active + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 07	Bonds Offerings	Includes Transcript of Proceedings and Supporting Documents. Business Decision	Active + 21	
DEPARTMENT: 40 - Bus Equipment 10	Brake History	Form No. 10-1043. Business Decision	Active	
DEPARTMENT: 34 - Transit Police 02	Brevities Report	Business Decision	20	
DEPARTMENT: 11 - Engineering and Construction 02	Bridge Files	Appraise for Historical Value. OMRM p.12 - life of bridge.	Active	
DEPARTMENT: 53 - Marketing 11	Brochures/Literature Sample File	Business Decision	Indefinite	
DEPARTMENT: 67 - Finance 01	Budget Appropriation Report	Report No. FMBUD006. Business Decision	Current Year + 06	
DEPARTMENT: 67 - Finance 02	Budget Development System	Business Decision	Current Year + 06	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 67 - Finance 03	Budget Document	Business Decision	Current Year + 10	
DEPARTMENT: 62 - Support Services 01	Building Access List	Business Decision	Active	
DEPARTMENT: 32 - Rail Transportation 02	Bulletins	Business Decision	Active + 07	
DEPARTMENT: 40 - Bus Equipment 11	Bus Maintenance Equipment Shift Report	Form No. 10-2004. R/D2. Business Decision	Current Year + 01	
DEPARTMENT: 54 - Operations Planning 03	Bus Stops Inventory	Includes Stop Book. Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 12	Buses Needed for Tire Work	R/D11. Business Decision	06 Months	
DEPARTMENT: 55 - Strategic Planning & Research 03	Business Plans	Includes Annual, Strategic and Long Range Plans. Business Decision	Indefinite	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 66 - Inventory Control 02	Buy Update	BUYUPDATE - Daily. Business Decision	Current Year + 02	
DEPARTMENT: 16 - Board of Trustees 08	By-Laws	Business Decision	Permanent	
DEPARTMENT: 60 - Accounting 11	Canceled Payroll Checks Listing	Business Decision	Current Year + 03	
DEPARTMENT: 41 - Rail Equipment 01	Car Status Report	Business Decision	Current Year + 01	
DEPARTMENT: 19 - Internal Audit 04	Carry Forward Files	Reference Material - vendors, departments, districts and auditable areas. Business Decision	Active	
DEPARTMENT: 60 - Accounting 12	Cash Balance Report	Business Decision	Current Year + 02 and Audit	
DEPARTMENT: 60 - Accounting 13	Cash Disbursement Report - Weekly		Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
	- Year-To-Date	OMRM p.3 - 3 years after audit GSSO GAF 25 - 3 years after audit	Current Year + 03 and Audit	
DEPARTMENT: 60 - Grants Accounting G04	Cash Disbursement Report	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 67 - Finance 04	Cash Disbursement Report	Report No. FMCD5005.	Current Year + 02	Accounting
DEPARTMENT: 37 - Facilities Maintenance 02	Cash Disbursement Report		Active	Accounting
DEPARTMENT: 60 - Accounting 14	Cash Proofs	Business Decision	Current Year + 04 and Audit	
DEPARTMENT: 15 - Safety 04	Central Safety Hazard Log	Business Decision	Active + 03	
DEPARTMENT: 60 - Accounting 15	Certificate of Motor Vehicle Title	ORCA 4505.11 - when salvaged title is to be surrendered to clerk of courts	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 42 - Technical Services 03	Certification of Acceptance	Accounts Payable Vouchers.	01	Accounting
DEPARTMENT: 10 - Office of Equal Opportunity 02	Certifications	Includes DBE, MBE, etc. Business Decision	Active	
DEPARTMENT: 50 - Customer Relations 02	Charter Card	49 CFR 604.51 - 3 years	03	
DEPARTMENT: 50 - Customer Relations 03	Charter Contract	49 CFR 1220.10 - 3 years	Active + 03	
DEPARTMENT: 50 - Customer Relations 04	Charter Map/Route	Business Decision	Active	
DEPARTMENT: 60 - Accounting 16	Check Log	Business Decision	Current Year + 01 and Audit	
DEPARTMENT: 51 - Community Relations 02	Citizen Advisory Council Files	Business Decision	01	
DEPARTMENT: 60 - Accounting 17	City Tax Payments	ORCA 718.06 - 3 years after tax due	Current Year + 04 and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
---------------	---------------	----------	------------------	---

DEPARTMENT: 20 - Claims
03 Claim File

Includes Workpapers, Negotiation
Records, Tapes and Payments for Damages
of Coaches/Property.
GSSO GA 06 - 5 years after case is
closed

Active + 07

DEPARTMENT: 20 - Claims
04 Claim File, Minors

ORC 2305.10-30 bodily injury or injury
to property - 2 years after age of
majority (age of majority - 18 years)

Active + 07 After
Majority

DEPARTMENT: 20 - Claims
02 Claims Adjustment Index
Cards

Business Decision

Indefinite

DEPARTMENT: 37 - Facilities Maintenance
03 Cleanliness Report

Active

Safety

DEPARTMENT: 15 - Safety
05 Cleanliness Report

Business Decision

Current Year + 01

DEPARTMENT: 40 - Bus Equipment
13 Coach Assignment

S10.
Business Decision

Active

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 14	Coach Call Out/Dyno Test Status	(23) Business Decision	06 Months	
DEPARTMENT: 40 - Bus Equipment 15	Coach Campaigns	Business Decision	Indefinite	
DEPARTMENT: 40 - Bus Equipment 16	Coach Files	Includes Work Orders, Oil Analyses, Warranty, Vendor Recall Sheets, Inspection Reports, Delivery Acceptance Records, Chassis Dyno, Scrap Inspection Form, Scrap Coach Exit Inspection, Lining Condition Report, Brake System Maintenance Form and Wheel Alignment Check List (Form No. 10-1115) (21, 24, 25, 39, 40, 41) Business Decision	Active + 03	
DEPARTMENT: 40 - Bus Equipment 17	Coach Inspection	(20) Business Decision	06 Months	
DEPARTMENT: 40 - Bus Equipment 18	Coach License Numbers	VH5. Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 19	Coach Motor Status - Active Coach List - Status Report - Morning Report	VS2, VS3, VS5	12	
	- All Other Reports	VS4 - VS13 Business Decision	01	
DEPARTMENT: 40 - Bus Equipment 20	Coach Service Record	S12. GSSO GA 31 - 3 years and audit	Current Year + 06	
DEPARTMENT: 40 - Bus Equipment 21	Coach Status Sheet	(49) Business Decision	Current Year + 01	
DEPARTMENT: 15 - Safety 06	Collision and Passenger Accident Summary	Statistical Summary. Business Decision	Current Year + 10	
DEPARTMENT: 31 - Paratransit 01	Complete Tour Sheet	Business Decision	Current Year + 03	
DEPARTMENT: 36 - Power 01	Construction Projects	Project Files.	Active + 03	E&C
DEPARTMENT: 21 - Legal 01	Contract Administration Legal Files	ORC 2305.06 - written contract 15 years after expired	Active + 15	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 64 - Procurement 03	Contract Files	Includes Purchase Orders, Bid Evaluations and Bid Specifications. ORCA 2305.06 - 15 years after expired	Active + 15	
DEPARTMENT: 10 - Office of Equal Opportunity 03	Contract Files		Active + 03	Procurement
DEPARTMENT: 64 - Procurement 04	Contract Index	List of Contracts. Business Decision	Active + 15	
DEPARTMENT: 40 - Bus Equipment 22	Contract Status	C2 & C3. Business Decision	Active + 02	
DEPARTMENT: 64 - Procurement 05	Contractors Certified Payroll Records	US 229.0010 - 3 years after completion of contract	Active + 03	
DEPARTMENT: 41 - Rail Equipment 02	Contracts	Includes Specifications. Contract Files.	Active + 02	Procurement
DEPARTMENT: 64 - Procurement 06	Contracts	ORCA 2305.06 - 15 years after expired	Active + 15	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting 18	Contracts Listing by Vendor Number	Purchase Order Request Computer Printout.	Active	Procurement
DEPARTMENT: 40 - Bus Equipment 23	Coordinator Board	(48) Business Decision	Active	
DEPARTMENT: 60 - Payroll 03	COPE (Committee On Political Education) Deduction Report	11 CFR 102.9 - 3 years	Current Year + 03	
DEPARTMENT: 60 - Payroll 04	Credit Union Control Listing	FLSA 29 CFR 516.2 - 3 years	Current Year + 03	
DEPARTMENT: 34 - Transit Police 03	Crime Book	Business Decision	Indefinite	
DEPARTMENT: 21 - Legal 02	Crime Insurance Policies	ORC 2305.06 - written contract 15 years after expired	Active + 15	
DEPARTMENT: 34 - Transit Police 04	Crime Report	OMRM p.26 - 20 years provided no action pending	Active + 20	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 20 - Claims 05	Crime Report		Active + 05	Transit Police
DEPARTMENT: 50 - Customer Relations 05	Customer Administration Records	Phone Extension Listing. Business Decision	Active	
DEPARTMENT: 51 - Community Relations 03	Customer Comments/ Complaints	Business Decision	Current Year + 03	
DEPARTMENT: 50 - Customer Relations 06	Customer Communication Report	Business Decision	Current Year + 03	
DEPARTMENT: 34 - Transit Police 05	Customer Communication Report		03 Months	Customer Relations
DEPARTMENT: - Bus Transportation - Districts 01	Customer Service Report	Customer Communication Report.	Current Year + 01	Customer Relations
DEPARTMENT: 35 - Bus Transportation 03	Daily Activities Diary	Business Decision	Current Year + 03	
DEPARTMENT: 60 - Accounting 19	Daily Cash Receipts Report	GSSO GAF 27 - 2 years and audit	Current Year + 04 and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 65 - Revenue 01	Daily Cash Receipts	OMRM p.3 - 3 years	Current Year + 04	
DEPARTMENT: 40 - Bus Equipment 24	Daily Coach Inspection and Defect Report	Form No. 10-1022. R/D10. Business Decision	03 Months	
DEPARTMENT: 65 - Revenue 02	Daily Deposit Reconciliation Report	GSSO GAF 12 - 4 years	Current Year + 04 and Audit	
DEPARTMENT: 40 - Bus Equipment 25	Daily Maintenance Report	S13. Mobile Truck. Business Decision	03 Months	
DEPARTMENT: 40 - Bus Equipment 26	Daily Mileage Report	M14. Mileage Reports.	Current Year	Operations Planning
DEPARTMENT: 35 - Bus Transportation 04	Daily Operation Recording Tapes	Business Decision	Current Year + 02	
DEPARTMENT: 32 - Rail Transportation 03	Daily Overtime Sheet	Business Decision	Current Year	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 27	Daily Planner	(37) Business Decision	Current Year + 01	
DEPARTMENT: 20 - Claims 06	Daily Production Sheet	Business Decision	Current Year + 05	
DEPARTMENT: 32 - Rail Transportation 04	Daily Rail Transportation Report	Business Decision	Current Year + 03	
DEPARTMENT: 41 - Rail Equipment 03	Daily Rail Transportation Report		Current Year + 01	Rail Transportation
DEPARTMENT: 14 - Personnel Administration (Medical) 02	Daily Reception Room Sheet	Included in Employee Medical Files.	see Employee Medical Files	
DEPARTMENT: 32 - Rail Transportation 05	Daily Record of Rapid Transit Trains	Business Decision	Current Year + 07	
DEPARTMENT: 14 - Personnel Administration (Medical) 03	Daily Referrals to Medical Office	Included in Employee Medical Files.	see Employee Medical Files	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 35 - Bus Transportation 05	Daily Supervisor Report	Includes Radio Control Logs, Daily Reports and Work and Assignment Lists. Business Decision	Current Year + 04	
DEPARTMENT: 40 - Bus Equipment 28	Daily Time Slip	Form No. 73-142. Time Card/Sheet.	06 Months	Payroll
DEPARTMENT: 35 - Bus Transportation 06	Daily Transportation Report	Business Decision	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 29	Daily Transportation Report	M7.	Current Year + 02	Bus Transportation
DEPARTMENT: - Bus Transportation - Districts 02	Daily Transportation Report		Current Year + 01	Bus Transportation
DEPARTMENT: 54 - Operations Planning 04	Daily Transportation Report	Includes Rail and Bus.	Current Year + 01	Bus Transportation Rail Transportation
DEPARTMENT: 32 - Rail Transportation 06	Daily Work Assignment Sheet	Business Decision	Current Year + 02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 36 - Power 02	Daily Work Report	Includes Tracks, Signal, Overhead and Substation. Business Decision	Current Year + 05	
DEPARTMENT: 21 - Legal 03	Deeds & Title Policies (Abstracts)	OMRM p.50 - permanent GSSO GAF 36 - permanent	Permanent	
DEPARTMENT: 60 - Payroll 05	Deferred Compensation Report	FLSA 29 CFR 516.2 - 3 years	Current Year + 03	
DEPARTMENT: 60 - Accounting 20	Deleted Check Listing	Business Decision	04 and Audit	
DEPARTMENT: 66 - Inventory Control 03	Delivery Purchase Order Report	DELVPORT - Weekly. Business Decision	Current Year + 02	
DEPARTMENT: 15 - Safety 07	Department and Job Class Employee Printout	Employee Listings.	Active	Personnel Administration
DEPARTMENT: 12 - Executive - Investments 01	Depository Collateral Files	Business Decision	Current Year + 03 and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - Investments				
02	Depository Contracts	ORCA 2305.06 - 15 years after closed	Active + 15	
DEPARTMENT: 50 - Customer Relations				
07	Disabled Discount Fare Card	Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment				
30	Distribution of Motor Coaches	VS1. Business Decision	Indefinite	
DEPARTMENT: 40 - Bus Equipment				
31	District Superintendent Daily Report of Accidents	M6. Business Decision	03	
DEPARTMENT: 36 - Power				
03	Drawings	Includes Substations, Power Lines, Signals, etc. OMRM p.3 - life of building or system	Active	
DEPARTMENT: 14 - Personnel Administration				
05	Drivers License Review Form			
	- Rejected	Business Decision	06 Months	
	- Hired	Included in Personnel Files.	see Personnel Files	
DEPARTMENT: 34 - Transit Police				
06	Duty Assignment	Business Decision	Current Year + 10	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 34 - Transit Police 07	Duty Report	Business Decision	Current Year + 10	
DEPARTMENT: 10 - Office of Equal Opportunity 04	EEO 4 Report	29 CFR 1602.30 - 3 Years	Current Year + 03	
DEPARTMENT: 10 - Office of Equal Opportunity 05	EEO Complaints - Formal - Informal	* Review for Longer Retention Based on Activity. 29 CFR 1602.14 & 29 CFR 1602.3 - until final disposition of charge ORCA 4112.03 - none specified	05* 03	
DEPARTMENT: 41 - Rail Equipment 04	Electrical Schematics/ Drawings	Business Decision	Active	
DEPARTMENT: 15 - Safety 08	Emergency Action Plan	Includes Notification List. 29 CFR 1910.38 - none specified Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 32	Emergency Part Order Form	(10) Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 17 - Workers' Compensation				
01	Employee Accident Report	Includes Supervisor Report of Employee Injury. 29 CFR 1904.2 (OSHA) - 5 years	05	
DEPARTMENT: 32 - Rail Transportation				
07	Employee Accident Report	Includes Supervisor Report of Employee Injury.	Current Year + 03	Workers' Compensation
DEPARTMENT: 15 - Safety				
10	Employee Accident Report		01	Workers' Compensation
DEPARTMENT: 60 - Payroll				
06	Employee Address List	Business Decision	Active	
DEPARTMENT: 14 - Personnel Administration				
06	Employee Appraisal	Included in Personnel Files.	see Personnel Files	
DEPARTMENT: 14 - Personnel Administration				
07	Employee Assistance Program File	Business Decision	Active + 10	
DEPARTMENT: 60 - Payroll				
07	Employee Check Distribution List	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 33	Employee Drivers License Listing	P12. Business Decision	Active	
DEPARTMENT: 15 - Safety 09	Employee Injury and Lost Time Summary - Detail Data	Business Decision	Current Year + 02 10	
DEPARTMENT: 14 - Personnel Administration 08	Employee Listing	Business Decision	Active	
DEPARTMENT: 10 - Office of Equal Opportunity 06	Employee Listing by Race and Sex	29 CFR 1602.13 - permanent	Permanent	
DEPARTMENT: 14 - Personnel Administration (Medical) 04	Employee Medical Files	29 CFR 1910.20 - 30 years	Active + 30	
DEPARTMENT: 14 - Personnel Administration 09	Employee Profile	Business Decision	Active	
DEPARTMENT: 60 - Payroll 08	Employee Status Control List	Business Decision	Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 14 - Personnel Administration				
10	Employee Status Report	Employee Listing by Social Security Number. Business Decision	Active	
DEPARTMENT: 30 - Training Services & Career Development				
02	Employee Training Records	Business Decision	Active + 10	
DEPARTMENT: 14 - Personnel Administration				
11	Employee Withholding Exemptions	Included in Personnel Files. W4 Statements. 26 CFR 6001.5 - 4 years after due date Business Decision	see Personnel Files	
DEPARTMENT: 40 - Bus Equipment				
34	Employees Requesting to Leave Work Area	(6) Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment				
35	Employment Action Report	P6. Business Decision	Current Year + 01	
DEPARTMENT: 67 - Finance				
05	Encumbrance Detail	Report No. MONTR4. Business Decision	Current Year + 01	
DEPARTMENT: 64 - Procurement				
07	Encumbrance Detail	Report No. MONRT4.	Active	Finance

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 36	Engine and Transmission Dynamometer	Includes Engine Dyno Test Sheet and Valve Body Sheet. Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 37	Engine Block Reclamation	(59) Business Decision	Current Year + 01	
DEPARTMENT: 31 - Paratransit 02	Entry Report		06 Months	Transit Police
DEPARTMENT: 34 - Transit Police 08	Entry Report	Business Decision	06 Months	
DEPARTMENT: 15 - Safety 11	Environmental Testing Report	Includes Industrial Hygiene and Air Monitoring Reports. 29 CFR 1904.6 - 5 years	30	
DEPARTMENT: 35 - Bus Transportation 07	Equipment Distribution Control Log	Business Decision	Active	
DEPARTMENT: 64 - Procurement 08	Equipment Lease Agreements	ORCA 2305.06 - 15 years after expired	Active + 15	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 37 - Facilities Maintenance 04	Equipment Maintenance Files	Business Decision	Active + 03	
DEPARTMENT: 50 - Customer Relations 08	Equipment Order	Business Decision	Current Year + 02	
DEPARTMENT: 40 - Bus Equipment 38	Equipment Supervisor Report of Vehicle Damage	M8. Business Decision	Current Year + 03	
DEPARTMENT: 31 - Paratransit 03	Extra Lift Application	Business Decision	Active	
DEPARTMENT: 60 - Grants Accounting G05	Federal Operating Assistance	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 60 - Accounting 21	Federal Tax Payments	941 Report. 26 CFR 31.6001 - 1 - 4 years after due date	Current Year + 04 and Audit	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 08	Financial Disclosure Statements	Business Decision	Active + 05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting 22	Financial Grouping Report	Business Decision	Current Year + 03	
DEPARTMENT: 12 - Executive - Finance 04	Financial Statements, Periodic	and Administration Business Decision	10	
DEPARTMENT: 12 - Executive - Finance 03	Financial Statements, Certified	and Administration ORCA 319.5 - none specified Business Decision	25	
DEPARTMENT: 21 - Legal 04	Fire Insurance Policies	ORC 2305.06 - written contract 15 years after expired ORCA 2305.10 - 2 years after expired	Active + 15	
DEPARTMENT: 40 - Bus Equipment 39	Fleet Sheets	VH1. Business Decision	Indefinite	
DEPARTMENT: 40 - Bus Equipment 40	Fleet Specification Sheet	VH6. Business Decision	Active + 01	
DEPARTMENT: 50 - Customer Relations 09	Force Administration Data Systems Report	Answerline Call Information. Business Decision	Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 53 - Marketing 04	Forms	Business Decision	Active	
DEPARTMENT: 62 - Support Services 02	Forms Files	Business Decision	Active	
DEPARTMENT: 12 - Executive - Finance and Administration 05	Fourth Step Grievances	Grievances.	Active + 01	Personnel Administration
DEPARTMENT: 12 - Executive - Operations 01	Fourth Step Grievances	Grievances.	Active + 01	Personnel Administration
DEPARTMENT: 40 - Bus Equipment 41	Fuel Control Report	S4. Business Decision	Current Year + 01	
DEPARTMENT: 31 - Paratransit 04	Fuel Report	Business Decision	Current Year + 01	
DEPARTMENT: 37 - Facilities Maintenance 05	Fuel Usage Report	Business Decision	Current Year + 03 and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Payroll 09	Garnishments	OMRM p.41 - termination of employee ORCA 2333.02 - none specified Business Decision	Active + 03	
DEPARTMENT: 16 - Board of Trustees 09	General Correspondence		see Guidelines	
DEPARTMENT: 12 - Executive - Materiel 02	General Correspondence		see Guidelines	
DEPARTMENT: 12 - Executive - Deputy General Manager 01	General Correspondence		see Guidelines	
DEPARTMENT: 12 - Executive - Marketing and Development 01	General Correspondence		see Guidelines	
DEPARTMENT: 12 - Executive - Legal 01	General Correspondence		see Guidelines	
DEPARTMENT: 12 - Executive - Finance and Administration 06	General Correspondence		see Guidelines	
DEPARTMENT: 11 - Engineering and Construction 03	General Correspondence		see Guidelines	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 09	General Correspondence		see Guidelines	
DEPARTMENT: 12 - Executive - Operations 02	General Correspondence		see Guidelines	
DEPARTMENT: 53 - Marketing 05	General Correspondence		see Guidelines	
DEPARTMENT: 60 - Accounting 23	General Ledger	18 CFR 225.3 - 50 years 18 CFR 125.3 - 50 years 49 CFR 1220.10 - until discontinued use + 3 years GSSO GAF 48 - 4 years and audit	25	
DEPARTMENT: 12 - Executive - Marketing and Development 02	General Policies	Business Decision	Active + 10	
DEPARTMENT: 60 - Grants Accounting G06	Grant Application	Grant Management Files.	Active + 03 After Completion of Project, Expenditure Submission and Audit	Strategic Planning and Research
DEPARTMENT: 55 - Strategic Planning & Research 01	Grant Applications, Not Approved	Business Decision	02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Grants Accounting G07	Grant Batches, Capital	Grant Number Control Form.	Current Year + 02	Procurement
DEPARTMENT: 60 - Grants Accounting G08	Grant Closing	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 67 - Finance 06	Grant File	49 CFR 18.42 - 3 years after audited UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 67 - Finance 07	Grant Labor Reimbursement	49 CFR 18.42 - 3 years after audited UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 55 - Strategic Planning & Research 02	Grant Management Files	Includes Grant Application, Grant Contract, Grant Budget/Revision/ Amendment, Quarterly Progress Report, Capital Grant Progress Summary, Authorization for Grant Funded Purchase, Grant Purchase Request Log, Grant Equipment/Tools List, Grant Swaps/Request for Funds, Brunswick	Active + 03 After Completion of Project, Expenditure Submission and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
---------------	---------------	----------	------------------	---

Administrative Reserve, Grant Financial Summary/Report, Grant General File and Grant Implementation Schedule.
49 CFR 18.42 - 3 years after audit
UMTA C 5010.1A (9-18-87) - 3 years after completion of project

DEPARTMENT: 64 - Procurement

09 Grant Number Control Form Includes Grant Batches, Capital. Business Decision Current Year + 03

DEPARTMENT: 14 - Personnel Administration

12 Grievance 5 CFR 771 - 3 years after case is closed OMRM p.15 - until resolved Active + 03

DEPARTMENT: 60 - Payroll

10 Gross to Net Summary Report Business Decision Current Year + 01

DEPARTMENT: 15 - Safety

12 Hazard Communications Includes Material Safety Data Sheets, Training and Labeling Records. 29 CFR 1910.20 - 30 years 30

DEPARTMENT: 15 - Safety

13 Hazard Material Spill 29 CFR 1910.20 - 30 years 30

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 15 - Safety 14	Hazard Reporting	Form No. 72-461. 40 CFR 264.15D - 3 years from date of inspection	Active + 01	
DEPARTMENT: 41 - Rail Equipment 05	Hazardous Material Safety Data Sheet	Hazard Communications.	Active + 01	Safety
DEPARTMENT: 15 - Safety 15	Hazardous Materials List by Vendor	Business Decision	Active	
DEPARTMENT: 15 - Safety 17	Hazardous Waste Documentation	Includes Manifests, Profiles, Analyses, Bills of Lading and PCB Records. 40 CFR 262.40 - 3 Years	Permanent	
DEPARTMENT: 15 - Safety 16	Hazardous Waste Contracts	Contracts.	Active + 03	Procurement
DEPARTMENT: 14 - Personnel Administration 13	Health Benefit Billings	Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 42	Hostler Daily Report	S14. Business Decision	06 Months	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Payroll 11	Hourly Rate - Salary Employees	ORC 2305.11 - 3 years FLSA 29 CFR 516.2 - 3 years	Current Year + 03	
DEPARTMENT: 14 - Personnel Administration 14	Inactive Employee Card File	Included in Personnel Files.	see Personnel Files	
DEPARTMENT: 40 - Bus Equipment 43	Incoming Coach Sheet	(22) Business Decision	06 Months	
DEPARTMENT: 20 - Claims 07	Index Accident Cards	Business Decision	Indefinite	
DEPARTMENT: 17 - Workers' Compensation 02	Index Card Files	Business Decision	Active + 20	
DEPARTMENT: 40 - Bus Equipment 44	Inspection Report	I2, 3, 4, 5, 6, 7. Business Decision	06 Months	
DEPARTMENT: 40 - Bus Equipment 45	Inventory and Assignment of Vehicles	VS1a. Total Vehicles Scheduled and Required.	Current Year + 02	Operations Planning

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 66 - Inventory Control 04	Inventory Danger List	INVDANGER - Daily/Weekly. Business Decision	Current Year + 02	
DEPARTMENT: 40 - Bus Equipment 46	Inventory of Motor Coaches	VH7. Business Decision	Active + 01	
DEPARTMENT: 31 - Paratransit 06	Inventory Reference Cards	Business Decision	Active	
DEPARTMENT: 41 - Rail Equipment 06	Inventory Report	Physical Inventory Reports and Tickets.	Active	Inventory Control
DEPARTMENT: 31 - Paratransit 05	Inventory Reports	Physical Inventory Reports and Tickets.	Active	Inventory Control
DEPARTMENT: 40 - Bus Equipment 47	Inventory Stock Replenishment List	(55) Business Decision	Active	
DEPARTMENT: 12 - Executive - Investments 03	Investment Procedures Manual	Business Decision	Active + 10	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 66 - Inventory Control 05	Issue List	ISSUELIST - Daily. Business Decision	Current Year + 02	
DEPARTMENT: 66 - Inventory Control 06	Issue List Status	ISSLSTSTA - Monthly. Business Decision	Current Year + 02	
DEPARTMENT: 66 - Inventory Control 07	Issue Report	ISSUEPRT - Weekly. Business Decision	Active	
DEPARTMENT: 66 - Inventory Control 08	Issue Sheet	Includes Stock Issue. Business Decision	Current Year + 02	
DEPARTMENT: 32 - Rail Transportation 08	Janitor Work Schedule	Business Decision	Current Year + 03	
DEPARTMENT: 20 - Claims 08	Job Assignment Folder	Business Decision	Current Year + 03	
DEPARTMENT: 14 - Personnel Administration 15	Job Description	Business Decision	Active + Two Previous	
DEPARTMENT: 14 - Personnel Administration 16	Job Posting	29 CFR 1627.4 - 1 year	Active + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting 24	Journal Vouchers	Includes all funds except Grants. GSSO GAF 91 - 4 years after audit	Current Year + 04 and Audit	
DEPARTMENT: 21 - Legal 05	Labor Arbitration	Employee Grieviances. Business Decision	Active + 10	
DEPARTMENT: 60 - Payroll 12	Labor Distribution	Business Decision	Current Year + 03	
DEPARTMENT: 21 - Legal 06	Lawsuit Cards	Business Decision	Active + 10	
DEPARTMENT: 20 - Claims 09	Lawsuit Files	OMRM p.35 - 10 years providing no action pending	Active + 10	
DEPARTMENT: 20 - Claims 10	Lawsuit Log	Business Decision	Active + 20	
DEPARTMENT: 66 - Inventory Control 09	Lead Time Report	LTIMEPRT - Monthly. Business Decision	Current Year + 02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 21 - Legal 07	Leases	ORC 2305.06 - written contract 15 years after expired	Active + 15	
DEPARTMENT: 21 - Legal 08	Legal Opinions	Includes Civil Rights Opinions. OMRM p.31 - until superseded	Indefinite	
DEPARTMENT: 53 - Marketing 06	Letter of Agreement with Vendors	Sales Contract. ORCA 1302.98 - 4 years	Active + 04	
DEPARTMENT: 60 - Grants Accounting G09	Letter of Credit and Workpapers	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 21 - Legal 09	License Agreements	ORC 2305.06 - written contract 15 years after expired	Active + 15	
DEPARTMENT: 37 - Facilities Maintenance 06	List of Contracts	Contract Index.	Active	Procurement
DEPARTMENT: 66 - Inventory Control 10	List Price	LSTPRC - Bimonthly. Business Decision	02 Months	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 21 - Legal 10	Litigation Files	Includes Civil Rights Litigation. OMRM p.35 - 10 years providing no action pending GSSO GA 06 - 5 years after close	Active + 10	
DEPARTMENT: 37 - Facilities Maintenance 07	Load Dispatcher Trouble Report	Business Decision	Current Year + 05	
DEPARTMENT: 36 - Power 04	Load Dispatcher Trouble Report	Business Decision	Current Year + 05	
DEPARTMENT: 67 - Finance 08	Local Match Availability Report	Business Decision	Current Year + 06	
DEPARTMENT: 40 - Bus Equipment 48	Locker Room Diagram	M11. Business Decision	Active	
DEPARTMENT: 50 - Customer Relations 10	Lost and Found List	Business Decision	01	
DEPARTMENT: 40 - Bus Equipment 49	Lost Time and Overtime Report	L1, 2, 3. Business Decision	Current Year + 06 Months	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 51 - Community Relations 04	Mailing List	Business Decision	Active	
DEPARTMENT: 41 - Rail Equipment 07	Maintenance Schedule	Business Decision	Current Year + 03	
DEPARTMENT: 15 - Safety 18	Major Accident Files	Business Decision	25	
DEPARTMENT: 19 - Internal Audit 05	Management Letters		03	Executive - Finance and Administration
DEPARTMENT: 12 - Executive - Finance and Administration 07	Management Letters	Business Decision	06	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 10	Management Objectives	Business Decision	Current Year + 03	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 11	Mass Transfer Agreements	Memorandums of Understanding. Business Decision	Permanent	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 50	Mechanic Labor Distribution	15. Business Decision	Current Year + 06 Months	
DEPARTMENT: 53 - Marketing 07	Media Contract	49 CFR 1220.10 - 3 years after expired	Active + 04	
DEPARTMENT: 60 - Payroll 13	Merchandise Control List	Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 51	Metal and Wood Shop Request Form	(29) Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 52	Meter Reading Summary	Form No. 10-1036. Meter Readings.	01 Month	Accounting
DEPARTMENT: 60 - Accounting 25	Meter Readings	Includes Daily Fuel and Water Report. Business Decision	Current Year + 02 and Audit	
DEPARTMENT: 54 - Operations Planning 05	Mileage Report	Includes Actual Cumulative Mileage by Month, Reliability - Miles & Trips Report, Actual Miles by Day (Daily Mileage Report), and Miles Operated - Annually. Business Decision	Current Year + 05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 20 - Claims 11	Miscellaneous Incident Report	Includes Accident/Incident Reports, Collision Accident Report, Collision and Passenger Accident Report, Employee Accident Report, Supervisor Report of Employee Injury. 49 CFR 394.9 (D) - 3 years	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 53	Mobile Repair Daily Log	R/D5. Business Decision	06 Months	
DEPARTMENT: 40 - Bus Equipment 54	Mobile Repair Sheet	R/D7. Business Decision	03 Months	
DEPARTMENT: 40 - Bus Equipment 55	Mobile Repair Truck Tool Inventory Check List	Business Decision	01 Month	
DEPARTMENT: 15 - Safety 19	Monthly District Accident Summary	Superintendent Monthly Activity Files.	Active	Bus Transportation-Districts
DEPARTMENT: 60 - Grants Accounting G10	Monthly Labor Summary	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 15 - Safety 20	Monthly Mileage Report	Mileage Files.	Current Year + 01	Operations Planning
DEPARTMENT: 17 - Workers' Compensation 03	Monthly Report	Listing of Accidents. Business Decision	Current Year + 05	
DEPARTMENT: 50 - Customer Relations 11	Monthly Summary Report	Business Decision	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 56	Monthly System Mileage For Month Ending	BUS-005-DS6. Business Decision	Current Year + 10	
DEPARTMENT: 35 - Bus Transportation 08	Monthly Tow Log	Business Decision	Current Year + 04	
DEPARTMENT: 14 - Personnel Administration 17	Moral Claim	Business Decision	Active + 01	
DEPARTMENT: 15 - Safety 21	Name and Badge Number Employee Listing	Employee Listings.	01	Personnel Administration
	- Database	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 53 - Marketing 08	Newsletters	Business Decision	Permanent	
DEPARTMENT: 56 - Media Relations 01	Newspaper Clippings	Business Decision	10	
DEPARTMENT: 15 - Safety 22	No Lost Time/Injury Award Program	Business Decision	05	
DEPARTMENT: 15 - Safety 23	Non-Revenue Accident/ Incident Report	Business Decision	Current Year + 10	
DEPARTMENT: 62 - Support Services 03	Non-Revenue Automobile Assignment List	Automobile and Supervisory Van List.	Active + 01	
DEPARTMENT: 66 - Inventory Control 11	OEM Print Part Number	Cross Reference to RTA. Bimonthly. Business Decision	Active	
DEPARTMENT: 42 - Technical Services 04	OEM to RTA Report	OEM Print Part Number.	Active	Inventory Control

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 62 - Support Services 04	Office Furniture Relocation Files	Business Decision	Active	
DEPARTMENT: 62 - Support Services 05	Office Supply Requisitions	Business Decision	Current Year + 01	
DEPARTMENT: 50 - Customer Relations 12	Ohio Bell Circuit Listing	Business Decision	Active	
DEPARTMENT: 50 - Customer Relations 13	Ohio Bell Invoice Log	Business Decision	Current Year + 01	
DEPARTMENT: - Bus Transportation - Districts 03	On-Time Performance Planning Report	Schedule Adherence, Form No. 72-445.	Active	Operations
DEPARTMENT: 66 - Inventory Control 12	Open Part Requisition	PRTREQOPEN - Weekly. Business Decision	Current Year + 02	
DEPARTMENT: 66 - Inventory Control 13	Open Purchase Order	OPENPO - Weekly. Business Decision	Current Year + 02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 66 - Inventory Control 14	Open Purchase Order By Part	OPENPOPRT - Weekly. Business Decision	Current Year + 02	
DEPARTMENT: 32 - Rail Transportation 09	Operating Bulletins	Business Decision	Current Year + 03	
DEPARTMENT: 31 - Paratransit 07	Operating Manuals	Business Decision	Active + 10	
DEPARTMENT: 31 - Paratransit 08	Operating Report	Includes Vehicle Performance, Passenger by Trip Purpose, Quality of Service, Passenger Turndown, Major Generators and No Shows/Cancellations. Business Decision	Current Year + 03	
DEPARTMENT: 54 - Operations Planning 06	Operating Statistics	Includes Daily Line Statistics. Business Decision	Current Year + 05	
DEPARTMENT: 35 - Bus Transportation 09	Operation Manuals	Business Decision	Active + 10	
DEPARTMENT: 37 - Facilities Maintenance 08	Operation/Maintenance Manuals	Business Decision	Active + 02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - Operations 03	Operations Committee Packages	Board Committee Package.	Current Year + 01	Board of Trustees
DEPARTMENT: 12 - Executive - Operations 04	Operations Staff Meeting Minutes	Business Decision	Current Year + 05	
DEPARTMENT: 32 - Rail Transportation 10	Operator Defect Card	Rail Vehicle Maintenance Report.	Current Year	Rail Equipment
DEPARTMENT: 32 - Rail Transportation 11	Operator Manuals	Business Decision	Active + 10	
DEPARTMENT: 31 - Paratransit 09	Operator Pay Sheet	Operator Time Books Report and Supporting Files.	Current Year + 03	Payroll
DEPARTMENT: 32 - Rail Transportation 12	Operator Pay Sheet	Operator Time Books Report and Supporting Files.	Current Year + 03	Payroll
DEPARTMENT: 14 - Personnel Administration (Medical) 05	Operator Physical Exam Index Cards	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Payroll				
14	Operator Time Books Report and Supporting Files	Includes Operator Pay Sheets, Vacation Pay, Daily Assignment, Exceptions Report, Split Sheets, Show- Ups, Fringe Sheets, Disqualified List, Vacation List and Adjustments. OAC 4141.23 - 5 years	Current Year + 10	
DEPARTMENT: 11 - Engineering and Construction				
04	Original Construction Drawings	Appraise for Historical Value. OMRM p.3 - life of building or system.	Active	
DEPARTMENT: 50 - Customer Relations				
14	Outgoing Calls Disks	Business Decision	Current Year + 05	
DEPARTMENT: 60 - Accounting				
26	Outstanding Checks Listing	Business Decision	01 and Audit	
DEPARTMENT: - Bus Transportation - Districts				
05	Over/Under Report	Labor Inventory Report. Business Decision	Current Year + 02	
DEPARTMENT: 32 - Rail Transportation				
14	Over/Under Report	Labor Inventory Report. Business Decision	Current Year + 02	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 35 - Bus Transportation 10	Over/Under Report	Labor Inventory Report.	Current Year + 01	Bus Transportation- Districts
DEPARTMENT: 40 - Bus Equipment 57	Overheat Diagnosis	Form No. 10-18. R/D9. Business Decision	03 Months	
DEPARTMENT: - Bus Transportation - Districts 04	Overtime Exceptions Report	Operator Time Books Report and Supporting Files.	Current Year + 01	Payroll
DEPARTMENT: 32 - Rail Transportation 13	Overtime Report	Business Decision	Current Year	
DEPARTMENT: 50 - Customer Relations 15	Overtime Sheet	Salary Overtime Report.	Current Year + 01	Payroll
DEPARTMENT: 66 - Inventory Control 15	Packing List			
	- Intradepartmental	Business Decision	Current Year + 01	
	- Form Number 3014	Business Decision	Current Year + 03	
DEPARTMENT: 54 - Operations Planning 07	Paddle Master	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: - Bus Transportation - Districts 06	Paddles		Active	Operations Planning
DEPARTMENT: 54 - Operations Planning 08	Paddles	Business Decision	Active	
DEPARTMENT: 62 - Support Services 06	Parking Agreement	GSSO GAF 68 - 4 years 49 CFR 1220.10 - 3 years after expired	Active + 04	
DEPARTMENT: 66 - Inventory Control 16	Part Maintenance Adjustments	PRMTADJ - Monthly. Business Decision	Current Year + 02	
DEPARTMENT: 34 - Transit Police 09	Part Time Police Schedule	Business Decision	10	
DEPARTMENT: 31 - Paratransit 10	Parts and Service Manuals	Business Decision	Active	
DEPARTMENT: 41 - Rail Equipment 08	Parts and Tools Catalog	Business Decision	Active	
DEPARTMENT: 31 - Paratransit 11	Parts Orders & Back Orders	Open Purchase Orders by Part.	Active	Inventory Control

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 31 - Paratransit 12	Passenger Master File	Business Decision	Active	
DEPARTMENT: 35 - Bus Transportation 11	Passenger Shelter Database	Business Decision	Active	
DEPARTMENT: 37 - Facilities Maintenance 09	Passenger Shelter Files	Includes Work Records, Supervisor Reports, Activity Reports and Cleaning Records. Business Decision	Active + 03	
DEPARTMENT: 54 - Operations Planning 09	Passenger Shelter Files	Includes Shelter Permits. Business Decision	Active + 02	
DEPARTMENT: 14 - Personnel Administration 18	Pay Plan	29 CFR 516.2 - 3 years	Active + 10	
DEPARTMENT: 40 - Bus Equipment 58	Pay Shortage Time Slip	Form No. 73-132. Time Card/Sheet.	06 Months	Payroll
DEPARTMENT: 60 - Payroll 15	Pay100 Report	Includes Salary Differential. OAC 4141.23 - 5 years	Current Year + 05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 67 - Finance 09	PAY501 Report	OAC 4141.23 - 5 years	Current Year + 05	
DEPARTMENT: 40 - Bus Equipment 59	Payments for Damages To Coaches/Property	M17. Claim File.	Current Year + 02	Claims
DEPARTMENT: 60 - Accounting 27	Payroll Checks, Canceled	FLSA 29 CFR 516.2 - 3 years	Current Year + 03 and Audit	
DEPARTMENT: 60 - Payroll 16	Payroll Deductions	FLSA 29 CFR 516.2 - 3 Years	Current Year + 03	
DEPARTMENT: 60 - Payroll 17	Payroll Journal	ORC 145.18 - each department must keep records to furnish to the PERS Board as required OMRM p.21 - permanent	Current Year + 60	
DEPARTMENT: 67 - Finance 10	Payroll Summary	PAY100 Report.	Current Year + 01	Payroll
DEPARTMENT: 36 - Power 05	PCB Records	40 CFR 761.30	Active + 05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 14 - Personnel Administration 19	Pensioner Files	Business Decision	Active + 10	
DEPARTMENT: 54 - Operations Planning 10	Performance Indicators	Business Decision	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 60	Permanent Tool Assignment	Business Decision	Active	
DEPARTMENT: 60 - Accounting 28	PERS Payments	ORCA 145.27 - none specified Business Decision	Current Year + 04	
DEPARTMENT: - Bus Transportation - Districts 07	Personal Holiday Report		Active	Payroll
DEPARTMENT: 60 - Payroll 18	Personal Holiday Report	Business Decision	Current Year + 01	
DEPARTMENT: 14 - Personnel Administration 20	Personnel Files	17 CFR 257.2 - 3 years after termination	Active + 10	
DEPARTMENT: 40 - Bus Equipment 61	Personnel Inventory Report	P2. Business Decision	Current Year + 05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 50 - Customer Relations 16	Personnel Telephone Directory Listing	Business Decision	Active	
DEPARTMENT: 32 - Rail Transportation 15	Personnel Transportation Sheet	Business Decision	Current Year	
DEPARTMENT: 65 - Revenue 03	Petty Cash Receipts	Accounts Payable Vouchers.	Current Year + 02 and Audit	Accounting
DEPARTMENT: 53 - Marketing 09	Photo Film File	GSSO GA 21 - destroy if no historical value	Permanent	
DEPARTMENT: 20 - Claims 12	Photograph Negatives	Accident Site Photographs. Business Decision	Active + 06	
DEPARTMENT: 66 - Inventory Control 17	Physical Inventory Reports and Tickets	Includes Inventory Cards, Master Ticket List (TKLIST), Daily Listings of Batches of Cards, Edit List by Part Number & Ticket Number (TICKETEDT), Inventory Valuation of Counted Parts & Workpapers, Physical Adjustment (PHYADJ), Physical Inventory, and CBM Frozen Inventory after Count (PRINTINV). <u>District Inventory Reports:</u>	03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
---------------	---------------	----------	------------------	---

Inventory Valuation (MNINV403),
Transaction Report #2 (MMINV405), Bin
Location (MMINV404), Assign District
Ticket Number (MMINV120), Parts Added
or Deleted From Physical Inventory
(MMINV422), Key Inventory Tickets
(MMINV121), Ticket List by Part Number
(MMINV421) and Ticket Edit List
(MMINV420).
Business Decision

DEPARTMENT: 14 - Personnel Administration (Medical)

06	Physician Report	Form No. 71-524B. Workers' Compensation Claims.	02	Workers' Compensation
----	------------------	--	----	--------------------------

DEPARTMENT: - Bus Transportation - Districts

08	Pick Schedule	Includes Schedule Sheets. Business Decision	Current Year + 02	
----	---------------	--	-------------------	--

DEPARTMENT: 35 - Bus Transportation

12	Pick Schedule	Master Pick and Employee Pick Slips.	Current Year + 02	Bus Transportation- Districts
----	---------------	--------------------------------------	-------------------	----------------------------------

DEPARTMENT: 40 - Bus Equipment

62	Pick Schedule	Business Decision	Current Year + 02	
----	---------------	-------------------	-------------------	--

DEPARTMENT: 50 - Customer Relations

17	Pick Schedule	Business Decision	Current Year + 02	
----	---------------	-------------------	-------------------	--

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 32 - Rail Transportation 16	Pick Schedule	Business Decision	Current Year + 02	
DEPARTMENT: 66 - Inventory Control 18	Pick Ticket	Business Decision	Current Year + 02	
DEPARTMENT: 20 - Claims 13	Police and Subpoena Report	Business Decision	Current Year + 03	
DEPARTMENT: 12 - Executive - General 12	Policies and Procedures of the Board of Trustees	Manager/Secretary-Treasurer ORCA 306.30 through 306.47 - none specified Business Decision	Permanent	
DEPARTMENT: 12 - Executive - Records 01	Management Policies and Procedures	Business Decision	Active + 10	
DEPARTMENT: 36 - Power 06	Policies and Procedures	Business Decision	Active + 10	
DEPARTMENT: 15 - Safety 24	Policies and Procedures	Business Decision	Active + 10	
DEPARTMENT: 14 - Personnel Administration 21	Position Request Summary	Business Decision	Current Year + 06 Months	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 66 - Inventory Control 19	Postings Confirmed	POSTCONF - Monthly. Business Decision	Current Year + 02	
DEPARTMENT: 56 - Media Relations 02	Press Releases	Business Decision	05	
DEPARTMENT: 37 - Facilities Maintenance 10	Preventive/Plant Maintenance System Work Orders	Includes Snow Removal. Business Decision	Active + 03	
DEPARTMENT: 42 - Technical Services 05	Problem Identification/ Corrective Action	Business Decision	Active + 01 Week	
DEPARTMENT: 61 - Data Systems 01	Production Calendar	Business Decision	Current Year + 01	
DEPARTMENT: 61 - Data Systems 02	Program/System Documentation	Business Decision	Active + 02	
DEPARTMENT: 55 - Strategic Planning & Research 04	Project Files	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 32 - Rail Transportation 17	Project Files		Active	E&C
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 13	Project Files		Active + 05 Department	Originating
DEPARTMENT: 12 - Executive - Marketing and Development 03	Project Files	Business Decision	Active + 05	
DEPARTMENT: 11 - Engineering and Construction 05	Project Files	Business Decision	Active + 15	
DEPARTMENT: 12 - Executive - Operations 05	Project Files	Business Decision	Active + 05	
DEPARTMENT: 12 - Executive - Records Management 02	Project Files	Business Decision	Active + 03	
DEPARTMENT: 21 - Legal 11	Project Files	Business Decision	Active + 05	
DEPARTMENT: 54 - Operations Planning 11	Project Files	Business Decision	Active + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 19 - Internal Audit 06	Project Workpapers	Business Decision	Current Year + 05 After Previous Audit	
DEPARTMENT: 53 - Marketing 10	Promotional Material	Business Decision	Indefinite	
DEPARTMENT: 67 - Finance 11	Property Certification	Business Decision	Current + 06	
DEPARTMENT: 20 - Claims 14	Property Damage Collection Report	Business Decision	Current Year + 05	
DEPARTMENT: 60 - Grants Accounting G11	Property Depreciation File	Includes Report Nos. FMPP402-A&B, DYLMYL. 49 CFR 1220.10D(1) - 3 years after disposal of property	Active + 03	
DEPARTMENT: 60 - Accounting 29	Property Disposition	Form No. 8-674. GSSO GAF 79 - 4 years and audit 49 CFR 1220.10D (1) - 3 years after disposal of property	Current Year + 07	
DEPARTMENT: 40 - Bus Equipment 63	Property Disposition	Form No. 8-674.	03	Accounting

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Grants Accounting G12	Property File	Includes Report Nos. FMPP401-A-I. 49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 67 - Finance 12	Property File	Includes Report Nos. FMPP401-A-I. 49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	Grants Accounting
DEPARTMENT: 21 - Legal 12	Property Inquiry Files	Business Decision	Current Year + 01	
DEPARTMENT: 67 - Finance 13	Property Location and Relocation	Form Nos. 8-683 and 8-684. 49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 40 - Bus Equipment 64	Property Location and Relocation Form	Form Nos. 8-683 and 8-684.	Active	Finance
DEPARTMENT: 34 - Transit Police 10	Property Release	Includes Weapons, Car Tows, etc. Business Decision	05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 50 - Customer Relations 18	Property Release Card	Business Decision	Current Year + 01	
DEPARTMENT: 62 - Support Services 07	Property Removal Form	Business Decision	Current Year + 01	
DEPARTMENT: 51 - Community Relations 05	Public Hearing Files	Business Decision	02	
DEPARTMENT: 55 - Strategic Planning & Research 05	Public Hearing Transcript	Retained in Grant Management Files.	see Grant Management Files	
DEPARTMENT: 54 - Operations Planning 12	Public Hearing Transcript	Business Decision	Current Year + 03	
DEPARTMENT: 21 - Legal 14	Public Records Requests Reports	Business Decision	Current Year + 03	
DEPARTMENT: 21 - Legal 13	Public Records Requests Files	Business Decision	Current Year + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Payroll 19	Purchase Life Insurance Report	Business Decision	06 Months	
DEPARTMENT: 66 - Inventory Control 20	Purchase Order Request List	POREQLIST - Daily. Business Decision	Current Year + 02	
DEPARTMENT: 64 - Procurement 10	Purchase Order Request Computer Printout	Year End Copy. Includes Vendor Maintenance and Control List. Business Decision	05	
DEPARTMENT: 60 - Accounting 30	Purchase Orders	Purchase Orders and Requisitions.	Current Year + 03 and Audit	Procurement
DEPARTMENT: 60 - Grants Accounting G13	Purchase Orders	Contract Files.	Active + 03 After Completion of Project, Expenditure Submission and Audit	Procurement
DEPARTMENT: 64 - Procurement 11	Purchase Orders and Requisitions	GSSO GAF 71 - 3 years after audited	Current Year + 03 and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 15 - Safety 25	Purchased Equipment Listing <>	Business Decision	Active	
DEPARTMENT: 41 - Rail Equipment 09	Purpose Code Book	Business Decision	Active	
DEPARTMENT: 42 - Technical Services 06	Quality Assurance Test	Test Data. Business Decision	Current Year + 05	
DEPARTMENT: 20 - Claims 15	Quarterly Activity Report	Business Decision	Current Year + 02	
DEPARTMENT: 19 - Internal Audit 07	Quarterly Audit Report	Business Decision	Current Year + 05	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 14	Quarterly Management Report	Business Decision	Current Year + 05	
DEPARTMENT: 54 - Operations Planning 13	Quarterly Management Report	Quarterly Progress Report.	Current Year + 03	Executive - General Manager/ Secretary-Treasurer
DEPARTMENT: 40 - Bus Equipment 65	Quarterly Progress Report	Quarterly Management Report.	Active	Operations Planning

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 67 - Finance 14	Quarterly Review	Business Decision	Current Year + 02	
DEPARTMENT: 36 - Power 07	Radio Log	Business Decision	Active	
DEPARTMENT: 34 - Transit Police 11	Radio Log	OMRM p.28 - 2 years	20	
DEPARTMENT: 32 - Rail Transportation 18	Rail Rehabilitation	Project Files.	Active + 07	E&C
DEPARTMENT: 41 - Rail Equipment 10	Rail Vehicle Maintenance Report	Includes Rail Repair Orders, Inspection Check Lists, Operators Defect Card, and Defects Found on Inspection. Business Decision	Current Year + 05	
DEPARTMENT: 12 - Executive - Operations 06	Reading Files	Business Decision	05	
DEPARTMENT: 21 - Legal 15	Real Estate Acquisition Summaries	Includes Appraisals, Purchase Agreements, and Surveys. Business Decision	Permanent	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 66	Rebuild Unit Sheets	(12) Business Decision	Current Year	
DEPARTMENT: 66 - Inventory Control 21	Receipt List	RCPTLIST - Daily. Business Decision	Current Year + 02	
DEPARTMENT: 60 - Accounting 31	Reconciled Checks Report	Business Decision	02 Months	
DEPARTMENT: 12 - Executive - Records Management 03	Records Center Inventory Listing	Business Decision	Active	
DEPARTMENT: 12 - Executive - Records Management 04	Records Center Record Request	GSSO GA 23 - 5 years after transaction	Current Year + 10	
DEPARTMENT: 12 - Executive - Records Management 05	Records Destruction Authorization	GSSO GA 05 - 5 years then destroy	Permanent	
DEPARTMENT: 12 - Executive - Records Management 06	Records Management Program Backup Material	Business Decision	Permanent	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - Records Management 07	Records Retention Schedules	GSSO GA 25 - until superseded	Active + 10	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 15	Reference Material		see Guidelines	
DEPARTMENT: 12 - Executive - Materiel 03	Reference Material		see Guidelines	
DEPARTMENT: 31 - Paratransit 13	Repair Order	Business Decision	Current Year + 02	
DEPARTMENT: 40 - Bus Equipment 67	Report of Cash Received	Weekly/Monthly Revenue Report. M18.	01	Accounting
DEPARTMENT: 40 - Bus Equipment 68	Report of Stolen RTA Property	Special Incident Report.	01	Transit Police
DEPARTMENT: 66 - Inventory Control 22	Request Aged Report	REQAGERPT - Weekly. Business Decision	Current Year + 02	
DEPARTMENT: 35 - Bus Transportation 13	Request for Birthday/ Personal Holiday	Business Decision	Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 61 - Data Systems 03	Request for Data Processing Services	Business Decision	Current Year + 02	
DEPARTMENT: 12 - Executive - Records Management 08	Request for Permanent Removal of Records From Records Center	GSSO GA 23 - 5 years after transaction	Permanent	
DEPARTMENT: 66 - Inventory Control 23	Return of Issued Inventory to CBM Stores	Business Decision	Current Year + 02	
DEPARTMENT: 14 - Personnel Administration (Medical) 07	Return To Work Slip	Included in Employee Medical Files.	see Employee Medical Files	
DEPARTMENT: 37 - Facilities Maintenance 11	Returned Encumbered Dollars	Encumbrance Detail.	Active	Finance
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 16	Revenue Notes	49 CFR 1220.10 B-2 long term debt records (bonds, indentures and other long term credit agreements) - until redemption + 3 years	Active + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 15 - Safety 26	Ride Check	Business Decision	Current Year + 01	
DEPARTMENT: 54 - Operations Planning 14	Ridership Analysis	Includes Service Performance Monitoring. Business Decision	Current Year + 03	
DEPARTMENT: 54 - Operations Planning 15	Ridership Count	Ridership Data and Reports.	Current Year + 01	Revenue
DEPARTMENT: 65 - Revenue 04	Ridership Data	Business Decision	Current Year + 03	
DEPARTMENT: 65 - Revenue 05	Ridership Report	Business Decision	Current Year + 10	
DEPARTMENT: 55 - Strategic Planning & Research 06	Ridership Report/Summary		Current Year + 03	Executive - General Manager/ Secretary-Treasurer
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 17	Ridership Report/Summary	Business Decision	Current Year + 05	
DEPARTMENT: 40 - Bus Equipment 69	Road Call Daily Log	R/D6. Business Decision	06 Months	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 54 - Operations Planning 16	Route Destination Sign (Buses)	Business Decision	Active	
DEPARTMENT: 67 - Finance 15	RTA Capital Project	Business Decision	Active + 06	
DEPARTMENT: 15 - Safety 27	Safe Driver Award Program	Business Decision	05	
DEPARTMENT: 15 - Safety 28	Safety Bulletin	Business Decision	Active + 10	
DEPARTMENT: 15 - Safety 29	Safety Inspection	Includes Facilities and Rail Station Inspections. Business Decision	Current Year + 05	
DEPARTMENT: 60 - Payroll 20	Salary Overtime Report	Includes Overtime Sheets. ORC 2305.11 - 3 years FLSA 29 CFR 516.2 - 3 years	Current Year + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 18	Sale/Leaseback	Includes Transcript of Proceedings and Supporting Documents. Tax Benefit Transfer. ORCA 2305.06 - 15 years after expired	Active + 15	
DEPARTMENT: 60 - Accounting 32	Sales and Use Tax Statement	Sales Tax - ORCA 5739.16 - 4 year limitation for assessment Use Tax - ORCA 5741.16 - 4 year limitation for assessment	Current Year + 04 and Audit	
DEPARTMENT: 60 - Payroll 21	Savings Bond Deduction Control Report	Business Decision	03 Months	
DEPARTMENT: 60 - Payroll 22	Savings Bond Journal	FLSA 29 CFR 516.2 - 3 years Fed. Res. Bank Circular #20 - 2 years	Current Year + 03	
DEPARTMENT: 54 - Operations Planning 17	Schedule Adherence	Form No. 72-445. On-Time Performance Report. Business Decision	01 Month	
DEPARTMENT: 35 - Bus Transportation 14	Schedule Adherence Report	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 54 - Operations Planning 18	Schedule Table	96 Files.	03 Months	Operations Planning
DEPARTMENT: 55 - Strategic Planning & Research 07	Schedule Table	96 Files.	Current Year + 03	Operations Planning
DEPARTMENT: 31 - Paratransit 14	Scheduler Activity Report - Daily - Weekly	Business Decision	Current Year + 01 Current Year + 03	
DEPARTMENT: 65 - Revenue 06	School Board Ledger	Business Decision	02	
DEPARTMENT: 66 - Inventory Control 24	Scrap Cost Report	SCRAPCOST. Business Decision	03	
DEPARTMENT: 66 - Inventory Control 25	Scrap List	SCRAPLIST. Business Decision	03	
DEPARTMENT: 40 - Bus Equipment 70	Scrap Report	(7) Business Decision	Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 71	Seat Damage Report	S7. Business Decision	06 Months	
DEPARTMENT: 60 - Accounting 33	Section 15 Report	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 40 - Bus Equipment 72	Seniority List	P3. Business Decision	Current Year + 02	
DEPARTMENT: 40 - Bus Equipment 73	Sensor Card Control Form	P8. Sensor Card Request and Receipt.	02	Transit Police
DEPARTMENT: 34 - Transit Police 12	Sensor Card Request and Receipt	Business Decision	Active	
DEPARTMENT: 62 - Support Services 08	Service Agreement	GSSO GAF 68 - 4 years 49 CFR 1220.10 - 3 years after expired	Active + 04	
DEPARTMENT: 37 - Facilities Maintenance 12	Service Contracts	Contract Files.	Active + 02	Procurement

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 74	Shop Layout	R/D4. Business Decision	06 Months	
DEPARTMENT: 40 - Bus Equipment 75	Sign Shop Planner	(60) Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 76	Sign Shop Request	(47) Business Decision	Current Year + 01	
DEPARTMENT: 36 - Power 08	Signal Report	Business Decision	06 Months	
DEPARTMENT: 36 - Power 09	Single Track Order		01 Month	Rail Transportation
DEPARTMENT: 32 - Rail Transportation 19	Single Track Orders	Business Decision	Current Year + 03	
DEPARTMENT: 15 - Safety 30	SIRAS Report	Safety Information Reporting Analysis System. 49 CFR 1220.10L - 3 years - reports filed with regulatory bodies, accidents, inspections, tests, etc.	Current Year + 03	
DEPARTMENT: 32 - Rail Transportation 20	Site Logs	Business Decision	Current Year	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 61 - Data Systems 04	Software Upgrade & Documentation	Business Decision	Active + 02	
DEPARTMENT: 61 - Data Systems 05	Source Code	Business Decision	Active	
DEPARTMENT: 32 - Rail Transportation 21	Special Event Files	Business Decision	01	
DEPARTMENT: 34 - Transit Police 13	Special Incident Book	OMRM p.27 - 7 years	Indefinite	
DEPARTMENT: 34 - Transit Police 14	Special Incident Report	Includes Report of Stolen RTA Property. Business Decision	Active + 20	
DEPARTMENT: 37 - Facilities Maintenance 13	Special Projects	Business Decision	05	
DEPARTMENT: 11 - Engineering and Construction 06	Specification Files	OMRM p.5 - 15 years after completion of project	Active + 15	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 77	Standard Operating Procedures	Business Decision	Active + 10	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer 19	State Auditor Report	Business Decision	06	
DEPARTMENT: 21 - Legal 16	State Employment Relations Board Files	Strikes of Public Employees. ORCA 4117 - none specified Business Decision	Active + 10	
DEPARTMENT: 60 - Accounting 34	State Tax Payment and Refund	Includes Fuel and Withholding Taxes; Month-End Mileage. ORCA 5735.10 (fuel) - 4 years ORCA 5747.15 (income) - 3 years after return date	Current Year + 04	
DEPARTMENT: 17 - Workers' Compensation 04	Statistical Payout Report	Business Decision	Current Year + 10	
DEPARTMENT: 20 - Claims 16	Statistical/Litigation Report - YTD	Business Decision	Current Year + 06	
DEPARTMENT: 35 - Bus Transportation 15	Stop Book	Bus Stops Inventory.	Active	Operations Planning

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting				
35	Stop Payment Confirmation	ORCA 1108.08 - stop payment orders (banks) - 1 year	Current Year + 02 and Audit	
DEPARTMENT: 66 - Inventory Control				
26	Stores Consumption by Object Class and RTA Part Number	MMINV002. Business Decision	03	
DEPARTMENT: 37 - Facilities Maintenance				
14	Stores Requisitions by Object Class	Stores Consumption by Object Class and RTA Part Number.	Active	Inventory Control
DEPARTMENT: 66 - Inventory Control				
27	Straight Bill of Lading	Short Form (UPS & Form No. 3014) Returns to Vendors. Business Decision	Current Year + 03	
DEPARTMENT: 16 - Board of Trustees				
10	Subject Files		see Guidelines	
DEPARTMENT: 12 - Executive - General Manager/Secretary-Treasurer				
20	Subject Files		see Guidelines	
DEPARTMENT: 12 - Executive - Deputy General Manager				
02	Subject Files		see Guidelines	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 12 - Executive - Legal 02	Subject Files		see Guidelines	
DEPARTMENT: 12 - Executive - Marketing and Development 04	Subject Files		see Guidelines	
DEPARTMENT: 12 - Executive - Materiel 04	Subject Files		see Guidelines	
DEPARTMENT: 66 - Inventory Control 28	Summary Issues	SUMISSUES - Monthly. Business Decision	Current Year + 02	
DEPARTMENT: - Bus Transportation - Districts 09	Superintendent Monthly Activity Files	Includes Monthly District Accident Summary. Business Decision	Current Year + 03	
DEPARTMENT: 32 - Rail Transportation 22	Supervisor Daily Activities Report	Business Decision	Current Year + 07	
DEPARTMENT: 32 - Rail Transportation 23	Supervisor Equipment and Personnel Report	Report 179A. Business Decision	06 Months	
	- Accident Related		03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 35 - Bus Transportation 16	Supervisor Gold Badge List	Business Decision	Active	
DEPARTMENT: 35 - Bus Transportation 17	Supervisor Overtime Slips	Salary Overtime Report.	01 Payroll	
DEPARTMENT: 35 - Bus Transportation 18	Supervisor Parking Sticker List	Business Decision	Active	
DEPARTMENT: 32 - Rail Transportation 24	Supervisor Service Report - Accident Related	Report 179. Business Decision	06 Months 03	
DEPARTMENT: 41 - Rail Equipment 11	Supervisor Shift Report	Business Decision	Current Year + 01	
DEPARTMENT: 55 - Strategic Planning & Research 08	Survey Report	Business Decision	Current Year + 10	
DEPARTMENT: 55 - Strategic Planning & Research 09	Survey Trip Sheet	Business Decision	Current Year + 01	
DEPARTMENT: 55 - Strategic Planning & Research 10	Surveys/Questionnaires	Business Decision	Active + 06 Months	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 06	61 - Data Systems System Applications		see Departmental Retention Schedule	
DEPARTMENT: 07	61 - Data Systems System Backup Tape - Nightly - Weekly - Monthly	Business Decision	14 Days 60 Days 01	
DEPARTMENT: 11	16 - Board of Trustees Tapes	Board and Committee Meetings. Business Decision	Current Year	
DEPARTMENT: 12	41 - Rail Equipment Technical Manuals and Parts Books	Business Decision	Active	
DEPARTMENT: 07	42 - Technical Services Technical Reference Manuals	Business Decision	Active	
DEPARTMENT: 29	66 - Inventory Control Technical Specs and Drawings	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 78	Telephone Report	M13. Business Decision	Current Year	
DEPARTMENT: 54 - Operations Planning 19	Temporary Patch, Special Event	Business Decision	Indefinite	
DEPARTMENT: 41 - Rail Equipment 13	Test Data	Quality Assurance Tests.	Active	Technical Services
DEPARTMENT: 14 - Personnel Administration 22	Test Results	29 CFR 1627.1 - 1 year	Current Year + 01	
DEPARTMENT: 65 - Revenue 07	Tickets/Pass Distribution and Reconciliation	Includes Accounts Receivables, Outstanding Invoices, Sales Reports, Convenient Food Mart and Customer Service Center Receipts. GSSO GAF 84 - 4 years 49 CFR 1220.10 - 3 years	Current Year + 04 and Audit	
DEPARTMENT: 50 - Customer Relations 19	Tickets/Passes Order Form	Business Decision	01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 79	40 - Bus Equipment Time Books	L4. Business Decision	Current Year + 01	
DEPARTMENT: 60 - Payroll 23	60 - Payroll Time Card/Sheet	Includes Weekly Balance Reports and Time Books. ORC 2305.11 - 3 years FLSA 29 CFR 516.2 - 3 years	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 80	40 - Bus Equipment Tool Inventory	Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 81	40 - Bus Equipment Tool Listing	Employee Owned Tools. Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 82	40 - Bus Equipment Tool Record Card	Form No. 10-1032. Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 83	40 - Bus Equipment Tool Room Sign-Out	Tool Agreement. Business Decision	Active	
DEPARTMENT: 54 - Operations Planning 20	54 - Operations Planning Total Vehicles Scheduled and Required	Includes Inventory and Assignment of Vehicles. Business Decision	Current Year + 05	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 32 - Rail Transportation 25	32 - Rail Transportation Tower Log	Includes Delay/Special Occurrence Log, Rail Traffic Controller Report, Accident Notification Sequence and Emergency Incident. Business Decision	Current Year + 07	
DEPARTMENT: 54 - Operations Planning 21	54 - Operations Planning Traffic Check and Assignment	Business Decision	Current Year + 01	
DEPARTMENT: 32 - Rail Transportation 26	32 - Rail Transportation Train Defect Log	Business Decision	03	
DEPARTMENT: 32 - Rail Transportation 27	32 - Rail Transportation Train Defect Sheet	Business Decision	Current Year + 02	
DEPARTMENT: 15 - Safety 31	15 - Safety Training Manuals	Business Decision	Active	
DEPARTMENT: 61 - Data Systems 08	61 - Data Systems Training Material	Business Decision	Active	
DEPARTMENT: 30 - Training Services & Career Development 03	30 - Training Services & Career Development Training Material	Business Decision	Active	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 55 - Strategic Planning & Research 11	Transportation Improvement Plan	Business Decision	Current Year + 05	
DEPARTMENT: 60 - Accounting 36	Treasury Investment Workpapers	Includes Description of Treasury Investments. Business Decision	Active + 03 and Audit	
DEPARTMENT: 12 - Executive - Investments 05	Treasury Investment Report, Monthly	Business Decision	Current Year + 02	
DEPARTMENT: 12 - Executive - Investments 04	Treasury Investment Files	Business Decision	Active + 03 and Audit	
DEPARTMENT: 60 - Accounting 37	Trial Balance	49 CFR 1220.10 B(1) - 3 years	Current Year + 03 and Audit	
DEPARTMENT: 20 - Claims 17	Trial List	Business Decision	Active	
DEPARTMENT: 30 - Training Services & Career Development 05	Tuition Reimbursement Program Accounting Log	Tracks payments of tuition reimbursement. Business Decision	Current Year + 03 and Audit	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 30 - Training Services & Career Development 04	Tuition Reimbursement	Accounts Payable Letters/Vouchers.	Current Year + 01	Accounting
DEPARTMENT: 62 - Support Services 09	U.S. Postal Service Files	Business Decision	Active	
DEPARTMENT: 67 - Finance 16	UMTA Financial Status Report	49 CFR 18.42 - 3 years after audited UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 60 - Grants Accounting G14	UMTA Financial Status Report		Active + 03 After Completion of Project, Expenditure Submission and Audit	Finance
DEPARTMENT: 60 - Grants Accounting G15	UMTA Procedures and Manuals	Business Decision	Active	
DEPARTMENT: 10 - Office of Equal Opportunity 07	UMTA Report Files	Business Decision	Active + 03	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Grants Accounting G16	UMTA Resolution Summary Report	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of project	Active + 03 After Completion of Project, Expenditure Submission and Audit	
DEPARTMENT: 15 - Safety 32	Underground Storage Tank Files	ORC 3737.87 - none specified 40 CFR 28074 - 3 years after permanent closure	Permanent	
DEPARTMENT: 40 - Bus Equipment 84	Unit Record Log	(16) Business Decision	Active	
DEPARTMENT: 66 - Inventory Control 30	Unit Status	UNITSTAT - Weekly. Business Decision	Active	
DEPARTMENT: 40 - Bus Equipment 85	Unit/Part Reclamation	(13) Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 86	Upholstery Inventory Sheet	S9. Business Decision	03 Months	
DEPARTMENT: 61 - Data Systems 09	User Documentation	Business Decision	Current	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting 38	Utilities Ledger	GSSO GAF 02 - 4 years after audit	Current Year + 04 and Audit	
DEPARTMENT: 10 - Office of Equal Opportunity 08	Utilization Analysis and Goals	Business Decision	03	
DEPARTMENT: 50 - Customer Relations 20	Variance Slip	Teller Balances. 49 CFR 1220.101 (E) records pertaining to ticket sales, refunds, adjustments, etc. - 1 year	Current Year + 01 and Audit	
DEPARTMENT: 31 - Paratransit 15	Vehicle & Equipment List	Non-Revenue Vehicles.	Active	
DEPARTMENT: 40 - Bus Equipment 87	Vehicle and Equipment List	VH2. Non-Revenue Vehicles.	Active	Paratransit
DEPARTMENT: 40 - Bus Equipment 88	Vehicle Brake Summary	DS4. Business Decision	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 89	Vehicle Control Chart	Form No. 2007-1/2007-2. R/D3. Business Decision	Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 90	Vehicle Control Shop Sheet	Includes Form No. 10-1025. (33, 34, 42) Business Decision	Current Year + 01	
DEPARTMENT: 40 - Bus Equipment 91	Vehicle Maintenance History	MMIS. OMRM p.25 - life of vehicle	Active + 02	
DEPARTMENT: 41 - Rail Equipment 14	Vehicle Maintenance History	MMIS. Business Decision	Active + 03	
DEPARTMENT: 12 - Executive - Marketing and Development 05	Vehicle Mileage Usage Log	Business Decision	Current Year + 01	
DEPARTMENT: 41 - Rail Equipment 15	Vehicle Mileage	Business Decision	Current Year + 02	
DEPARTMENT: 40 - Bus Equipment 92	Vehicle Mileage Report	DS 1, 3. Business Decision	Current Year + 02	
DEPARTMENT: 40 - Bus Equipment 93	Vehicle Mileage Sheet	Non-Revenue Vehicle. (26) Business Decision	01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 94	Vehicle Mileage Summary	BUSVMSRPT-DS2. Business Decision	Current Year + 10	
DEPARTMENT: 54 - Operations Planning 22	Vehicle Pull-In/Pull-Out Schedule	Work List by Pay Period.	Active	Bus Transportation- Districts
DEPARTMENT: 40 - Bus Equipment 95	Vehicle Registrations	ORCA 4503.16 - none specified Business Decision	Active + 03	
DEPARTMENT: 40 - Bus Equipment 96	Vehicle Time Sheet	Business Decision	06 Months	
DEPARTMENT: 37 - Facilities Maintenance 15	Vendor by Object Class		Active	
DEPARTMENT: 31 - Paratransit 16	Vendor Files	Includes Accounts Payable Vouchers, Purchase Orders and Requisitions.	Current Year + 03	Accounting Procurement
DEPARTMENT: 31 - Paratransit 17	Vendor Files - Equipment	Includes Purchase Orders, Invoices and Accident Reports. Accounts Payable Vouchers.	Current Year + 03	Accounting Safety

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 - Accounting 39	Vendor Maintenance and Control List	Purchase Order Request Computer Printout.	Active	Procurement
DEPARTMENT: 61 - Data Systems 10	Vendor Manuals	Business Decision	Active + 01	
DEPARTMENT: 40 - Bus Equipment 97	Vendor Operating Manuals and Bulletins	Business Decision	Active	
DEPARTMENT: 66 - Inventory Control 31	Vendor Packing List and Receipt Ticket	Back-up for Accounts Payable Vouchers. GSSO GAF 90 - 4 years	Current Year + 04	
DEPARTMENT: 66 - Inventory Control 32	Vendor Purchase Order Part	VENPOPRT - Weekly. Business Decision	Current Year + 02	
DEPARTMENT: 60 - Accounting 40	Vendors With Invoices Only Report	Includes by Object Class and Vendor. OMRM p.3 - 3 years after audit	Current Year + 01	
DEPARTMENT: 53 - Marketing 12	Video Tape	Business Decision	25 years	
DEPARTMENT: 15 - Safety 33	Violations/Citations	Business Decision	Indefinite	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 60 24	- Payroll W2 Statements	26 CFR 31.6001.1 - 4 years after due date OMRM p.42 - 6 years provided audited	Current Year + 10	
DEPARTMENT: 60 G17	- Grants Accounting Warrant Sheet Log	49 CFR 18.42 - 3 years after audit UMTA C 5010.1A (9-18-87) - 3 years after completion of audit	Active + 03 After Completion of Project, Expenditure Submission and Audit.	
DEPARTMENT: 60 41	- Accounting Warrant Sheet Log	GSSO GAF 93 - 2 years	04 and Audit	
DEPARTMENT: 42 08	- Technical Services Warranties	Includes Warranty Claims and Credits. Business Decision	Active	
DEPARTMENT: 20 18	- Claims Weekly Adjusting Report	Business Decision	Current Year + 01	
DEPARTMENT: 36 10	- Power Weekly Supervisor Report	Business Decision	Current Year + 01	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 35 - Bus Transportation 19	Weekly Supervisor Work and Assignment Lists	Weekly Listing of Supervisor Assignments. Business Decision	Current Year + 04	
DEPARTMENT: 60 - Accounting 42	Weekly/Monthly Revenue Report	Includes Report of Cash Received. Business Decision.	Current Year + 04 and Audit	
DEPARTMENT: 60 - Payroll 25	White Slip Control List	Business Decision	01 Month	
DEPARTMENT: 37 - Facilities Maintenance 16	Winterization Report	Business Decision	Active	
DEPARTMENT: 34 - Transit Police 15	Witness Voucher Book	Business Decision	Active	
DEPARTMENT: - Bus Transportation - Districts 10	Work List by Pay Period	Includes Vehicle Pull-In/Pull-Out Schedule. Business Decision	Current Year + 03	
DEPARTMENT: 40 - Bus Equipment 98	Work Order Report	GSSO GA 31 - 3 years and audit	Current Year + 10	

NOTE: All retention periods are in years unless otherwise noted.

REFERENCE NO.	RECORD SERIES	COMMENTS	RETENTION PERIOD	OFFICE OF RECORD (OTHER THAN THIS DEPARTMENT)
DEPARTMENT: 40 - Bus Equipment 99	Work Orders - Unit Rebuild	Includes Rebuild Certification and Buck Sheet. (4,5) Business Decision	02	
DEPARTMENT: 40 - Bus Equipment 100	Work Schedule	P11, S6. Business Decision	06 Months	
DEPARTMENT: 17 - Workers' Compensation 05	Workers' Compensation Claim	Form No. 71-524B. Includes Physician Report. OMRM p.23 - 10 years after date of final payment	Active + 20	
DEPARTMENT: 60 - Payroll 26	Year End Report	Business Decision	Current Year + 01	
DEPARTMENT: 67 - Finance 17	Year-To-Date Budget Report	Report No. FMBUD005. Business Decision	Current Year + 06	
DEPARTMENT: 60 - Payroll 27	Year-To-Date Summary	Business Decision	04 Months	

NOTE: All retention periods are in years unless otherwise noted.