



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

JAN 08 2019

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Hamilton

Civil Service & Personnel Department

(local government entity)

Marcos Nichols

Marcos Nichols

(unit)

Director

1-8-19

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Hamilton

Records Commission

(telephone number)

345 High Street
(address)Hamilton
(city)45011
(zip code)Butler
(county)

To have this form returned to the Records Commission electronically, include an email address:

marcos.nichols@hamilton-oh.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Marcos Nichols

1-8-19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Larry Robinson

Signature

Govt. Rec. Archivist

Title

1/10/19

Date

Section D: Auditor of State

Martin E. Murr

Signature

Records Mgr

Title

1-24-19

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

City of Hamilton

Civil Service & Personnel Department

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Requi red by LGRP
CS18-001	Transient Letters/Memos (including post-it notes, phone messages and other records which served to convey information of temporary importance)	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS18-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
CS18-003	Drafts	Retain until no longer administratively necessary	Electronic		<input type="checkbox"/>
CS18-004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS18-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS18-006	Agendas Originating in Department	6 Years	Paper or Electronic		<input type="checkbox"/>
CS18-007	Minutes Originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CS18-008	Copies of Agendas and Minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS18-009	Audio and Video recordings of meetings	1 Year	Paper or Electronic		<input type="checkbox"/>
CS18-010	Council Communications (Council Reports/Caucus Reports)	Retain until City Clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
CS18-011	Payroll Records (including comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
CS18-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
CS18-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
CS18-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
CS18-015	Contracts/Agreements for Equipment and Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 17.26 O.R.C.

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City of Hamilton

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(local government entity)

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CS18-016	Reference Publications and Directories	Until Superseded or obsolete	Electronic		<input type="checkbox"/>
CS18-017	Application for Employment Person Hired Person Not Hired Copies	(Hired) Place in Personnel File (Not Hired) Destroy after 2 years (Copies)Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS18-018	Letters of Commendations, Promotions	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-019	Employee Performance Evaluations	5 Years	Paper or Electronic		<input type="checkbox"/>
CS18-020	Employee Training Records/Certifications	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-021	Insurance Enrollment Records	1 Year after employee leaves municipal employment	Paper or Electronic		<input type="checkbox"/>
CS18-022	Job/Position Descriptions	1 Year after superseded	Paper or Electronic		<input type="checkbox"/>
CS18-023	Letter of Appointment	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-024	Letter of Resignation	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-025	Personnel Actions	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-026	Promotion Action	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-027	Signed Employee Policy Acknowledgements	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-028	Letters Regarding Leave Accrual	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-029	Employee Volunteer Form	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>

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CS18-030	Secondary Employment Form	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-031	Layoff Notice	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-032	Recall Notice	Place in Personnel File	Paper or Electronic		<input type="checkbox"/>
CS18-033	Record of Disciplinary Action	4 Years unless labor contract states longer	Paper or Electronic		<input type="checkbox"/>
CS18-034	Personnel File	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers. Retain OSHA related records 20 years	Paper or Electronic		<input type="checkbox"/>
CS18-035	Pre-Employment Records (Substance Reports, Polygraph, Credit Report, Background Report, Background Investigation)	2 years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CS18-036	Civil Service Examination Records (Books, Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.)	2 years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CS18-037	Eligibility List	Until List Expires	Paper or Electronic		<input type="checkbox"/>
CS18-038	Requisitions for Positions/Certifications of Eligibility List	2 years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CS18-039	Civil Service Commission Rules	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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CS18-040	Benefit Administration Records (Records pertaining to group health insurance plan: carrier selection process, notice to carriers re. employee enrollment changes, COBRA participant data, health benefits committee documents including benefit plan descriptions)	3 years after termination of plan	Paper or Electronic		<input type="checkbox"/>
CS18-041	Announcements (Civil Service Examinations/Job Postings)	2 years after position eligibility list expires	Paper or Electronic		<input type="checkbox"/>
CS18-042	Employee Date Adjustment Worksheet	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.