



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

OHIO HISTORY CONNECTION

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DEC 05 2017

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, Ohio		Fire	
(local government entity)		(unit)	
	Steve Dawson	Fire Chief	12/1/17
(signature of responsible official)	(name)	(title)	(date)

**Section B: Records Commission**

City of Hamilton	Records Commission	(513) 785-7168
		(telephone number)
345 High Street, Suite 300	Hamilton	45011
(address)	(city)	(zip code)
		Butler
		(county)

To have this form returned to the Records Commission electronically, include an email address: [pat.bigler@hamilton-oh.gov](mailto:pat.bigler@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.

	11/29/17
Records Commission Chair Signature	Date

**Section C: Ohio History Connection - State Archives**

	Govt. Records Archivist	12/6/2017
Signature	Title	Date

**Section D: Auditor of State**

	Records Mgr	12-18-17
Signature	Title	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)**

*See instructions before completing this form.*

City of Hamilton

Fire

(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-2 Required by LGRP
FD17-001	Transient letters/memos including notes, text messages, phone messages, voice mail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FD17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FD17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FD17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FD17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
FD17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input type="checkbox"/>
FD17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FD17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
FD17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
FD17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
FD17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
FD17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

City of Hamilton

Fire

(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 Required by LGRP
FD17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
FD17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
FD17-016	Alarm response reports	Permanent	Electronic		<input type="checkbox"/>
FD17-017	Fire inspection records	3 years	Electronic		<input type="checkbox"/>
FD17-018	Arson records	50 years then appraise for historical value	Paper / Electronic		<input type="checkbox"/>
FD17-019	Plan review records Residential Commercial	3 years 5 years	Electronic Electronic		<input type="checkbox"/>
FD17-020	Above and underground storage tanks records	10 years after out of service or removed	Paper / Electronic		<input type="checkbox"/>
FD17-021	Disaster plans Evacuation/tornado	Until superseded	Paper / Electronic		<input type="checkbox"/>
FD17-022	Fireworks applications and Permits	One year after exp.	Paper / Electronic		<input type="checkbox"/>
FD17-023	Fire code variance documents	Until no longer in effect	Paper / Electronic		<input type="checkbox"/>
FD17-024	Open burn permit	One year after exp.	Paper / Electronic		<input type="checkbox"/>
FD17-025	Mutual aid agreements	10 years after superseded	Paper / Electronic		<input type="checkbox"/>
FD17-026	Training records	25 years after HFD employment	Paper / Electronic		<input type="checkbox"/>
FD17-027	Injury/Exposure reports	50 years after HFD employment	Paper / Electronic		<input type="checkbox"/>
FD17-028	Copies of Employee performance evaluations (originals held in Civil Service & Personnel)	5 years after employment	Paper / Electronic		<input type="checkbox"/>
FD17-029	Copies of Union contracts (Originals in held in Human Resources Dept.)	Until superseded	Paper / Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

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City of Hamilton

Fire

(local government entity)

(nnt)

(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 Required By LGRP
FD17-030	Grievances	1 year after resolved	Paper / Electronic		<input type="checkbox"/>
FD17-031	Fact finder reports	5 years	Paper / Electronic		<input type="checkbox"/>
FD17-032	Arbitrator reports	5 years	Paper / Electronic		<input type="checkbox"/>
FD17-033	Copies of Personnel records (original held in Personnel)	20 years after HFD employment	Paper / Electronic		<input type="checkbox"/>
FD17-034	Grant applications and award records	5 years provided audited and disputes resolved	Paper / Electronic		<input type="checkbox"/>
FD17-035	Patient care records	7 years and until statute of limitations expires	Paper / Electronic		<input type="checkbox"/>
FD17-036	HIPPA signature logs	2 years	Paper / Electronic		<input type="checkbox"/>
FD17-037	Hose test records	7 years after taken out of service	Paper / Electronic		<input type="checkbox"/>
FD17-038	Ladder test records	7 years after taken out of service	Paper / Electronic		<input type="checkbox"/>
FD17-039	Hydrant service records	7 years after taken out of service	Paper / Electronic		<input type="checkbox"/>
FD17-040	Self contained breathing apparatus service records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>
FD17-041	Face piece service records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>
FD17-042	Air bottle service records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>
FD17-043	Fire apparatus test records	7 years after taken out of service	Paper/ 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.**