



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

OHIO HISTORY CONNECTION

OCT 31 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 Health

 (local government entity)
 Kay Farrar (unit)
 Director 10-11-17

 (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 Butler

 (address) (city) (zip code) (county)

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

Patricia R. Byler 10/25/17

 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Aracelis Rindler Local Government Records Archivist 11/7/17

 Signature Title Date

Section D: Auditor of State

Martin E. Murr Records Manager 11-13-17

 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

Health

(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
HEALTH ALL					
HEALTH 17-001	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"/>
HEALTH 17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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City of Hamilton				Health	
(local government entity)				(unit)	
HEALTH 17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
HEALTH 17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
HEALTH NURSING					
HEALTH NURSING 17-016	Nursing Dailies	5 years after termination of patient contact	Paper or Electronic		<input type="checkbox"/>

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HEALTH NURSING 17-017	Nursing Clinic and quarterly reports	5 years after termination of patient contact Permanent	Paper Electronic	<input type="checkbox"/>
HEALTH NURSING 17-018	Communicable Disease Records	Permanent	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-019	Flu rosters and forms	10 years after last entry	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-020	Medicare and Medicaid Billing	5 years after last contact	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-021	Children's Medical Records	18 years old and 7 years from discharge	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-022	Adult Home Health Records Reports	7 years after	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-023	Adult Medical Records (Public Health Nursing)	7 years after last contact	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-024	Chronic Disease Records	1 Year after final disposition of case	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-025	Immunization Consent Forms	10 years after date of last entry	Paper or Electronic	<input type="checkbox"/>

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HEALTH NURSING 17-026	Positive STD Lab Reports (non HIV/Syphilis)	5 years after last contact	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-027	Negative TB Test Records	3 years	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-028	Immunization Cards	30 Years after date of last entry	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-029	Tuberculin Test Records	Positive test results permanent; negative test results 3 years	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING 17-030	Children's Health Records – records for well child clinic including BCMH	18 years old and 7 years after last contact	Paper or Electronic	<input type="checkbox"/>
HEALTH NURSING & ENVIRONMENTAL				
HEALTH NURSING & ENV 17-031	Laboratory Reports	5 years	Paper or Electronic	<input type="checkbox"/>
HEALTH ENVIRONMENTAL				
HEALTH ENV 17-032	Inspection Records Examples: <ul style="list-style-type: none"> • Scrap tire facility • tattoo parlors • tanning salons • manufactured home park 	5 years after date of inspection provided all violations are corrected	Paper or Electronic	<input type="checkbox"/>

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HEALTH ENV 17-033	Swimming pool inspection records	5 years after date of inspection, provided all violation found have been corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-034	Swimming Pool Operation Reports	1 Year	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-035	Swimming Pool Sanitation Records	5 Years after pool ceases operation	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-036	Animal Bite Reports	3 years after date of bite	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-037	Applications for licenses & permits, all types	6 months after audit	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-038	Daily Activity Logs and Report Forms, Sanitarians	5 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-039	Food Service Permit Records	5 Years after permit holder ceases operation, provided audited	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-040	Food Establishment Inspection Forms	5 years after inspection provided all violations are corrected	Paper or Electronic		<input type="checkbox"/>

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HEALTH ENV 17-041	Food Service Operation Inspection Record	5 years after date of inspection provided all violations are corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-042	Food Service and Establishment Records	5 Years provided audited	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-043	Sewage Disposal Inspection Records and Sewage & Private Water System Inspections	5 years after date of inspection provided all violations are corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-044	Sewage System Records	5 Years after sewage disposal system ceases operation	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-045	Solid Waste Site Record	10 Years after site ceases operation	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-046	Trailer Court Inspection Records	5 Years after date of inspections, provided all violations have been corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-047	School Inspection Records	5 Years after date of inspection, provided all violations have been corrected	Paper or Electronic		<input type="checkbox"/>

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HEALTH ENV 17-048	Nuisance Investigation Reports	5 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH ENV 17-049	Nuisance Investigation Summary Records	5 Years after situation is corrected	Paper or Electronic		<input type="checkbox"/>
HEALTH ADMIN					
HEALTH ADM 17-050	Board of Health Minutes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HEALTH ADM 17-051	Cash Receipts	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 17-052	Certified and POM Mail Log Sheets	2 years	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 17-053	Annual Budget Reports to the Ohio Department of Health	5 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 17-054	Application for State Subsidy	3 years after end of fiscal year, provided audit	Paper or Electronic		<input type="checkbox"/>
HEALTH ADM 17-055	Health Services Reports and Annual Reports to the Board of Health & Ohio Department of Health	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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HEALTH VITAL STATISTICS					
HEALTH VS 17-056	Certifications	5 years	Paper or Electronic		<input type="checkbox"/>
HEALTH VS 17-057	Birth Certificates, Affidavits (Birth) and Stillbirth Certificates	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HEALTH VS 17-058	Birth Certificate and Death Certificate Applications	3 Years	Paper or Electronic		<input type="checkbox"/>
HEALTH VS 17-059	Burial Transit Permits	5 Years	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.**