



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, Ohio

Human Resources

~~(local government entity)~~

Letitia Block

(unit)
Director

10/30/17

(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 Bigler

10/25/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler
Signature

Local Government Records Archivist
Title

11/17/17
Date

Section D: Auditor of State

Marta E. Mue
Signature

Records Manager
Title

11-13-17
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

Human Resources

(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
HR17-001	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"/>
HR17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
HR17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HR17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HR17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HR17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
HR17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HR17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
HR17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
HR17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
HR17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
HR17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

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HR17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
HR17-014	Purchasing Card Reconciliation	2 years on bank website	Paper or Electronic		<input type="checkbox"/>
HR17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
HR17-016	Reference publications and directories	Until superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
HR17-017	Collective Bargaining Materials (e.g., Notes, Proposals, tentative agreements)	15 years	Paper or Electronic		<input type="checkbox"/>
HR17-018	Legal Opinions	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HR17-019	Litigation Files	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HR17-020	Public Records Requests	10 years	Paper or Electronic		<input type="checkbox"/>
HR17-021	Employee Injury Report	10 years	Paper or Electronic		<input type="checkbox"/>
HR17-022	Collective Bargaining Agreements	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
HR17-023	Grievances	1 year after resolved	Paper or Electronic		<input type="checkbox"/>
HR17-024	Fact Finder and Arbitrator Reports	Permanent	Paper or Electronic		<input type="checkbox"/>
HR17-025	Job Postings	5 years	Paper or Electronic		<input type="checkbox"/>
HR17-026	BWC and Industrial Commission Decisions	As maintained by applicable State agency website	Electronic		<input type="checkbox"/>

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(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
HR17-027	Correspondence from Employment Compensation Review Commission	As maintained by applicable State agency website	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.