



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

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

Infrastructure

(local government entity)

*[Signature]*

12/1/17

Jim Logan

(unit)

Director

(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  
 (address)

Hamilton  
 (city)

45011  
 (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 those 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.

*[Signature]*

11/29/17

Records Commission Chair Signature

Date

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

*[Signature]*

Govt. Records Archivist

12/6/2017

Signature

Title

Date

**Section D: Auditor of State**

*[Signature]*

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 (local government entity)				Infrastructure (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
INFR17-001	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"/>
INFR17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
INFR17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
INFR17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
INFR17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
INFR17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
INFR17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input type="checkbox"/>
INFR17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
INFR17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
INFR17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
INFR17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
INFR17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	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.**

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

*See instructions before completing this form.*

(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
INFR17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
INFR17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
INFR17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
INFR17-016	Administrative Directives (Copies)	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
INFR17-017	Utility Billing Stubs	3 years provided audited pursuant to Sec. 117.26 of O.R.C.	Paper or Electronic		<input type="checkbox"/>
INFR17-018	Billing Adjustment Books	Retain until audited, pursuant to Sec. 117.26 of the O.R.C.	Paper or Electronic		<input type="checkbox"/>
INFR17-019	City Manager Weekly Reports	3 years	Paper or Electronic		<input type="checkbox"/>
INFR17-020	Electric System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
INFR17-021	Gas System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
INFR17-022	Water System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
INFR17-023	Wastewater/Water Reclamation System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
INFR17-024	Copies of Utility Annual Budgets and Budget Performance Reports	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
INFR17-025	Reports from Directors of Electric, Underground Utilities, and Energy Management	2 years	Paper or Electronic		<input type="checkbox"/>