



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

OCT 01 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, Ohio

Department of Internal Services

(local government entity)

Timothy Werdmann

(unit)

Executive Director

09/25/2019

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Hamilton

Records Commission

(513) 785-7007

(telephone number)

345 High Street, Suite 010 Hamilton
(address) (city)45011
(zip code)Butler
(county)To have this form returned to the Records Commission electronically, include an email address: tim.werdmann@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.

Records Commission Chair Signature

~~10/01/19~~ 10/01/19

Date

Section C: Ohio History Connection - State Archives

Signature

Govt. Rec. Archivist

Title

10/8/19

Date

Section D: Auditor of State

Signature

Records Mgr

Title

10-14-19

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)*See instructions before completing this form.*

City of Hamilton

Internal Services

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type
001	Transient letters/memos including notes, text messages, phone messages, voice mail, internal meeting notices and agendas, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic
002	General Correspondence	2 years	Paper or Electronic
003	Drafts	Retain until no longer administratively necessary	Paper or Electronic
004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic
005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic
006	Agendas Originating in Department	6 years	Paper or Electronic
007	Minutes originating in Department	Permanent	Paper or Electronic
008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic
009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic
010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic
011	Payroll Records (including comp time records, leave forms, payroll change notices)	Until submitted to Finance	Paper or Electronic
012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic
013	Travel Requests/Expense Reports	3 years or until submitted to Finance	Paper or Electronic

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

City of Hamilton

Internal Services

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	
014	Purchasing Card Reconciliation	3 years	Paper or Electronic	
015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic	
016	Injury/Incident reports with no associated workers compensation claim	2 years	Paper or electronic	
017	Injury/Incident reports associated with a workers compensation claim	2 years or until submitted to Ohio BWC	Paper or electronic	
018	Public Employee Risk Reduction Program reports	3 years from date of submission to Ohio BWC	Paper or electronic	
019	General liability insurance policy documentation	3 years from end of period of coverage	Paper or electronic	