



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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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

Neighborhoods Department

(local government entity)

Brandon Saurber

(unit)

Director

9/24/19

(signature of responsible official)

(name)

(title)

(date)

**Section B: Records Commission**

City of Hamilton

Records Commission

(telephone number)

345 High Street  
 (address)

Hamilton  
 (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.

*[Signature]*

10/01/19

Records Commission Chair Signature

Date

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

*[Signature]*  
 Signature

Govt. Rec. Archivist  
 Title

10/8/19  
 Date

**Section D: Auditor of State**

*[Signature]*  
 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.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by	(6) RC-3 Requir
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				Auditor of State or LGRP	ed by LGRP
NH19-001	Transient Letters/Memos (including post-it notes, phone messages and other records which served to convey information of temporary importance)	Retain until no longer administratively necessary	Paper or Electronic		
NH19-002	General Correspondence	2 years	Paper or Electronic		
NH19-003	Drafts	Retain until no longer administratively necessary	Electronic		
NH19-004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		
NH19-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		
NH19-006	Agendas Originating in Department	6 Years	Paper or Electronic		
NH19-007	Minutes Originating in Department	Permanent	Paper or Electronic		
NH19-008	Copies of Agendas and Minutes	Retain until no longer administratively necessary	Paper or Electronic		
NH19-009	Audio and Video recordings of meetings	1 Year	Paper or Electronic		
NH19-010	Council Communications (Council Reports/Caucus Reports)	Retain until City Clerk is in receipt	Paper or Electronic		
NH19-011	Payroll Records (including comp time records, leave forms, payroll change notices)	Retain until submitted to Finance	Paper or Electronic		
NH19-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		
NH19-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		
NH19-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		
NH19-015	Contracts/Agreements for Equipment	25 years after	Paper or		

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.

	and Services	contract expiration	Electronic		
<b>NH19-016</b>	Reference Publications and Directories	Until Superseded or obsolete	Electronic		
<b>NH19-019</b>	Social media posts	2 years; or as maintained by platform	Electronic		
<b>NH19-020</b>	Online 311 requests	2 years or as maintained by platform	Electronic		

**Amanda Rindler**

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**From:** Tim Werdmann <tim.werdmann@hamilton-oh.gov>  
**Sent:** Tuesday, October 1, 2019 11:56 AM  
**To:** localrecs  
**Subject:** City of Hamilton approved RC-2 forms  
**Attachments:** Finance Department RC-2 2019.pdf; Neighborhoods Department RC-2 2019.pdf; Internal Services RC-2 2019.pdf

Please accept the attached RC-2 forms that were approved by the municipal records commission at its meeting of September 26, 2019.

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**Timothy Werdmann, Esq.**

Executive Director of Internal Services

City of Hamilton

513-785-7007

[tim.werdmann@hamilton-oh.gov](mailto:tim.werdmann@hamilton-oh.gov)

