



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

(local government entity)

James Williams

(unit)
Public Work Director

(signature of responsible official)

(name)

(title)

(date)

12/1/17

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.

11/29/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Govt. Records Archivist

12/6/2017

Signature

Title

Date

Section D: Auditor of State

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)				Public Works (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
PW 17-1	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"/>
PW17-2	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
PW17-3	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PW17-4	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PW17-5	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PW17-6	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
PW17-7	Minutes originating in Department	Permanent	Paper or Electronic		<input type="checkbox"/>
PW17-8	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PW17-9	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
PW17-10	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
PW17-11	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
PW17-12	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.

City of Hamilton

Public Works

(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
PW17-13	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
PW17-14	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
PW17-15	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
PW17-16	Auction of Obsolete Vehicles	3 years	Paper or Electronic		<input type="checkbox"/>
PW17-17	Service Orders	3 years	Paper or Electronic		<input type="checkbox"/>
PW17-18	Mechanics Service Records	Until vehicle disposed of	Paper or Electronic		<input type="checkbox"/>
PW17-19	Car Washes – City Vehicles	1 years	Paper or Electronic		<input type="checkbox"/>
PW17-20	Daily Work Reports	2 years	Paper or Electronic		<input type="checkbox"/>
PW17-21	Accident Reports (Duplicates)	2 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
PW17-22	Chargeback Records	3 years	Paper or Electronic		<input type="checkbox"/>
PW17-23	Fuel Tickets	3 years	Paper or Electronic		<input type="checkbox"/>
PW17-24	Fuel Reports	3 years	Paper or Electronic		<input type="checkbox"/>
PW17-25	Backflow Prevention Documents	5 years	Paper or Electronic		<input type="checkbox"/>
PW17-26	Pretreatment Program Test Reports, Inspection Forms, Records	5 years	Paper or Electronic		<input type="checkbox"/>

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