



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

OHIO HISTORY CONNECTION

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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

Resident Services

(local government entity)

AP Helms

Adam Helms

(unit)

Director

10/17/17

(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 K. Bigler

10/25/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler
 Signature

Local Government Records Archivist

Title

11/7/17
 Date

Section D: Auditor of State

Martin E. Miller
 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

Resident Services

(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
RS17-001	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"/>
RS17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
RS17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
RS17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
RS17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
RS17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
RS17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
RS17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
RS17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
RS17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
RS17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
RS17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

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Resident Services

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(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
RS17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
RS17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Electronic		<input type="checkbox"/>
RS17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
RS17-016	Copies of Union Agreements (originals held in Human Resources Department)	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
RS17-017	Grant Files/Records	5 Years provided audited and disputes resolved	Paper or Electronic		<input type="checkbox"/>
RS17-018	Record of Disciplinary Action	4 Years	Paper or Electronic		<input type="checkbox"/>
RS17-019	Budget Preparation Documents/Worksheets	4 years	Paper or Electronic		<input type="checkbox"/>
RS17-020	Bids – Successful	15 years after completion of project	Paper or Electronic		<input type="checkbox"/>
RS17-021	Bids- unsuccessful	2 years after letting of contract	Paper or Electronic		<input type="checkbox"/>
RS17-022	Fuel Usage Records	3 Years	Paper or Electronic		<input type="checkbox"/>
RS17-023	Leases - Equipment	2 Years after expiration	Paper or Electronic		<input type="checkbox"/>
RS17-024	Leases - Real Estate	5 Years after expiration	Paper or Electronic		<input type="checkbox"/>
RS17-025	Licenses, Permits, Certifications	1 year after expiration	Paper or Electronic		<input type="checkbox"/>

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RS17-026	Equipment Inventory	3 years	Paper or Electronic		<input type="checkbox"/>
RS17-027	Manuals, Handbooks, Reference Materials and Directives	Until superseded, obsolete or replaced	Paper or Electronic		<input type="checkbox"/>
RS17-028	Project Plans/Drawings	Life of project, or until obsolete then appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
RS17-029	Vehicle Maintenance Records	Until vehicle sold	Paper or Electronic		<input type="checkbox"/>
RS17-030	Warranties	2 years after expiration	Paper or Electronic		<input type="checkbox"/>
RS17-031	Work Orders	2 years	Paper or Electronic		<input type="checkbox"/>
RS17-032	Photos	Until no longer current then appraised for historic value	Paper or Electronic		<input checked="" type="checkbox"/>
RS17-033	Accident Reports	6 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
RS17-034	Draft digital photos (retained/used as general office documentation)	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
RS17-035	Social Media Routine/General Correspondence	As maintained by platform	Electronic		<input type="checkbox"/>
RS17-036	Social Media Marketing Materials, Advertisements, and Marketing Plans	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
RS17-037	Electronic Communications via Cerkl	As maintained by platform	Electronic		<input type="checkbox"/>
RS17-038	Posts and Public Communications via Facebook	As maintained by platform	Electronic		<input type="checkbox"/>
RS17-039	Posts and Public Communications via Twitter	As maintained by platform	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
RS17-040	Posts and Public Communications via Instagram	As maintained by platform	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.