



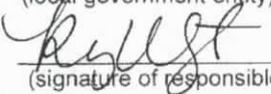
APR 21 2015

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton, Ohio (local government entity)		Clerk of Council (unit)	
	Krystal Wright (name)	Clerk (title)	4/7/15 (date)
(signature of responsible official)			

Section B: Records Commission

City of Hamilton	Records Commission	(513) 785-7168
		(telephone number)
345 High Street, Suite 730 Hamilton (address) (city)	45011 (zip code)	Butler (county)

To have this form returned to the Records Commission electronically, include an email address: biglerp@ci.hamilton.oh.us

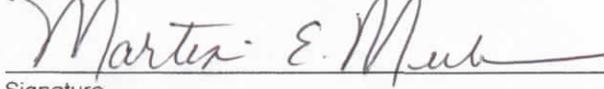
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	4/21/15
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Corinna Records Archivist	4/22/2015
Signature	Title	Date

Section D: Auditor of State

	5-14-15
Signature	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

City of Hamilton

Clerk of Council

(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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
CC 14-001	Payroll Records (including comp time records, leave forms, payroll change notices)	3 years	Paper or Electronic		<input type="checkbox"/>
CC 14-002	Transient Letters/Memos including post it notes, text messages, phone messages and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CC 14-003	Purchase Orders, request for checks, invoices, vouchers, cash reports	3 years	Paper or Electronic		<input type="checkbox"/>
CC 14-004	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CC 14-005	Seminar Material	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CC 14-006	Expense Records/Travel Requests	3 years	Paper or Electronic		<input type="checkbox"/>
CC 14-007	City Council Agenda	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-008	General Correspondence/Interdepartmental Correspondence/Mail	2 years	Paper or Electronic		<input type="checkbox"/>
CC 14-009	Purchasing Card Reconciliation (original in Finance Department)	1 year	Paper or Electronic		<input type="checkbox"/>
CC 14-010	Council Communications (Council Reports/Caucus Reports)	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-011	Recordings of Council Meetings	Permanent	Cassette Tape/ Compact Disc/ Electronic		<input checked="" type="checkbox"/>
CC 14-012	Minutes of Council Meetings	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-013	Charter and Amendments	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-014	Liquor License Requests Approved Denied	3 years 1 year	Paper or Electronic		<input type="checkbox"/>



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
CC 14-015	Ordinances/Resolutions	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-016	Proclamations	2 years	Paper or Electronic		<input type="checkbox"/>
CC 14-017	Business Cards	6 months after term	Paper or Electronic		<input type="checkbox"/>
CC 14-018	Committees of Council Minutes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-019	Notice of Public Meeting	5 years	Paper or Electronic		<input type="checkbox"/>
CC 14-020	Index to Council Minutes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-021	Certificates	2 years	Paper or Electronic		<input type="checkbox"/>
CC 14-022	Civic Day Files	3 years	Paper or Electronic		<input type="checkbox"/>
CC 14-023	Annexations	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-024	311 Requests	Retain until resolved	Paper or Electronic		<input type="checkbox"/>
CC 14-025	Strategic Plan	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
CC 14-026	Legal Ads of Charter Amendments	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>