



APR 21 2015

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

Division of Customer Service

(local government entity)

(unit)

Marie Hibbard

Acting Administrator

(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 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 History Connection - State Archives

Signature

Kenneth Records Archivist

Title

4/22/2015

Date

Section D: Auditor of State

Signature

Records Mgr

Title

5-14-15

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.

(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
CS15-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper, until convert to electronic		<input type="checkbox"/>
CS15-002	Transient Letters/Memos, including notes, post-it notes, text messages, phone messages and other messages which serve to convey information of temporary importance.	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS15-003	Purchase orders, requests for checks, invoices, vouchers, cash reports	6 years	Paper or Electronic		<input type="checkbox"/>
CS15-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS15-005	Seminar Materials	Retain until no longer administratively necessary	Paper		<input type="checkbox"/>
CS15-006	Travel Requests	6 years	Paper		<input type="checkbox"/>
CS15-007	Copies of Agendas (Utility Appeals Board)	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS15-008	Drafts of Memo and Letters	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
CS15-009	Administrative Directives	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

(local government entity)

(unit)

CS15-010	Telephone Bills (cell phone and land line)	2 years provided audited	Paper		<input type="checkbox"/>
CS15-011	Voice Mail Messages	Retain until no longer administratively necessary	Electronic		<input type="checkbox"/>
CS15-012	Phone Directories	1 year after superseded or obsolete	Paper		<input type="checkbox"/>
CS15-013	Utility Billing Stubs	3 years provided audited pursuant to Sec. 117.26 of O.R.C.	Paper		<input type="checkbox"/>
CS15-014	Billing Adjustment Books	Retain until audited, pursuant to Sec. 117.26 of the O.R.C.	Paper		<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.