



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

APR 21 2015

OHIO HISTORY CONNECTION  
 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 Department of Energy Management & Utility Business Services

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(local government entity) Timothy E. Bigler (unit) Acting Director 4/17/15

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(signature of responsible official) (name) (title) (date)

**Section B: Records Commission**

City of Hamilton Records Commission (513) 785-7168

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(telephone number)

345 High Street, Suite 730 Hamilton 45011 Butler

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(address) (city) (zip code) (county)

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

Patricio R. Bigler 4/21/15

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Records Commission Chair Signature Date

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

[Signature] Comment Records Analyst 4/22/2015

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Signature Title Date

**Section D: Auditor of State**

Martin E. Mueb Records Mgr 5-14-15

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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

Energy Management & Utility Business 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
EM15-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper, until converted to electronic		<input type="checkbox"/>
EM15-002	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"/>
EM15-003	Purchase orders, requests for checks, invoices, vouchers, cash reports	6 years	Paper or Electronic		<input type="checkbox"/>
EM15-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EM15-005	Seminar Materials	Retain until no longer administratively necessary	Paper		<input type="checkbox"/>
EM15-006	Travel Requests	6 years	Paper		<input type="checkbox"/>
EM15-007	Copies of Agendas (Public Utilities Commission, City Council, Utility Appeals Board, Civil Service Commission, Planning Commission, Traffic Commission)	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EM15-008	City Manager Reports	5 years	Paper		<input type="checkbox"/>
EM15-009	Drafts of Memo and Letters	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EM15-010	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.*

City of Hamilton

Energy Management &amp; Utility Business 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-2 Required by LGRP
EM15-011	Telephone Bills (cell phone and land line)	2 years provided audited	Paper		<input type="checkbox"/>
EM15-012	Purchasing Card Reconciliation (Original in Finance Department)	1 year	Paper		<input type="checkbox"/>
EM15-013	Copies of Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper		<input type="checkbox"/>
EM15-014	Voice Mail Messages	Retain until no longer administra- tively necessary	Electronic		<input type="checkbox"/>
EM15-015	Phone Directories	1 year after superseded or obsolete	Paper		<input type="checkbox"/>
EM15-016	Electric System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
EM15-017	Gas System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
EM15-018	Water System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
EM15-019	Wastewater/Water Reclamation System Consultant Reports	6 years	Paper or Electronic		<input type="checkbox"/>
EM15-020	Copies of Utility Annual Budgets and Budget Performance Reports	Retain until no longer administra- tively necessary	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. 117.25 O.R.C.*