



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

Hamilton Fire Division

(local government entity)

Steve Dawson

(unit)

Fire Chief

(signature of responsible official)

(name)

(title)

(date)

4/7/15

## Section B: Records Commission

City of Hamilton Records Commission

(513) 785-7168

(telephone number)

345 High St

Hamilton

45011

Butler

(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.

*Patricia M. Bigler* 4/21/15

Records Commission Chair Signature

Date

## Section C: Ohio History Connection - State Archives

*K. Latta*

Signature

Assistant Records Archivist

Title

4/22/2015

Date

## Section D: Auditor of State

*Martin E. Mueh*

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.*

City of Hamilton

Hamilton Fire Department

(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 Require d by LGRP
FD15-001	Alarm response reports	Permanent	Electronic		<input checked="" type="checkbox"/>
FD15-002	Fire inspection records	3 years	Electronic		<input type="checkbox"/>
FD15-003	Arson records	50 years	Paper / Electronic		<input checked="" type="checkbox"/>
FD15-004	Plan review records Residential Commercial	3 years 5 years	Electronic Electronic		<input type="checkbox"/>
FD15-005	Above and underground storage tanks records	10 years after out of service or removed	Paper / Electronic		<input type="checkbox"/>
FD15-006	Disaster plans Evacuation/tornado	Until superseded	Paper / Electronic		<input type="checkbox"/>
FD15-007	Fireworks applications and Permits	One year after exp.	Paper / Electronic		<input type="checkbox"/>
FD15-008	Fire code variance documents	Until no longer in effect	Paper / Electronic		<input type="checkbox"/>
FD15-009	Open burn permit	One year after exp.	Paper / Electronic		<input type="checkbox"/>
FD15-010	Mutual aid agreements	10 years after superseded	Paper / Electronic		<input type="checkbox"/>
FD15-011	Training records	25 years after HFD employment	Paper / Electronic		<input type="checkbox"/>
FD15-012	Injury/Exposure reports	50 years after HFD employment	Paper / Electronic		<input type="checkbox"/>
FD15-013	Solicitations / Advertising	Until no longer admin. Necessary	Paper / Electronic		<input type="checkbox"/>
FD15-014	Voice mail messages	Until no longer admin. Necessary	Electronic / phone		<input type="checkbox"/>
FD15-015	Transient Letters/Memos including post-it notes, phone messages, text messages and other records which served to convey information of temporary importance	Until no longer admin. Necessary	Paper / Electronic		<input type="checkbox"/>
FD15-016	Letters / Memos	2 years	Electronic		<input type="checkbox"/>

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City of Hamilton

Hamilton Fire Department

(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
FD15-017	Purchase Orders, Requests for Checks, invoices, vouchers, cash reports	3 years	Paper / Electronic		<input type="checkbox"/>
FD15-018	Employment performance evaluations	20 years after employment	Paper / Electronic		<input type="checkbox"/>
FD15-019	Copies of Union contracts (Originals in Law Department)	Until superseded	Paper / Electronic		<input type="checkbox"/>
FD15-020	Grievances	1 year after resolved	Paper / Electronic		<input type="checkbox"/>
FD15-021	Fact finder reports	5 years	Paper / Electronic		<input type="checkbox"/>
FD15-022	Arbitrator reports	5 years	Paper / Electronic		<input type="checkbox"/>
FD15-023	Personnel records (original held in Personnel)	25 years after HFD employment	Paper / Electronic		<input type="checkbox"/>
FD15-024	Grant applications and award records	5 years provided audited and disputes resolved	Paper / Electronic		<input type="checkbox"/>
FD15-025	Patient care records	7 years and until statute of limitations expires	Paper / Electronic		<input type="checkbox"/>
FD15-026	HIPPA signature logs	2 years	Paper / Electronic		<input type="checkbox"/>
FD15-027	Hose test records	7 years after taken out of service	Paper / Electronic		<input type="checkbox"/>
FD15-028	Ladder test records	7 years after taken out of service	Paper / Electronic		<input type="checkbox"/>
FD15-029	Hydrant service records	7 years after taken out of service	Paper / Electronic		<input type="checkbox"/>
FD15-030	Self contained breathing apparatus service records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>

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Hamilton Fire Department

(local government entity)

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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 Require d by LGRP
FD15-031	Face piece service records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>
FD15-032	Air bottle service records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>
FD15-033	Fire apparatus test records	7 years after taken out of service	Paper/ Electronic		<input type="checkbox"/>
FD15-034	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper / Electronic		<input type="checkbox"/>
FD15-035	Travel Requests/Expenses	6 years	Paper / Electronic		<input type="checkbox"/>
FD15-036	Telephone Bills	2 years provided audited	Paper / Electronic		<input type="checkbox"/>
FD15-037	Purchasing Card Reconciliation (original in Finance Department)	1 years	Paper / 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.**