



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497



## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

City of Hamilton (local government entity)	Information Technology (unit)		
	Robert J Smith (name)	Director of Information Technology (title)	11/5/12 (date)

### Section B: Records Commission

Records Commission (address)	 (city)	 (zip code)	 (telephone number) (county)
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To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

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.

	11/9/12 Date
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### Section C: Ohio Historical Society - State Archives

	Electronic Records Assistant Title	11/27/2012 Date
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### Section D: Auditor of State

	12-10-12 Date
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**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

Information Technology

(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
IT 12-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper/ Electronic		<input type="checkbox"/>
IT 12-002	Transient Letters/Memos including post it notes, phone messages and other records which served to convey information of temporary importance	Retain until no longer administratively necessary (No RC3 needed)	Paper		<input type="checkbox"/>
IT 12-003	Transient Letters/Memos including phone messages and other records which served to convey information of temporary importance	Retain until no longer administratively necessary (No RC3 needed)	Electronic		<input type="checkbox"/>
IT 12-004	Purchase Orders, Request for checks, invoices, vouchers, cash reports	6 years	Paper/ Electronic		<input type="checkbox"/>
IT 12-005	Solicitations/Advertising	Retain until no longer administratively necessary (No RC3 needed)	Paper/ Electronic		<input type="checkbox"/>
IR 12-006	Seminar Material	Retain until no longer administratively necessary (No RC3 needed)	Paper		<input type="checkbox"/>
IT 12-007	Travel Requests	6 years	Paper/ Electronic		<input type="checkbox"/>
IT 12-008	Telephone Bills (cell phone and land line)	1 year	Paper/ Electronic		<input type="checkbox"/>
IT 12-009	Purchasing Card Reconciliation	1 year	Paper/ Electronic		<input type="checkbox"/>
IT 12-010	Voice Mail Messages	Retain until no longer administratively necessary (No RC3 needed)	Paper		<input type="checkbox"/>
IT 12-011	Contracts/Agreements for equipment and services	5 years OHT	Paper/ 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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
IT 12-012	Drafts of Memos and Letters	Retain until no longer administratively necessary (No RC3 needed)	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>