



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton _____ Law Department _____
(local government entity) (unit)
Colleen Taylor _____ Colleen Taylor _____ Acting Law Director _____ August 6, 2012 _____
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Hamilton _____ (513) 785-7183 _____
Records Commission (telephone number)
345 High Street, Suite 710 _____ Hamilton, OH 45011 _____ Butler _____
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: taylorc@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.

Records Commission Chair Signature _____

Heley M. Stevenson _____ 8-7-12 _____
Date

Section C: Ohio Historical Society - State Archives

[Signature] _____ Electronic Records Assistant _____ 09/13/2012 _____
Signature Title Date

Section D: Auditor of State

Martin E. Mub _____ 10-3-12 _____
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

(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
Law 12-001	Solicitations/advertising	Retain until no longer administratively necessary	Paper Electronic		<input type="checkbox"/>
Law 12-002	Voice Mail Messages	Retain until no longer administratively necessary	Electronic		<input type="checkbox"/>
Law12-003	Transient letters/memos. Records which serve to convey information of temporary importance	Retain until no longer administratively necessary	Paper and electronic		<input type="checkbox"/>
Law12-004	Letters/Memos	Retain until reduced to paper	Electronic		<input type="checkbox"/>
Law12-005	Purchase Orders, request for checks, invoices, vouchers, cash reports	15 years	Paper and Electronic		<input type="checkbox"/>
Law12-006	Legal Opinions	Retain until reduced to paper	Electronic		<input type="checkbox"/>
Law12-007	Legal Opinions	Permanent	Paper		<input checked="" type="checkbox"/>
Law12-008	Litigation Files	Permanent	Paper		<input checked="" type="checkbox"/>
Law12-009	Legislation Drafts	Retain Until reduced to paper	Electronic		<input type="checkbox"/>
Law12-010	Legislation Drafts	5 years	Paper		<input type="checkbox"/>
Law12-011	Contracts	Permanent	Paper		<input type="checkbox"/>
Law12-012	Contracts	Retain until reduced to writing	Paper		<input type="checkbox"/>
Law12-013	Law Department's copy of the City Council Agenda/Minutes	Retain until no longer administratively necessary	Paper and Electronic		<input type="checkbox"/>



(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
Law12-014	Council Notifications (text messages, pages, or emails of a transient nature)	Retain until no longer administratively necessary	Electronic		
Law12-015	Prosecutorial Coverage Calendar	Retain until no longer administratively necessary	Electronic and Paper		
Law12-016	Calendar for Law Library	Retain until no longer administratively necessary	Paper		
Law12-017	Public Records Requests	10 years	Paper		
Law12-018	City Manager Weekly Report	1 year	Paper		
Law12-019	Law Department's Copy of Civil Service Agendas	Retain until no longer administratively necessary	Paper and Electronic		
Law12-020	BWC and Industrial Commission Decisions	Permanent	Electronic		
Law 12-021	Collection Court Files (Income Tax and Utilities)	Permanent	Paper		
Law12-022	Insurance Claim Information -- Property	18 years	Paper		
Law12-023	Insurance Claim Information -- Property	18 years or until reduced to Paper	Electronic		
Law12-024	Law Department's copy of Planning Commission Agenda and Minutes	Retain until no longer administratively necessary	Paper and Electronic		
Law12-025	Law Department's copy of Traffic Commission's Agendas and Minutes	Retain until no longer administratively necessary	Paper and Electronic		
Law12-026	Phone Bills	Retain until no longer administratively necessary	Paper		
Law12-027	Travel Requests	2 years	Paper		



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
Law 12-028	Releases	Retain until reduced to Paper	Electronic		
Law12-029	Police In-Service Training Materials	5 years	Paper		
Law12-030	Law Department's Copy of Board of Revision Agendas and Minutes	Retain until no longer administratively necessary	Paper		
Law12-031	Employee Performance Evaluations	Retain until employee separates from employment original to go to Civil Service and Personnel	Paper		
Law12-032	Employee Injury Report – no worker's Compensation claim	10 years	Paper		
Law12-033	Collective Bargaining Agreements	Permanent	Paper		
Law12-034	Grievances	15 years	Paper		
Law12-035	Fact Finder and Arbitrator Reports	Permanent	Paper		
Law12-036	Correspondence from Employment Compensation Review Commission	Original to Civil Service Personnel	Paper		
Law12-037	Law Department's Copy of the Health and Benefits Committee's agendas and minutes	4 years	Paper		
Law12-038	Collective Bargaining Materials (eg notes, proposals, tentative agreements etc)	7 years	Paper and Electronic		
Law12-039	Seminar Material	Retain until no longer administratively necessary	Paper		
Law12-040	Payroll records (including comp time, leave forms, payroll change notices)	3 years	Paper		
Law12-041	Reference Publications & Directories	Until revised, superseded or obsolete	Paper or Electronic		



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
Law12-042	Job Postings	5 years	Paper or Electronic		
Law12-043	Employee Calendars	1 year	Paper or Electronic		
Law12-044	Records Commission Meeting Minutes	Permanent	Paper		
Law12-045	Record Retention Schedules (RC-2)	Retain for 5 years after superseded	Paper		
Law12-046	Record Disposal Forms (RC-3)	10 years	Paper		
Law12-047	Law Department's Copy of City Budget	Retain until no longer administratively necessary	Paper		