



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

OHIO HISTORY CONNECTION

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 Department of Resident Services  
 (local government entity) (unit)  
 Adam Helms Director  
 (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 Street, Suite 730 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.

Records Commission Chair Signature Date 4/21/15

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

Government Records Archivist  
 Signature Title Date 4/22/2015

**Section D: Auditor of State**

Records Mgr  
 Signature Title Date 5-14-15

**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

Residence 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
RS15-001	Copies of Union Agreements (originals held in Law Department)	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
RS15-002	Grant Files/Records	5 Years provided audited and disputes resolved	Paper or Electronic		<input type="checkbox"/>
RS15-003	Record of Disciplinary Action	4 Years	Paper or Electronic		<input type="checkbox"/>
RS15-004	Contracts	25 years from expiration or termination	Paper or Electronic		<input type="checkbox"/>
RS15-005	Purchase Order, Request for Checks, Invoices, Vouchers and Cash Reports	3 years	Paper or Electronic		<input type="checkbox"/>
RS15-006	Attendance Sheets	3 years	Paper or Electronic		<input type="checkbox"/>
RS15-007	Transient letters/memos, including post it notes, phone messages, text messages, voice mail, and other records which served to convey information of temporary importance	Until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
RS15-008	Reference Materials	Retain until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
RS15-009	Payroll records (including comp time records, leave forms, payroll change notices (original forms maintained by Civil Service and Personnel)	6 years	Paper or Electronic		<input type="checkbox"/>
RS15-010	Correspondence General	2 years	Paper or Electronic		<input type="checkbox"/>
RS15-011	Phone Bills	3 years	Paper or Electronic		<input type="checkbox"/>
RS15-012	Departmental Budgets	5 years	Paper or Electronic		<input type="checkbox"/>
RS15-013	Bids - Successful	15 years after completion of project	Paper or Electronic		<input type="checkbox"/>
RS15-014	Bids- unsuccessful	2 years after letting of contract	Paper or Electronic		<input type="checkbox"/>
RS15-015	Reports to Council	5 years	Paper or Electronic		<input type="checkbox"/>
RS15-016	Fuel Usage Records	3 Years	Paper or Electronic		<input type="checkbox"/>
RS15-017	Leases - Equipment	2 Years after expiration	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Residence 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
RS15-018	Leases - Real Estate	5 Years after expiration	Paper or Electronic		<input type="checkbox"/>
RS15-019	Licenses, Permits, Certifications	1 year after expiration	Paper or Electronic		<input type="checkbox"/>
RS15-020	Expense Records	3 years	Paper or Electronic		<input type="checkbox"/>
RS15-021	Equipment Inventory	3 years	Paper or Electronic		<input type="checkbox"/>
RS15-022	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
RS15-023	Manuals, Handbooks and Directives	Until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
RS15-024	Project Plans/Drawings	Life of project, or until obsolete then appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
RS15-025	Vehicle Maintenance Records	Until vehicle sold	Paper or Electronic		<input type="checkbox"/>
RS15-026	Warranties	2 years after expiration	Paper or Electronic		<input type="checkbox"/>
RS15-027	Work Orders	2 years	Paper or Electronic		<input type="checkbox"/>
RS15-028	Photos	Until no longer current and appraised for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
RS15-290	Accident Reports	6 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
RS15-030	Agendas	6 Years	Paper or Electronic		<input type="checkbox"/>
RS15-031	Council Communications (Council and Caucus Reports)	Retain until Clerk of Council is in Receipt	Paper or Electronic		<input type="checkbox"/>
RS15-032	Purchasing Card Reconciliation (Original in Finance Department)	1 year	Paper or Electronic		<input type="checkbox"/>
RS15-033	Travel Requests/Expense Records	3 years	Paper or Electronic		<input type="checkbox"/>