

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

OCT 31 2017



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

City Council

(local government entity)

*Goell*

Patrick Moeller

(unit)

Mayor

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Hamilton

Records Commission

(513) 785-7168

(telephone number)

345 High Street, Suite 300  
(address)

Hamilton  
(city)

45011  
(zip code)

Butler  
(county)

To have this form returned to the Records Commission electronically, include an email address: [pat.bigler@hamilton-oh.gov](mailto:pat.bigler@hamilton-oh.gov)

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 K. Bigler*

10/25/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

*Amanda Rindler*  
Signature

Local Government Records Archivist

Title

11/7/17  
Date

Section D: Auditor of State

*Martin E. Mohr*

Records Mgr

Signature

Title

11-13-17  
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

City Council

(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
<b>COUNCIL 17-001</b>	Transient letters/memos including notes, text messages, phone messages, voice mail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-002</b>	General Correspondence to include correspondence from constituents, between Council Members, and to City Staff and Constituents	Term of Officeholder or 2 years, whichever is longer	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-003</b>	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-004</b>	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-005</b>	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-006</b>	Agendas Originating in Department	Permanent	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-007</b>	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
<b>COUNCIL 17-008</b>	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-009</b>	Audio and video recordings of meetings	Permanent	Cassette Tape/Compact Disc/VHS/Electronic		<input type="checkbox"/>
<b>COUNCIL 17-010</b>	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-011</b>	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2)***See instructions before completing this form.*

City of Hamilton

City Council

(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
<b>COUNCIL 17-012</b>	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-013</b>	Travel Requests/Expense Reports	Term of Officeholder or 2 years, whichever is longer provided audited	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-014</b>	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
<b>COUNCIL 17-015</b>	Contracts/Agreements for Equipment & Services	25 years after contract expiration	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. 117.26 O.R.C.**