



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

DEC 05 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

Finance

(local government entity)

David Jones

David Jones

(unit)

Director

(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

Hamilton

45011

Butler

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: 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 A. Bigler 11/29/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler
 Signature

Local Government Records Archivist
 Title

12/14/17
 Date

Section D: Auditor of State

Martin S. Murr
 Signature

Records Mgr
 Title

12-18-17
 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)

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City of Hamilton

Finance

(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
GENERAL FINANCE RECORDS:					
FIN2017-001	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"/>
FIN2017-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FIN2017-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FIN2017-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FIN2017-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
FIN2017-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
FIN2017-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
FIN2017-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
FIN2017-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	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

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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City of Hamilton				Finance	
(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
FIN2017-012	Purchase Orders, Request for Checks, Invoices, Cash Reports, Vouchers	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-013	Travel Requests/Expense Reports	2 years provided audited	Paper or Electronic		<input type="checkbox"/>
FIN2017-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
FIN2017-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
FIN2017-016	Accounts Ledger	5 years after last entry*	Paper or Electronic		<input type="checkbox"/>
FIN2017-017	Accounts Payable Record	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-018	Accounts Receivable Ledger, General	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-019	Annual Certificate of Estimated Resources	7 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-020	Annual Departmental Budget	5 years	Paper or Electronic		
FIN2017-021	Appropriation Ledger	5 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-022	Assessment Record	Until paid*	Paper or Electronic		<input type="checkbox"/>
FIN2017-023	Audit Reports – Internal Federal/Auditor of State	5 years 5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-024	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper or Electronic		<input type="checkbox"/>
FIN2017-025	Bank Account Statement	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-026	Bank Deposit Records	3 years*	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Finance

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(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-2 Required by LGRP
FIN2017-027	Block Grant Documentation	5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-028	Budget Preparation Documents	4 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-029	Cancelled Checks	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-030	Capital Improvement Bonds	Until paid off* then appraised for historical value	Paper or Electronic		<input type="checkbox"/>
FIN2017-031	Cash Receipts and Disbursements Ledger	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-032	Cash Register Tapes / Records	2 years, provided internal control established	Paper or Electronic		<input type="checkbox"/>
FIN2017-033	Chargeback Reports / Records	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-034	Check Registers / Stubs / Carbons	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-035	Checks – Voided	Until audited	Paper or Electronic		<input type="checkbox"/>
FIN2017-036	Client Payment Files	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-037	Collection Court Files (Income Tax & Utilities)	Permanent	Paper or Electronic		<input type="checkbox"/>
FIN2017-038	Computer Generated Financial Reports Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed out	Paper or Electronic		<input type="checkbox"/>
FIN2017-039	Computer Generated Financial Reports - Annual	5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-040	Cost Control Reports	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-041	Departmental Personnel File	2 years after employee separation	Paper or 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 LGRP	(6) RC-3 Required by LGRP
FIN2017-042	Electronic Fund Transfer Records	3 years	Paper or Electronic		
FI2017-043	Employee Performance Evaluation	5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-044	Encumbrance Documents	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-045	Encumbrance, Expenditure and Revenue Journals	7 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-046	Federal Revenue Sharing Account	7 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-047	Capital Assets Record	10 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-048	General Ledger	25 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-049	Grant Files/Records	5 years provided audited and disputes resolved	Paper or Electronic		<input type="checkbox"/>
FIN2017-050	Grievance Hearing Records	1 year after resolved	Paper or Electronic		<input type="checkbox"/>
FIN2017-051	Hearings (Non-employee) --Audio/Video Recordings --Report of Proceedings --Transcripts	1 year Permanent 5 years	Paper or Electronic		<input checked="" type="checkbox"/>
FIN2017-052	Insurance Claim Information – Personal & Property	10 years after final settlement	Paper or Electronic		<input type="checkbox"/>
FIN2017-053	Insurance Policies	2 years after expiration, provided all claims settled	Paper or Electronic		<input type="checkbox"/>
FIN2017-054	Investment Records	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-055	Licenses	Term of license plus one year	Paper or Electronic		<input type="checkbox"/>

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FIN2017-056	Management Reports --Monthly/Quarterly/ Semi-annual --Annual --Consultant	Until incorporated in annual report 5 years 5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-057	Manuals, Handbooks and Directives	Until superseded, obsolete or replaced. Retain one file copy 5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-058	Monthly Financial Statements	Until incorporated in annual report	Paper or Electronic		
FIN2017-059	Performance Bonds	After project successfully completed and accepted	Paper or Electronic		<input type="checkbox"/>
FIN2017-060	Petty Cash Record	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-061	Property Inventories	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-062	Purchasing Card Reconciliation	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-063	Receipts/Receipt Books	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-064	Records Requests	2 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-065	Requisitions	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-066	Speeches/Presentations	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-067	Receiving Documents	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-068	Reconciliation Sheets, Bank Accounts	3 years*	Paper or 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 LGRP	(6) RC-3 Required by LGRP
FIN2017-069	Record of Disciplinary Action	4 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-070	Records Retention Documents RC1, RC2, RC3	Permanent	Paper or Electronic		<input type="checkbox"/>
FIN2017-071	Refund Check Ledger	5 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-072	Sales Tax Records	4 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-073	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-074	Special Assessments	Until paid off and audited	Paper or Electronic		<input type="checkbox"/>
FIN2017-075	Surety Bonds -- Special	10 years after expiration	Paper or Electronic		<input type="checkbox"/>
FIN2017-076	Surety Bonds of Officials or Employees	10 years after termination of employee	Paper or Electronic		<input type="checkbox"/>
FIN2017-077	Tax Abatement Records	Duration of the abatement plus one year	Paper or Electronic		<input type="checkbox"/>
FIN2017-078	Trial Balance Records	3 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-079	Transmittal of Ohio Wage and Tax Statement	6 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-080	Unemployment Compensation Records	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-081	Uniform Allowance Record	3 years*	Paper or Electronic		<input type="checkbox"/>
FIN2017-082	1099's & 1099 Registers	7 years*	Paper or Electronic		<input type="checkbox"/>
DEBT RECORDS:					
FIN2017-083	Bond Transcripts	10 years after issue redeemed	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton

Finance

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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 Required by LGRP
FIN2017-084	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	Paper or Electronic		<input type="checkbox"/>
FIN2017-085	Call Notices – Securities	10 years after call	Paper or Electronic		<input type="checkbox"/>
FIN2017-086	Coupons (Redeemed)	4 years* then appraised for historical value	Paper or Electronic		<input type="checkbox"/>
INCOME TAX RECORDS:					
FIN2017-087	Income Tax Returns for Individuals and Corporations	6 years	Paper or Electronic		<input type="checkbox"/>
PURCHASING RECORDS:					
FIN2017-088	Badges and ID's	Destroyed upon termination	Paper or Electronic		<input type="checkbox"/>
FIN2017-089	Delivery & Packing Slips	2 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-090	Surveillance Tapes/Videos	30 days then reuse provided no action pending	VHS Tape/ Electronic Format		<input type="checkbox"/>
FIN2017-091	Warranties	2 years after expiration	Paper or Electronic		<input type="checkbox"/>
FIN2017-092	Work Orders	2 years	Paper or Electronic		<input type="checkbox"/>

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Finance

(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
FIN2017-093	Bid Bonds – Successful Bidder – Unsuccessful Bidder	Retain until acceptance of program performance bond Return after project awarded	Paper or Electronic		<input type="checkbox"/>
FIN2017-094	Formal Competitive Bids Successful (ITB)	15 years after completion of project	Paper or Electronic		<input type="checkbox"/>
FIN2017-095	Formal Competitive Bids Unsuccessful (ITB)	2 years after letting of contract	Paper or Electronic		<input type="checkbox"/>
FIN2017-096	Informal Request for Quote (RFQ)	2 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-097	Performance Bonds	After project successfully completed and accepted	Paper or Electronic		<input type="checkbox"/>
FIN2017-098	Phone Quotes / Confirmations	2 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-099	Prevailing Wage Records	3 years after project successfully completed	Paper or Electronic		<input type="checkbox"/>
FIN2017-100	Professional Services Successful Request for Proposal (RFP)	15 years after completion of project	Paper or Electronic		<input type="checkbox"/>
FIN2017-101	Professional Services Unsuccessful Request for Proposal (RFP)	2 years after letting of contract	Paper or Electronic		<input type="checkbox"/>
FIN2017-102	Sale of Surplus Personal Property	2 years after audit	Paper or Electronic		<input type="checkbox"/>

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City of Hamilton (local government entity)				Finance (unit)	
PAYROLL RECORDS:					
FIN2017-103	Employee Withholding Requests	Until replaced or revoked by employee	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-104	Court Orders for Payroll Deductions	Until employee terminates or order rescinded	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-105	W4 (Federal) & IT4 (State) Forms	Until superseded or employee terminated	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-106	Payroll Accounts Payable	5 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-107	Direct Deposit Authorization Forms and Reports	3 years or when superseded or replaced	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-108	W-2's	8 years*	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-109	Reports to Bureau of Employment Services	2 years	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-110	Unemployment Compensation Case Files	4 years after date of final payment	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
NEIGHBORHOOD DEVELOPMENT RECORDS:					
FIN2017-111	Federal Grant Agreements with attachments	Permanent	Paper or Electronic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FIN2017-112	Federal Reports	Retain for the federally mandated time line	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-113	Emergency Home Repair Applications and Files	Retain for the federally mandated time line	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-114	CDBG Sub recipient and Paper City Department Files	3 years from the final expenditure	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>
FIN2017-115	HOME Sub recipient CHOO Files	Retain for the federally mandated time line	Paper or Electronic	<input type="checkbox"/>	<input type="checkbox"/>

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City of Hamilton				Finance	
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FIN2017-116	Consolidated Plan	5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-117	CAPER (Consolidated Annual Performance Evaluation Report)	5 years	Paper or Electronic		<input type="checkbox"/>
FIN2017-118	Mortgages (NDD Related)	Retain indefinitely or until sale or donation of property	Paper or Electronic		<input type="checkbox"/>
FIN2017-119	Acquisition Information and Files	Retain indefinitely or until sale or donation of property	Paper or Electronic		<input type="checkbox"/>
FIN2017-120	Other Federal grant files (i.e. HDRP, NSP, CDBG-R, etc.)	Retain for the federally mandated time line	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.