

OCT 31 2017

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

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

Planning Department

(local government entity)

(unit)

(signature of responsible official)

Liz Hayden
 (name)

Director
 (title)

10/5/17
 (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.biqler@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 R. Biqler

10/25/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Signature

Local Government Records Archivist 11/7/17

Title

Date

Section D: Auditor of State

Martin E. Muehl

Signature

Title

Records Manager

Date

11-13-17

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

Planning Department

(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
PLAN 17-001	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"/>
PLAN 17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
PLAN 17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
PLAN 17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
PLAN 17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
PLAN 17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
PLAN 17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>

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

City of Hamilton

Planning Department

(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
PLAN 17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
PLAN 17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
PLAN 17-016	Street/Alley Vacations, Street Name Changes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 17-017	Neighborhood or Area Plans	5 years	Paper or Electronic		<input type="checkbox"/>
PLAN 17-018	Lot Splits/Combinations	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 17-019	Special Project Files (i.e. Safe Routes to School, Riversedge, Artspace, etc.)	5 years after completion or expiration of project	Paper or Electronic		<input type="checkbox"/>
PLAN 17-020	Annexation Documentation	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 17-021	Census/Demographic Analysis	Retain until superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
PLAN 17-022	Rezoning, off icial zoning maps and GIS	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 17-023	Comprehensive Housing Strategy, Comprehensive Plan and other major studies	5 years or until no longer administratively necessary (whichever is shorter) then appraise for historical value	Paper or Electronic		<input type="checkbox"/>
PLAN 17-24	Certificate of Appropriateness	Retain for life of structure or until Superseded	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.