



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

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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

Department of Internal Services

(local government entity)

*[Signature]*

Timothy Werdmann

(unit)

Executive Director

10/5/17

(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](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.

*[Signature]*

10/25/17

Records Commission Chair Signature

Date

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

*[Signature]*

Local Government Records Archivist

11/17/17

Signature

Title

Date

**Section D: Auditor of State**

*[Signature]*

Records Manager

11-13-17

Signature

Title

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.*

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description  | (3)<br>Retention<br>Period                                | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|--|---|----------------------|---|---------------------------------------|
| INTS17-001                | 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"/>              |
| INTS17-002                | General Correspondence   | 2 years   | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-003                | Drafts   | Retain until no longer administratively necessary         | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-004                | Solicitations/advertising  | Retain until no longer administratively necessary         | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-005                | Continuing Education Materials   | Retain until no longer administratively necessary         | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-006                | Agendas Originating in Department  | 6 years   | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-007                | Minutes originating in Department  | Permanent   | Paper or Electronic  |   | <input checked="" type="checkbox"/>   |
| INTS17-008                | Copies of agendas and minutes  | Retain until no longer administratively necessary         | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-009                | Audio and video recordings of meetings   | 1 year provided meeting info is substantively transcribed | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-010                | Council Communications (Council Reports/Caucus Reports)  | Retain until City clerk is in receipt                     | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-011                | Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)  | 3 years provided audited                                  | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-012                | Requests for checks, invoices, cash reports  | 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

Internal Services

(local government entity)

(unit)

| (1)<br>Schedule<br>Number | (2)<br>Record Title and Description           | (3)<br>Retention<br>Period                             | (4)<br>Media<br>Type | (5)<br>For use by<br>Auditor of<br>State or<br>LGRP | (6)<br>RC-3<br>Required<br>by<br>LGRP |
|---------------------------|---|--|----------------------|---|---------------------------------------|
| INTS17-013                | Travel Requests/Expense Reports               | 2 years provided audited or until submitted to Finance | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-014                | Purchasing Card Reconciliation                | 2 years on bank website provided audited               | Paper or Electronic  |   | <input type="checkbox"/>              |
| INTS17-015                | 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.**