



APR 21 2015

STATE AND LOCAL  
GOVERNMENT RECORDS

**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

**Section A: Local Government Unit**

City of Hamilton, Ohio (local government entity)		City Council (unit)	
	Patrick Moeller (name)	Mayor (title)	4/2/15 (date)
(signature of responsible official)			

**Section B: Records Commission**

City of Hamilton	Records Commission	(513) 785-7168
		(telephone number)
345 High Street, Suite 730 (address)	Hamilton (city)	45011 (zip code)
		Butler (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.

	4/21/15
Records Commission Chair Signature	Date

**Section C: Ohio Historical Society - State Archives**

	Communist Records Archivist	4/22/2015
Signature	Title	Date

**Section D: Auditor of State**

	5-14-15
Signature	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



**Ohio Historical Society**  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

**Section E: Records Retention Schedule**

**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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<b>Council 14-001</b>	Transient Letters/Memos including post it notes, text messages, phone messages 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 14-002</b>	Solicitations/Advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-003</b>	General Correspondence/Interdepartmental Correspondence/Mail	Term of Officeholder or 2 years, whichever is longer	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-004</b>	Expense Records/Travel Requests	Term of Officeholder or three years, whichever is longer	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-005</b>	Purchase Orders, Request for checks, invoices, vouchers, cash reports	3 years	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-006</b>	Copies of Council Packet – Pending Legislation, Council Reports and Caucus items (Originals on file with City Clerk)	Retain until no longer administratively necessary.	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-007</b>	Correspondence from Constituents	Term of Officeholder or 2 years, whichever is longer	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-008</b>	Correspondence to Constituents	Term of Officeholder or 2 years, whichever is longer	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-009</b>	Correspondence to City Staff	Term of Officeholder or 2 years, whichever is longer	Paper or Electronic		<input type="checkbox"/>
<b>Council 14-010</b>	Correspondence between Council Members	Term of Officeholder or 2 years, whichever is longer	Paper or Electronic		<input type="checkbox"/>