



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 Manager

(local government entity)

*Timothy G. Werdmann*

Timothy G. Werdmann

(unit)

Acting City Manager

4/7/15

(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 730 Hamilton  
(address) (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.

*Patricia R. Bigler*

4/21/15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

*R. La...*  
Signature

Government Records Archivist  
Title

4/22/2015  
Date

Section D: Auditor of State

*Martin E. Me...*  
Signature

Records Mgr  
Title

5-14-15  
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.*

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 The records encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.20 O.R.C.

| (1)<br>Schedule Number | (2)<br>Record Title and Description  | (3)<br>Retention Period                           | (4)<br>Media Type   | (5)<br>Disposition |
|------------------------|--|---|---------------------|--------------------|
| CM15-001               | Payroll Records (including comp time records, leave forms, payroll change notices)   | 6 years   | Paper or Electronic |                    |
| CM15-002               | Transient Letters, Memos including post-it notes, phone messages, text messages and other records which served to convey information of temporary importance | Retain until no longer administratively necessary | Paper or Electronic |                    |
| CM15-003               | Purchase Orders, Requests for Checks, invoices, vouchers, cash reports   | 6 years   | Paper or Electronic |                    |
| CM15-004               | Solicitations/Advertising  | Retain until no longer administratively necessary | Paper or Electronic |                    |
| CM15-005               | Travel Requests/Expenses   | 3 years   | Paper or Electronic |                    |
| CM15-006               | Copies of Agendas (Planning Commission, Civil Service Commission, Traffic Commission, Utility Appeals Board, City Council)                                   | Retain until no longer administratively necessary | Paper or Electronic |                    |
| CM15-007               | City Manager Weekly Reports  | 5 years   | Paper or Electronic |                    |
| CM15-008               | Staff Meeting Notes  | Retain until no longer administratively necessary | Paper or Electronic |                    |
| CM15-009               | Drafts of Memos and Letters  | Retain until no longer administratively necessary | Paper or Electronic |                    |
| CM15-010               | Administrative Directives  | Retain until superseded or replaced               | Paper or Electronic |                    |
| CM15-011               | Telephone Bills  | 2 years provided audited                          | Paper or Electronic |                    |
| CM15-012               | Purchasing Card Reconciliation (original in Finance Department)  | 1 years provided audited                          | Paper or Electronic |                    |
| CM15-013               | Copies of Council Communications (Council Reports/Caucus Reports)  | Retain until Clerk of Council is in receipt       | Paper or Electronic |                    |
| CM15-014               | Voice Mail Messages  | Retain until no longer administratively necessary | Electronic          |                    |