



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

OHIO HISTORY CONNECTION

MAY - 4 2015

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 Community Development Department/Construction Services

 (local government entity)
 _____ Ken Rivera Construction Administrator 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 Hamilton 45011 Butler
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: 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.

 Records Commission Chair Signature Date 4/21/15

Section C: Ohio History Connection - State Archives

 Signature Title Date 5/4/2015

Section D: Auditor of State

 Signature Title Date 5-14-15

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 <small>(local government entity)</small>		Construction Services <small>(unit)</small>			
(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
ConServ 15-001	Payroll Records, Purchase Orders, Check Request , Invoices, Cash Reports Travel Requests and Vouchers	3 years	Paper or Electronic		<input type="checkbox"/>
ConServ 15-002	Transient Letters/Memos Including post it notes, text messages, phone messages, voice mail and other records which served to convey information of temporary importance	Retain until no longer necessary	Paper or Electronic		<input type="checkbox"/>
ConServ 15-003	Purchasing Card Records (original in Finance Department)	1 year	Paper or Electronic		<input type="checkbox"/>
ConServ 15-004	Copies of City Council Communications (Council Reports/ Caucus Reports)	Retain until Clerk of Council is in receipt	Paper or Electronic		<input type="checkbox"/>
ConServ 15-005	State Reports and files	5 years	Paper or Electronic		<input type="checkbox"/>
ConServ 15-006	Permit Applications, Records, Notices, Orders and Certificates of Occupancy	Retain for life of structure or until superseded	Paper or Electronic		<input type="checkbox"/>
ConServ 15-007	Inspection Records	5 years	Paper or Electronic		<input type="checkbox"/>
ConServ 15-008	Construction Documents	Minimum of 180 days after final inspection approval	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

City of Hamilton <small>(local government entity)</small>		Construction Services <small>(unit)</small>			
(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
ConServ 15-009	Complaints, Service Requests and Utility Disconnects	Two years provided there are no claims pending	Paper or Electronic		<input type="checkbox"/>
ConServ 15-010	Contractor registration information	2 years	Paper or Electronic		<input type="checkbox"/>