



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

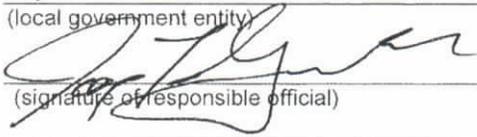
DEC 23 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton Economic Development
 (local government entity) (unit)
 Jody Gunderson Director of Economic Development 12/17/14
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

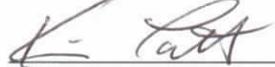
Records Commission (telephone number)
 (address) (city) (zip code) (county)

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

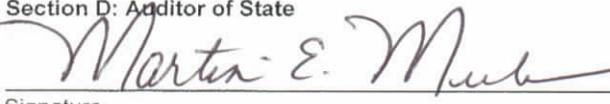
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

 12/22/14
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

 Government Records Archivist 1/5/2015
 Signature Title Date

Section D: Auditor of State

 1-23-15
 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



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.

Section E: Records Retention Schedule

City of Hamilton

Economic Development

(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
ED 14-001	Projects (originals)	15 years after project	Paper or Electronic		<input type="checkbox"/>
ED 14-002	Grant Files (originals)	Expiration of grant, plus audit period	Paper or Electronic		<input type="checkbox"/>
ED 14-003	Contracts and Agreements (originals)	25 years after expiration or termination	Paper or Electronic		<input type="checkbox"/>
ED 14-004	Photographs/Photo Files (originals) includes prints, slides, negatives, transparencies and related photographic items	Until superseded (appraise for historical value)	Paper or Electronic		<input checked="" type="checkbox"/>
ED 14-005	Loan and Grant Applications	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
ED 14-006	General Correspondence/Interdepartmental Correspondence/Mail	Retain until no longer administratively necessary (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>
ED 14-007	Purchase Orders, requests for checks, invoices, vouchers, cash reports	3 years (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>
ED 14-008	Annual Departmental Budget (including budget preparation documents/work sheets)	5 years (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>
ED 14-009	Expense Records/Travel Requests	3 years (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>
ED 14-010	Payroll Records (including comp time records, leave requests, payroll change notices)	3 years (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>
ED 14-011	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 (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>
ED 14-012	Purchasing Card Reconciliation	Retain until no longer administratively necessary (No RC3 needed)	Paper or Electronic		<input type="checkbox"/>