



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

OHIO HISTORY CONNECTION

APR 21 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, Ohio		Department of Electric	
(local government entity)	Kevin M. Maynard	(unit)	Director
<i>Kevin M. Maynard</i>			
(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	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.

<i>Adrian R. Bigler</i>	<i>4/21/15</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>L. Catt</i>	<i>Government Records Archivist</i>	<i>4/22/2015</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Maus</i>	<i>Records Mgr</i>	<i>5-14-15</i>
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.

City of Hamilton

Department of Electric

(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 LGRP	(6) RC-3 Required by LGRP
EL15-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper, until converted to electronic		<input type="checkbox"/>
EL15-002	Transient Letters/Memos, including notes, post-it notes, text messages, phone messages and other messages which serve to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EL15-003	Purchase orders, requests for checks, invoices, vouchers, cash reports	6 years	Paper or electronic		<input type="checkbox"/>
EL15-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EL15-005	Seminar Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EL15-006	Travel Requests	6 years	Paper or Electronic		<input type="checkbox"/>
EL15-007	Agendas (Public Utilities Commission, Utility Appeals Board)	6 years	Paper or Electronic		<input type="checkbox"/>
EL15-008	Copies of Agendas (Public Utilities Commission, City Council, Utility Appeals Board, Civil Service Commission, Planning Commission, Traffic Commission)	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
EL15-009	City Manager Reports	5 years	Paper or Electronic		<input type="checkbox"/>
EL15-010	Drafts of Memo and Letters	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2)*See instructions before completing this form.*

City of Hamilton

Department of Electric

(local government entity)

(unit)

EL15-011	Administrative Directives	Retain until superseded or replaced	Paper or Electronic	<input type="checkbox"/>
EL15-012	Telephone Bills (cell phone and land line)	2 years provided audited	Paper or Electronic	<input type="checkbox"/>
EL15-013	Purchasing Card Reconciliation (original in Finance Department)	1 year	Paper or Electronic	<input type="checkbox"/>
EL15-014	Copies of Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic	<input type="checkbox"/>
EL15-015	Voice Mail Messages	Retain until no longer administratively necessary	Electronic	<input type="checkbox"/>
EL15-016	Phone Directories	1 year after superseded or obsolete	Paper or Electronic	<input type="checkbox"/>
EL15-017	Electric System Consultant Reports	6 years	Paper or Electronic	<input type="checkbox"/>
EL15-018	Power Plant Emission Testing Reports/EPA Emission Reports	10 years	Paper or Electronic	<input type="checkbox"/>
EL15-019	Electric System Equipment Overhaul/Rebuild Reports	Life of Equipment	Paper or Electronic	<input type="checkbox"/>
EL15-020	FERC Reports/Filings	10 years	Paper or Electronic	<input type="checkbox"/>
EL15-021	Transmission System Reports	10 years	Paper or Electronic	<input type="checkbox"/>
EL15-022	DOE Reports/Filings	10 years	Paper or Electronic	<input type="checkbox"/>
EL15-023	Electric System Drawings	Life of Equipment	Paper or Electronic	<input type="checkbox"/>
EL15-024	Copies of Contracts for Construction, Equipment, or Services	25 years after 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. 117.20 O.R.C.