



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

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

DEC 15 2015

STATE AND LOCAL  
GOVERNMENT RC-2  
RECORDS RETENTION SCHEDULE (RC-2)  
See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton, Ohio Finance Department  
(local government entity) (unit)  
*Tom Vanderhorst* Tom Vanderhorst Finance Director  
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Hamilton (513) 785-7168  
Records Commission (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](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. Bahr* 12/10/15  
Records Commission Chair Signature Date

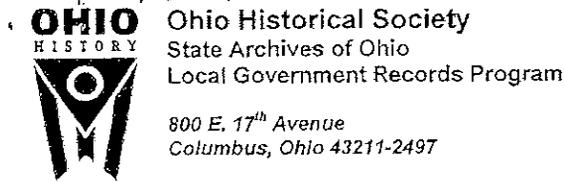
Section C: Ohio Historical Society - State Archives

*Amanda P. Bunker* Local Government Records Archivist 12/17/15  
Signature Title Date

Section D: Auditor of State

*Martin E. Murr* 1-7-16  
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



## Section E: Records Retention Schedule

CITY OF HAMILTON (local government entity)		FINANCE DEPARTMENT (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>GENERAL FINANCIAL RECORDS</b>					
2015-FIN-1	Accounts Ledger	5 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-2	Accounts Payable Record	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-3	Accounts Receivable Ledger, General	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-4	Annual Appropriation Ordinances (copies)	5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-5	Annual Certificate of Estimated Resources	7 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-6	Annual Report to Auditor of State	5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-7	Appropriation Ledger	5 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-8	Assessment Record	Until paid*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-9	Audit Reports – Internal Federal/Auditor of State	5 years 5 years	Paper/Electronic Paper/Electronic		<input type="checkbox"/>
2015-FIN-10	Bad Check or Bad Debt Records	2 years after payment or settlement	Paper/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  
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Sec. 117.26 O.R.C.**

\*Provided Audited



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2015-FIN-11	Balance Sheets	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-12	Bank Deposit Records	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-13	Block Grant Documentation	5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-14	Cancelled Checks	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-15	Capital Improvement Bonds	Until paid off*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-16	Cash Books/Cash Reports	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-17	Cash Receipts and Disbursements	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-18	Cash Register Tapes / Records	2 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-19	Chargeback Reports / Records	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-20	Check Registers / Stubs / Carbons	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-21	Bank Account Statement	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-22	Checks – Voided	Until audited	Paper/Electronic		<input type="checkbox"/>
2015-FIN-23	Client Payment Files	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-24	Computer Generated Financial Reports Monthly, Quarterly, Semiannual	Until replaced by next printout or annual report printed out	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-25	Computer Generated Financial Reports - Annual	5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-26	Cost Control Reports	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-27	Report of Cash Received	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-28	Damage Claims	Until settled and all appeals exhausted	Paper/Electronic		<input type="checkbox"/>
2015-FIN-29	Deposit Refund Requests	Until deposit is refunded and account audited	Paper/Electronic		<input type="checkbox"/>
2015-FIN-30	Encumbrance Documents	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-31	Encumbrance, Expenditure and Revenue Journals	7 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-32	Federal Revenue Sharing Account	7 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-33	Fixed Assets Record	10 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-34	General Ledger	25 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-35	Insurance Policies	2 years after expiration, provided all claims settled	Paper/Electronic		<input type="checkbox"/>
2015-FIN-36	Intergovernmental Tax Receipts	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-37	Investment Records	3 years*	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-38	Invoices and Supporting Documents	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-39	Licenses	Term of license plus one year	Paper/Electronic		<input type="checkbox"/>
2015-FIN-40	Monthly Report of Municipal Court	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-41	Monthly Statement of Balances	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-42	Mortgages	Until paid and cancelled*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-43	Pay-In Records	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-44	Performance Bonds	After project successfully completed and accepted	Paper/Electronic		<input type="checkbox"/>
2015-FIN-45	Permits	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-46	Personal or Professional Services Invoice or Statement of Services	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-47	Petty Cash Record	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-48	Posting Sheets and Cards for Paid Bills	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-49	Property Inventories	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-50	Purchasing Card Reconciliation	3 years	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-51	Receipts and Expenditures Report to Auditor of State	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-52	Receiving Documents	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-53	Reconciliation Sheets, Bank Accounts	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-54	Record of Funds Received	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-55	Refund Check Ledger	5 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-56	Remittance Advice	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-57	Sales Tax Records	4 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-58	Settlement Sheet or Tax Distribution from County Auditor	10 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-59	Solicitor's or Peddler's Permit	1 year after expiration	Paper/Electronic		<input type="checkbox"/>
2015-FIN-60	Special Assessments	Until paid off and audited	Paper/Electronic		<input type="checkbox"/>
2015-FIN-61	Surety Bonds – Special	10 years after expiration	Paper/Electronic		<input type="checkbox"/>
2015-FIN-62	Surety Bonds of Officials or Employees	10 years after termination of employee	Paper/Electronic		<input type="checkbox"/>
2015-FIN-63	Tax Abatement Records	Duration of the abatement plus one year	Paper/Electronic		<input type="checkbox"/>
2015-FIN-64	Tax Settlement Reports	3 years*	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-65	Trial Balance Records	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-66	Transmittal of Ohio Wage and Tax Statement	6 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-67	Travel Expense Records	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-68	Treasury Investment Board Report	10 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-69	Unemployment Compensation Records	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-70	Uniform Allowance Record	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-71	Vouchers Original	3 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-72	1099's & 1099 Registers	7 years*	Paper/Electronic		
<u>DEBT RECORDS</u>					
2015-FIN-73	Bond Transcripts	10 years after issue redeemed	Paper/Electronic		<input type="checkbox"/>
2015-FIN-74	Bonds (Redeemed)	2 years after issue is paid off then appraise for historical value	Paper/Electronic		<input type="checkbox"/>
2015-FIN-75	Call Notices – Securities	10 years after call	Paper/Electronic		<input type="checkbox"/>
2015-FIN-76	Cash Journal	10 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-77	Coupons (Redeemed)	4 years*	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-78	Electronic Fund Transfer Records	10 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-79	Monthly Financial Statements	Until incorporated in annual report	Paper/Electronic		<input type="checkbox"/>
<u>INCOME TAX RECORDS</u>					<input type="checkbox"/>
2015-FIN-80	Income Tax Returns for Individuals and Corporations	Retain until scanned	Paper		<input type="checkbox"/>
2015-FIN-81	Income Tax Returns for Individuals and Corporations	6 years	Electronic		<input type="checkbox"/>
2015-FIN-82	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 necessary)	Paper/Electronic		<input type="checkbox"/>
2015-FIN-83	Purchase Orders, Request for Checks, Invoices, Cash Reports, Vouchers	6 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-84	Solicitations/Advertising	Retain until no longer administratively necessary (No RC3 necessary)	Paper/Electronic		<input type="checkbox"/>
2015-FIN-85	Seminar Material	Retain until no longer administratively necessary (No RC3 necessary)	Paper/Electronic		<input type="checkbox"/>
2015-FIN-86	Travel Requests	6 years	Paper/Electronic		<input type="checkbox"/>

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<u>PURCHASING RECORDS</u>					
2015-FIN-87	Badges and ID's	Turn in upon termination	Plastic/Key Fob		<input type="checkbox"/>
2015-FIN-88	Contracts & Agreements	25 years after expiration or termination	Paper/Electronic		<input type="checkbox"/>
2015-FIN-89	Correspondence General	2 year	Paper/Electronic		<input type="checkbox"/>
2015-FIN-90	Delivery & Packing Slips	2 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-91	Fax Logs	1 year	Paper/Electronic		<input type="checkbox"/>
2015-FIN-92	Receipts/Receipt Books	2 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-93	Records Requests	2 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-94	Requisitions	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-95	Speeches/Presentations	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-96	Surveillance Tapes/Videos	30 days then reuse provided no action pending	VHS Tape/ Electronic Format		<input type="checkbox"/>
2015-FIN-97	Phone Logs	2 years*	Paper/Electronic		<input type="checkbox"/>
2015-FIN-98	Warranties	2 years after expiration	Paper/Electronic		<input type="checkbox"/>
2015-FIN-99	Work Orders	2 years	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-100	Accounts Payable Records	3 years*	Paper/Electronic		
2015-FIN-101	Bid Bonds – Successful Bidder  – Unsuccessful Bidder	Return after project awarded  Retain until acceptance of program performance bond	Paper/Electronic		
2015-FIN-102	Formal Competitive Bids Successful (ITB)	15 years after completion of project	Paper/Electronic		<input type="checkbox"/>
2015-FIN-103	Formal Competitive Bids Unsuccessful (ITB)	2 years after letting of contract	Paper/Electronic		<input type="checkbox"/>
2015-FIN-104	Purchase Order Original	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-105	Purchase Order Copies	Until no longer administratively necessary	Paper/Electronic		<input type="checkbox"/>
2015-FIN-106	Informal Request for Quote (RFQ)	2 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-107	Performance Bonds	After project successfully completed	Paper/Electronic		<input type="checkbox"/>
2015-FIN-108	Phone Quotes / Confirmations	2 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-109	Prevailing Wage Records	3 years after project successfully completed	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-110	Professional Services Successful Request for Proposal (RFP)	15 years after completion of project	Paper/Electronic		<input type="checkbox"/>
2015-FIN-111	Professional Services Unsuccessful Request for Proposal (RFP)	2 years after letting of contract	Paper/Electronic		<input type="checkbox"/>
2015-FIN-112	Sale of Surplus Personal Property	2 years after audit	Paper/Electronic		<input type="checkbox"/>
2015-FIN-113	Cash Reports	3 years	Paper/Electronic		<input type="checkbox"/>
<u>GENERAL RECORDS</u>					
2015-FIN-114	Agendas	6 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-115	Annual Departmental Budget	5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-116	Attendance Reports/ Records	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-117	Budget Preparation Documents	4 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-118	Expense Records	3 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-119	Grant Files/Records	5 years provided audited and disputes resolved	Paper/Electronic		<input type="checkbox"/>
2015-FIN-120	Hearings (Non-employee) --Audio/Video Recordings --Report of Proceedings --Transcripts	1 year Permanent 5 years	Tape Paper/Electronic Paper/Electronic		<input type="checkbox"/>

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2015-FIN-121	Management Reports --Monthly/Quarterly/ Semi-annual  --Annual --Consultant	Until incorporated in annual report  5 years 5 years	Paper/Electronic  Paper/Electronic Paper/Electronic		<input type="checkbox"/>
2015-FIN-122	Manuals, Handbooks and Directives	Until superseded, obsolete or replaced. Retain one file copy 5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-123	Minutes of Meetings --Approved Hardcopy  --Audio/Video Recordings  --Drafts/Notes	Permanent  1 year after being transcribed  Until hardcopy of minutes approved	Paper  Tape  Paper/Electronic		<input checked="" type="checkbox"/> (Approved Hardcopy)
2015-FIN-124	Records Retention Documents RC1, RC2, RC3	Permanent	Paper/Electronic		<input type="checkbox"/>
2015-FIN-125	Telephone Bills	2 years*	Paper/Electronic		<input type="checkbox"/>
<u>PAYROLL RECORDS</u>					
2015-FIN-126	Employee Withholding Requests	3 years (Original maintained in Civil Service)	Paper/Electronic		<input type="checkbox"/>
2015-FIN-127	Court Orders for Payroll Deductions	Until employee terminates or order rescinded	Paper/Electronic		<input type="checkbox"/>
2015-FIN-128	W4 (Federal) & IT4 (State) Forms	Until superseded or employee terminated	Paper/Electronic		<input type="checkbox"/>

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2015-FIN-129	Payroll Accounts Payable	5 years	Paper/Electronic		<input type="checkbox"/>
2015-FIN-130	Direct Deposit Authorization Forms and Reports	3 years or when superseded or replaced	Paper/Electronic		<input type="checkbox"/>
2015-FIN-131	W-2's	6 years*	Paper/Electronic		

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