



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

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 Community Development Department/ Neighborhood Development Division

(local government entity)

Eugene F. Scharf

(unit)

Eugene F. Scharf

Community Development Director

(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

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.

Patrick N. Baker 4/21/15

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]
 Signature

Community Records Archivist
 Title

5/1/2015
 Date

Section D: Auditor of State

Martin E. Mueh
 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.***City of Hamilton**

(local government entity)

Neighborhood Development Division

(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 |
|---------------------------|---|----------------------------------|----------------------|---|---------------------------------------|
| NDD 15-001 | Payroll Records (including comp time records, leave forms, payroll change notices) | 6 years | Paper or Electronic | | <input type="checkbox"/> |
| NDD 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"/> |
| NDD 15-003 | Purchase Orders, Request for checks, invoices, vouchers, cash reports | 6 years | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-004 | Solicitations/Advertising | Retain until no longer necessary | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-005 | Seminar Material | Retain until no longer necessary | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-006 | Travel Requests | 6 years | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-007 | Copies of agendas (Federal public hearing documents and meetings, community organizations and sub recipient meetings, etc.) | Retain until no longer necessary | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-008 | Weekly Reports | Retain until no longer necessary | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-009 | Staff Meeting Notes | Retain until no longer necessary | Paper or Electronic | | <input type="checkbox"/> |

Section E: RECORDS RETENTION SCHEDULE (RC-2)

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City of Hamilton

(local government entity)

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|---------------------------|--|---|----------------------|---|---------------------------------------|
| NDD 15-010 | Drafts of Memos and Letters | Retain until no longer Necessary | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-011 | Telephone Bills (cell phone and land line) | 2 years provided audited | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-012 | Purchasing Card Reconciliation (original in Finance Department) | 1 year | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-013 | Copies of Council Communications (Council Reports/ Caucus Reports) | Retain until Clerk of Council is in receipt | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-014 | Phone Directories | 1 year after superseded or obsolete | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-015 | Federal Grant Agreements with attachments | Permanent | Paper or Electronic | | <input checked="" type="checkbox"/> |
| NDD 15-016 | Federal Reports | Retain for the federally mandated time line | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-017 | Emergency Home Repair Applications and Files | Retain for the federally mandated time line | 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. 117.26 O.R.C.

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|---------------------------|---|---|----------------------|---|---------------------------------------|
| NDD 15-018 | CDBG Sub recipient and Paper City Department Files | 3 years from the final expenditure | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-019 | HOME Sub recipient CHOO Files | Retain for the federally mandated time line | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-020 | Consolidated Plan | 5 years | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-021 | CAPER (Consolidated Annual Performance Evaluation Report) | 5 years | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-022 | Mortgages | Retain indefinitely or until sale or donation of property | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-023 | Acquisition Information and Files | Retain indefinitely / or until sale or donation of property | Paper or Electronic | | <input type="checkbox"/> |
| NDD 15-024 | Other Federal grant files (i.e. HDRP, NSP, CDBG-R, etc.) | Retain for the federally mandated time line | Paper or Electronic | | <input type="checkbox"/> |