



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/Planning Division

 (local government entity) (unit)
 John Creech Senior Planner 04/08/2015

 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Hamilton Records Commission (513) 785-7168

 (address) (city) (zip code) (county)
 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.

Patricia R. Byler 4/21/15

 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

E. Catt Government Records Archivist 4/22/2015

 Signature Title Date

Section D: Auditor of State

Martin E. Mueh Records Mgr 5-14-15

 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****Community Development Department/Planning Division**

(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
PLAN 15-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 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"/>
PLAN 15-003	Purchase Orders, Request for checks, invoices, vouchers, cash reports	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 15-004	Solicitations/Advertising	Retain until no longer necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 15-005	Seminar Material	Retain until no longer necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 15-006	Travel Requests	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 15-007	Agendas (Planning Commission, BZA, Historic Design Review)	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 15-008	Weekly Reports	5 years	Paper or Electronic		<input type="checkbox"/>
PLAN 15-009	Staff Meeting Notes	Retain until no longer necessary	Paper or Electronic		<input type="checkbox"/>

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(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
PLAN 15-010	Drafts of Memos and Letters	Retain until no longer necessary	Paper or Electronic		<input type="checkbox"/>
PLAN 15-011	Street/Alley Vacations, Street Name Changes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 15-012	Telephone Bills (cell phone and land line)	2 years provided audited	Paper or Electronic		<input type="checkbox"/>
PLAN 15-013	Purchasing Card Reconciliation (original in Finance Department)	1 year	Paper or Electronic		<input type="checkbox"/>
PLAN 15-014	Copies of Council Communications (Council Reports/ Caucus Reports)	Retain until Clerk of Council is in receipt	Paper or Electronic		<input type="checkbox"/>
PLAN 15-015	Phone Directories	1 year after superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
PLAN 15-016	Neighborhood or Area Plans	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 15-017	Lot Splits/Combinations	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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City of Hamilton

Community Development Department/Planning Division

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PLAN 15-018	Special Project Files (i.e. Safe Routes to School, Riversedge, Artspace, etc.)	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 15-019	Annexation Documentation	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 15-020	Census/Demographic Analysis	Retain until superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
PLAN 15-021	Rezoning, official zoning maps and GIS	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 15-022	Comprehensive Housing Strategy, Comprehensive Plan and other major studies	6 years	Paper or Electronic		<input type="checkbox"/>
PLAN 15-023	Planning Commission, Board of Zoning Appeals and Architectural Design Review Board Minutes	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PLAN 15-024	Drafts of Planning Commission, Board of Zoning Appeals and Architectural Design Review Board Minutes	Retain until minutes are adopted	Paper or Electronic		<input type="checkbox"/>
PLAN 15-025	Certificate of Appropriateness	Retain for life of structure or until Superseded	Paper or Electronic		<input type="checkbox"/>

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Community Development Department/Planning Division

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Authorized Staff of LGRP	(6) RC-2 Required to LGRP
PLAN 15-026	Purchase Orders, Request for checks, invoices, vouchers, cash reports	6 years	Paper or Electronic		<input type="checkbox"/>