



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> 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		Department of Project Implementation	
(local government entity)		(unit)	
X		Michael Perry	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	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.

	4/21/15
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	4/21/2015
Signature	Title	Date

Section D: Auditor of State

	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

Department of Project Implementation

(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 LGID	(6) For use Required by LGID
DPI15-001	Transient letters/memos, including notes, post-it notes, text messages, phone messages, voicemail and other records which serve to convey information of temporary importance	Retain until no longer administratively necessary	Paper or electronic		<input type="checkbox"/>
DPI15-002	Purchase Orders, request for checks, invoices, vouchers, cash reports	6 years	Paper or electronic		<input type="checkbox"/>
DPI15-003	Phone bills	2 years provided audited	Paper		<input type="checkbox"/>
DPI15-004	Travel Requests	3 years	Paper		<input type="checkbox"/>
DPI15-005	Copies of Employee performance evaluations	Retain copies until employee separates from employment; original to Civil Service	Paper		<input type="checkbox"/>
DPI15-006	Seminar material	Retain until no longer administratively necessary	Paper		<input type="checkbox"/>
DPI15-007	Reference publications and directories	Until revised, superseded or obsolete	Paper or electronic		<input type="checkbox"/>
DPI15-008	Payroll records (including comp time records, leave forms, payroll change notices)	6 years	Paper		<input type="checkbox"/>
DPI15-009	Internal meeting notices, agendas, meeting notes	Retain until no longer administratively necessary	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. 117.23 O.R.C.

**Section E: RECORDS RETENTION SCHEDULE (RC-2)***See instructions before completing this form.*City of HamiltonDepartment of Project Implementation

(local government entity)

(unit)

DPI15-010	Copies of Council communications (Council reports/caucus reports)	Retain until City Clerk is in receipt	Paper		<input type="checkbox"/>
DPI15-011	Project documentation	15 Years from project completion	Paper or electronic		<input type="checkbox"/>
DPI15-012	Loan and grant documentation	5 years after expiration of grant, provided audited and disputes resolved	Paper or electronic		<input type="checkbox"/>
DPI15-013	Contracts and agreements	25 Years after contract expiration	Paper or electronic		<input type="checkbox"/>
DPI15-014	Research documentation	Retain until no longer administratively necessary	Paper or electronic		<input type="checkbox"/>
DPI15-015	Photos	Until superseded (appraise for historical value)	Paper or electronic		<input checked="" type="checkbox"/>
DPI15-016	Bid documentation (successful)	15 years after project completion	Paper or electronic		<input type="checkbox"/>
DPI15-017	Bid documentation (unsuccessful)	2 years after award of contract	Paper or electronic		<input type="checkbox"/>
DPI15-018	General correspondence	2 years	Paper or electronic		<input type="checkbox"/>
DPI15-019	Interdepartmental correspondence	2 years	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.**