OHIO HISTORY CONNECTION

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)

See instructions before completing this form.

Section A: Local Government Unit ***(To complete this form online, use "tab" key to jump from box to box.)***

City of Hamilton **Public Works Department**

(local government entity) (unit)

Richard Engle Rich Engle Public Works Director 4/7/15

(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

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. Bigler 4/21/15

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[signature] Government Records Archivist 4/22/2015

Signature Title Date

Section D: Auditor of State

Martin E. Mueller 5-14-15

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

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.

Section E: Records Retention Schedule

City of Hamilton

(local government entity)

Public Works

(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
PW15-01	Public Works Right of Way Permits	3 years	Paper or Electronic		☐
PW15-02	Street Opening Permits	3 years	Paper or Electronic		☐
PW15-03	Curb Repair Permits	3 years	Paper or Electronic		☐
PW15-04	Requisitions	3 years	Paper or Electronic		☐
PW15-05	Fuel Tickets	3 years	Paper or Electronic		☐
PW15-06	Fuel Reports	3 years	Paper or Electronic		☐
PW15-07	Time Cards	3 years	Paper or Electronic		☐
PW15-08	Attendance Sheets	3 years	Paper or Electronic		☐
PW15-09	Auction of Obsolete Vehicles	3 Years	Paper or Electronic		☐
PW15-10	Service Orders	3 years	Paper or Electronic		☐
PW15-11	Mechanics Service Records	Until Vehicle Sold	Paper or Electronic		☐
PW15-11	Purchase Orders	3 years	Paper or Electronic		☐
PW15-12	Car Washes – City Vehicles	3 years	Paper or Electronic		☐
PW15-13	Receipts for parts for City vehicles	3 years	Paper or Electronic		☐
PW15-14	Daily Work Reports	3 years	Paper or Electronic		☐
PW15-15	Reference Materials	Until Superceded or Replaced	Paper or Electronic		☐
PW15-16	Parking Tickets	3 Years; provided audited	Paper or Electronic		☐
PW15-17	Accident Reports (Duplicates)	2 years provided no action pending	Paper or Electronic		☐
PW15-18	Parking Garage Daily Ticket Receipts	3 years; provided audited	Paper or Electronic		☐
PW15-19	Payroll Records (including comp time records, leave forms, payroll change notices – original forms maintained by Civil Service and Personnel)	6 years	Paper or Electronic		☐

Section E: Records Retention Schedule

City of Hamilton

(local government entity)

Public Works

(unit)

PW15-20	Transient Letters/Memos, including post it notes, phone messages, text messages, voice mail, and other records which served to convey information of temporary importance	**Retain until no longer necessary**	**Paper or Electronic**		☐
PW15-21	Purchase Order, Request for Checks, invoices, vouchers and cash reports	**3 years**	**Paper or Electronic**		☐
PW15-22	Solicitations and Advertising	**Retain until no longer needed**	**Paper or Electronic**		☐
PW15-23	Travel Requests	**6 years**	**Paper or Electronic**		☐
PW15-24	Copies of Agendas for Planning Commission, Civil Service Commission, Utility Appeals Board. Originals kept in originating department	**Retain until no longer needed**	**Paper or Electronic**		☐
PW15-25	Agendas for Traffic Commission	**Permanent**	**Paper or Electronic**		☑
PW15-26	Minutes for Traffic Commission	**Permanent**	**Paper or Electronic**		☑
PW15-27	Drafts of Minutes for Traffic Commission	**Retain until superseded by final minutes**	**Paper or Electronic**		☐
PW15-28	Minutes for Parks and Recreation Commission	**Permanent**	**Paper or Electronic**		☑
PW15-29	Drafts of Memos or Letters	**Until not administra-tively necessary**	**Paper or Electronic**		☐
PW15-30	Cell Phone Records	**3 years**	**Paper or Electronic**		☐
PW15-31	Facility Rental Forms (Agreements, Deposits, Permits, Reservations)	**3 years**	**Paper or Electronic**		☐
PW15-32	Recreational Assembly Permits	**3 years**	**Paper or Electronic**		☐
PW15-33	Correspondence - General	**2 years**	**Paper or Electronic**		☐
PW15-34	Baseball/Softball League Information, to include league, teams and player information	**2 years**	**Paper or Electronic**		☐
PW15-35	Budget Preparation Documents	**4 years**	**Paper or Electronic**		☐
PW15-36	Contracts	**25 years after expiration or termination**	**Paper or Electronic**		☐
PW15-37	Chargeback Records	**3 years**	**Paper or Electronic**		☐

Section E: Records Retention Schedule

City of Hamilton — Public Works

(local government entity) (unit)

PW15-38	Fee Books	**3 years, provided audited**	**Paper or Electronic**		☐
PW15-39	Plans of Park Property	**Permanent**	**Paper or Electronic**		☑
PW15-40	Permission Slips	**2 years provided no action pending**	**Paper or Electronic**		☐
PW15-41	Shelter House Permits	**2 years**	**Paper or Electronic**		☐
PW15-42	Swimming Pool Records	**2 years**	**Paper or Electronic**		☐
PW15-43	Team Rosters and Score Books	**1 year**	**Paper or Electronic**		☐

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.