



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Hamilton Civil Service & Personnel Dept.
(local government entity) (unit)
Nadine Hill Nadine Hill Director 11-1-2012
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Hamilton Records Commission
 Records Commission (telephone number)
 345 High Street Hamilton 45011 Butler
(address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: taylorc@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.

Colleen H. Jantz 11/27/12
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

[Signature] Electronic Records Assistant 11/27/2012
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh 12-10-12
 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

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
CS10-001	Payroll Records (including comp time records, leave forms, payroll change notices)	6 years	Paper		<input type="checkbox"/>
CS10-002	Transient Letters/Memos Including post it notes, phone messages and other records which served to convey information of temporary importance	Retain until no longer administratively necessary (No RC3 necessary)	Paper		<input type="checkbox"/>
CS10-003	Transient Letters/Memos Including, phone messages and other records which served to convey information of temporary importance	Retain until no longer administratively necessary (No RC3 necessary)	Electronic		<input type="checkbox"/>
CS10-004	Purchase Orders, Request for checks, invoices, vouchers, cash reports	6 years	Paper		<input type="checkbox"/>
CS10-005	Solicitations/Advertising	Retain until no longer administratively necessary (No RC3 necessary)	Paper		<input type="checkbox"/>
CS10-006	Solicitations/Advertising	Retain until no longer administratively necessary (No RC3 necessary)	Electronic		<input type="checkbox"/>
CS10-007	Seminar Material	Retain until no longer administratively necessary (No RC3 necessary)	Paper		<input type="checkbox"/>
CS10-008	Travel Requests	6 years	Paper		<input type="checkbox"/>
CS10-009	Agendas (Planning Commission, City Council, Traffic Commission, Utility Appeals Board)	Retain until no longer administratively necessary (No RC3 needed) Original to be maintained in originating dept.	Paper		<input type="checkbox"/>



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CS10-010	Agendas (Planning Commission, City Council, Traffic Commission, Utility Appeals Board)	Retain until no longer administratively necessary (No RC3 needed) Original to be maintained in originating dept.	Electronic		<input type="checkbox"/>
CS10-011	City Manager Weekly Reports	1 year	Paper		<input type="checkbox"/>
CS10-012	Civil Service Commission Agenda	Retain until printed in final form (No RC3 Needed)	Electronic		<input type="checkbox"/>
CS10-013	Civil service Commission Agenda	Permanent	Paper		<input type="checkbox"/>
CS10-014	Drafts of memos and Letters	Retain until no longer administratively necessary or printed in final form. (No RC3 necessary)	Electronic		
CS10-015	Drafts of memos and Letters	Retain until no longer administratively necessary or printed in final form. (No RC3 necessary)	Paper		
CS10-016	Administrative Directives	Retain until superseded or replaced	Electronic		
CS10-017	Administrative Directives	Retain until superseded or replaced	Paper		
CS10-018	Telephone Bills (cell phone and land line)	1 year	Paper		
CS10-019	Purchasing Card Reconciliation	1 year	Paper		
CS10-020	Council Communications (Council Reports/Caucus Reports)	Permanent	Paper		<input checked="" type="checkbox"/>
CS10-021	Voice Mail Messages	Retain until no longer administratively necessary (no RC 3 needed)	Electronic		
CS10-022	Phone Directories	Retain until no longer administratively necessary (no RC 3 needed)	Paper		



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CS10-023	Recordings of Civil Service Commission Meetings	Retain until reduced into formal meeting minutes then 1 year	Cassette tape		
CS10-024	Recordings of Civil Service Commission Meetings	Retain until reduced into formal meeting minutes then 1 year	Compact disc		
CS10-025	Minutes of Civil Service Commission Meetings	Permanent	Paper		✓
CS10-026	Application for Employment Person Hired Person Not Hired Copies	Place in Personnel file Destroy after 2 years Until no longer administratively necessary	Paper		
CS10-027	Commendations, promotions	Place in Personnel file	Paper		
CS10-028	Employee performance evaluations	10 years	Paper		
CS10-029	Employee training records	Place in Personnel file	Paper		
CS10-030	Insurance Enrollment Records	1 year after employee leaves municipal employ	Paper		
CS10-031	Job/Position Descriptions	1 year after superseded	Paper		
CS10-032	Labor Union Agreements	15 years after termination	Paper		
CS10-033	Letter of Appointment	Place in Personnel file	Paper		
CS10-034	Letter of Resignation	Place in Personnel file	Paper		



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CS10-035	Personnel File	Purge after employee leaves municipal service. Retain Permanent record of service time, salary history, leave balances, taxes paid, resignation letter, retirement information and waivers. OSHA related records 20 years.	Paper		
CS10-036	Promotion Action	Personnel File	Paper		
CS10-037	Record of Disciplinary Action	4 years unless labor contract states otherwise	Paper		
CS10-038	Background Investigations	2 years after position eligibility list expires	Paper		
CV10-039	Civil Service Examination Forms, Tests, Booklets, Score Sheets, Answer Sheets, etc.	2 years after position eligibility list expires	Paper		
CS10-040	Eligibility List	Until list expires	Paper		
CS10-041	Requisitions/Certifications	10 years after appointment	Paper		
CS10-042	Civil Service Commission Rules	Permanent	Paper		
CS10-043	Sexual Harassment Policy Acknowledgement	Personnel file	Paper		
CS10-044	Consultant Contracts	Permanent	Paper		
CS10-045	Benefit Administration Records (Records pertaining to group health insurance plan: carrier selection process, notice to carriers re. employee enrollment changes, COBRA participant data, health benefits committee documents, incl. benefit plan descriptions)	Three years after termination of plan	Paper		