

DEC 05 2017



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, Ohio

Engineering

(local government entity)

Richard Enge

Rich Enge

(unit)

Engineering

12/04/2017

(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 300

Hamilton

45011

Butler

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: pat.bigler@hamilton-oh.gov

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

11/29/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amy C. Hanson

Govt. Records Archivist

12/6/2017

Signature

Title

Date

Section D: Auditor of State

Martin S. Murr

Records Manager

12-18-17

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

Engineering

(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 LGRP	(6) RC-3 Required by LGRP
ENG17-001	Transient letters/memos including notes, text messages, phone messages, voice mail, meeting notes and other records which served to convey information of temporary importance	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
ENG17-002	General Correspondence	2 years	Paper or Electronic		<input type="checkbox"/>
ENG17-003	Drafts	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
ENG17-004	Solicitations/advertising	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
ENG17-005	Continuing Education Materials	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
ENG17-006	Agendas Originating in Department	6 years	Paper or Electronic		<input type="checkbox"/>
ENG17-007	Minutes originating in Department	Permanent	Paper or Electronic		<input type="checkbox"/>
ENG17-008	Copies of agendas and minutes	Retain until no longer administratively necessary	Paper or Electronic		<input type="checkbox"/>
ENG17-009	Audio and video recordings of meetings	1 year provided meeting info is substantively transcribed	Paper or Electronic		<input type="checkbox"/>
ENG17-010	Council Communications (Council Reports/Caucus Reports)	Retain until City clerk is in receipt	Paper or Electronic		<input type="checkbox"/>
ENG17-011	Payroll Records (including time sheets, comp time records, leave forms, payroll change notices)	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-012	Requests for checks, invoices, cash reports	Until submitted to Finance	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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City of Hamilton

Engineering

(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 LGRP	(6) RC-2 Required by LGRP
ENG17-013	Travel Requests/Expense Reports	2 years provided audited or until submitted to Finance	Paper or Electronic		<input type="checkbox"/>
ENG17-014	Purchasing Card Reconciliation	2 years on bank website provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-015	Contracts/Agreements for Equipment & Services	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
ENG17-016	Right of Way Permits	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-017	Street Opening Permits	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-018	Curb Repair Permits	3 years provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-019	Requisitions	3 years	Paper or Electronic		<input type="checkbox"/>
ENG17-020	Pole Attachment Agreements	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
ENG17-021	Private Area Lighting Agreements	25 years after contract expiration	Paper or Electronic		<input type="checkbox"/>
ENG17-022	Street Light Approvals	25 years	Paper or Electronic		<input type="checkbox"/>
ENG17-023	Easement Records	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
ENG17-024	Daily Work Reports	3 years	Paper or Electronic		<input type="checkbox"/>
ENG17-025	Reference Materials	Until Superseded or Replaced	Paper or Electronic		<input type="checkbox"/>

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Section E: RECORDS RETENTION SCHEDULE (RC-2)

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City of Hamilton (local government entity)				Engineering (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
ENG17-026	Parking Tickets	3 Years; provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-027	Accident Reports (Duplicates)	2 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
ENG17-028	Parking Garage Daily Ticket Receipts	3 years; provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-029	Bid Documents (Successful Bidder) and related construction reports	15 years after project completion	Paper or Electronic		<input type="checkbox"/>
ENG17-030	Bid Documents (Unsuccessful Bidders)	2 years after award	Paper or Electronic		<input type="checkbox"/>
ENG17-031	Budget Preparation Documents	4 years	Paper or Electronic		<input type="checkbox"/>
ENG17-032	Grant Documentation	5 years after submittal or award provided no outstanding disputes, provided audited	Paper or Electronic		<input type="checkbox"/>
ENG17-033	Loan Documentation	5 years after debt retired provided no outstanding disputes, provided audited	Paper or Electronic		<input type="checkbox"/>

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