

# **AGENDA**

## **RECORDS COMMISSION MEETING**

**Thursday, November 17, 2022**

**3:00 PM**

**Canton City Hall 6<sup>th</sup> Floor Conference Room  
218 Cleveland Ave. SW  
Canton, OH 44702**

- I. Call to Order**
- II. Roll Call**
- III. Agenda Updates**
- IV. Approval of Minutes**
  - May 19, 2022
- V. Old Business**
- VI. New Business**
  - Approval of RC-2 Records Retention Schedules
    - Building Code
    - Civil Service
    - Police
- VII. Adjournment**

**I. Call to Order**

- a. Mayor Bernabei called the meeting to order at 2:05 PM

**II. Roll Call**

- a. John Highman called roll. The following members were in attendance:
  - i. Mayor Thomas M. Bernabei
  - ii. Cynthia Russell, representing Law Director Kristen Bates-Aylward
  - iii. R.A. Mallonn, Auditor
  - iv. John Runion, Citizen Member

**III. Agenda Updates**

- a. There were no updates to the agenda.

**IV. Approval of Minutes – Thursday, November 18, 2021**

- a. **Motion:** Member Runion made a motion to approve the November 19, 2021 minutes as presented. Member Mallonn seconded.
- b. **Discussion:** None
- c. **Vote:** The motion passed by a unanimous voice vote.

**V. Old Business**

- a. There was no old business.

**VI. New Business**

- a. Approval of RC-2 Records Retention Schedules
  - i. Community Development Department, Fire Department, and Police Department
    1. **Motion:** Member Runion made a motion to approve the RC-2 Records Retention Schedules as presented.
    2. **Discussion:**
      - a. Member Runion stated that he had reviewed the submissions and that they met all requirements.
    3. **Vote:** The motion passed by a unanimous roll call vote.

**VII. Miscellaneous Business**

- a. Member Runion noted that the State changed the retention period for contracts from 8 years to 6 years. He stated that he would provide Secretary Highman with language to pass along to City officials.

**VIII. Adjournment**

- a. **Motion:** Member Mallonn made a motion to adjourn at 2:12 PM. Member-by-proxy Russel seconded.
- b. **Vote:** The motion passed by a unanimous voice vote.



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

## 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 Canton

Building Inspection/Code Enforcement

(Local Government Entity)

(Unit)

*Charles J. Corcoran*

Charles J. Corcoran

Chief Building Official

*11.7.2022*

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

City of Canton

Records Commission

330-438-4305

218 Cleveland Ave. S.W.

Canton

44702

(Telephone Number)  
Stark

(Address)

(City)

(Zip Code)

(County)

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

[john.hghman@cantonohio.gov](mailto:john.hghman@cantonohio.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.

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Signature

Title

Date

### Section D: Auditor of State

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) – Part 2

See instructions before completing this form.

**City of Canton**

**Building Inspection/Code Enforcement**

(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 Require d by LGRP
11-1	Daily Pay-Ins (Receipts)	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-2	Monthly Activity Reports	1 yr.	Paper/ Electronic		<input type="checkbox"/>
11-3	Building Plans	3 yrs. Residential; 5 yrs. Commercial; Life of Structure, Municipal Bldgs, Appraise for Historical Value	Paper/ Electronic		<input type="checkbox"/>
11-4	Home Improvement, Plumbing, Electrical and HVAC Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-5	Cash Register Journal Tapes (only captures very small portion of daily processing)	1 month	Paper		<input type="checkbox"/>
11-6	Department Employee Payroll Sheets including Department copies of Missing Rings, Compensatory Time/Overtime Sheets, Payroll Sign-Off Sheet, (all timekeeping is now done electronically)	1 month	Paper/ Electronic		<input type="checkbox"/>
11-7	Yearly Reports	5 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-8	Building, Plumbing, Electrical and HVAC Application Cards	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-9	Exam Applications for Plumbing and Electrical	2 yrs.	Paper/ Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

**City of Canton**

**Building Inspection/Code Enforcement**

(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 Require d by LGRP
11-10	Home Improvement, Plumbing, Electrical and HVAC Licenses	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-11	Home Affidavits	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-12	Plumbing and Electrical Journeyman/Apprentice	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-13	Commercial Construction Certificate of Occupancy	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-14	AEP Service Letters	1 yr.	Paper/ Electronic		<input type="checkbox"/>
11-15	Board of Building Appeals Minutes	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-16	Case Files for Board of Building Appeals	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-17	Vehicle Accident Reports	2 yrs., provided no claims pending	Paper/ Electronic		<input type="checkbox"/>
11-18	Demolition Records	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-19	City and State Building Codes	One copy kept permanent	Paper/ Electronic		<input type="checkbox"/>
11-20	Rental Housing (Minimum Housing) Case Files	5 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-21	Certificate of Housing Code Compliance	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

*See instructions before completing this form.***City of Canton****Building Inspection/Code Enforcement**

(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 Require d by LGRP
11-22	Canton Construction Board Minutes	Life of Board	Paper/ Electronic		<input type="checkbox"/>
11-23	Telecommunication Board	As long as Board is in existence	Paper/ Electronic		<input type="checkbox"/>
11-24	Electric and Plumbing Exams	2 yrs.	Paper		<input type="checkbox"/>
11-25	Telecommunication Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-26	Demolition Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-27	Demolition Permits	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-28	Fire Permit Receipts	3 yrs., after audited	Paper/ Electronic		<input type="checkbox"/>
11-29	Telecommunication Receipts	3 yrs., after audited	Paper/ Electronic		<input type="checkbox"/>
11-30	Telecommunication Permits	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-31	Building/Code Enforcement Correspondence	Until no longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
11-32	Phone, Voicemail and Text Messages	Until no longer of Administrative Value	Electronic Recording		<input type="checkbox"/>

## Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Canton

Building Inspection/Code Enforcement

(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 Require d by LGRP
11-33	Communications – Transient – Conveys information of temporary importance in lieu of oral communications (i.e. drafts, meeting notices, etc.)/ Referral letters, requests for routine information or publication(s) provided to the public by an agency which are answered by standard form letters	Until on longer of Administrative Value	Paper / Electronic		<input type="checkbox"/>
11-34	Communications – General – Request for information pertaining to interpretations and other misc. inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purpose	Until no longer of Administrative Value	Paper / Electronic		<input type="checkbox"/>





**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

*See instructions before completing this form.*

**City of Canton**

**Building Inspection/Code Enforcement**

(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 Require d by LGRP



## RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

### Section A: Local Government Unit

City of Canton	Civil Service Commission		
(Local Government Entity)	(Unit)		
<i>Rachel Forchione</i>	Rachel A. Forchione	Deputy Director	10/31/22
(Signature of Responsible Official)	(Name)	(Title)	(Date)

### Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Canton Records Commission	330-438-4305		
			(Telephone Number)
218 Cleveland Ave. SW, 6 <sup>th</sup> Floor	Canton, OH	44702	Stark
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:  
[John.highman@cantonohio.gov](mailto:John.highman@cantonohio.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.

Records Commission Chair Signature	Date
------------------------------------	------

### Section C: Ohio History Connection - State Archives

Signature	Title	Date
-----------	-------	------

### Section D: Auditor of State

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) – Part 2***See instructions before completing this form.*

(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
CSC-1	CSC Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
CSC-2	CSC Audio Tapes	Until hardcopy minutes approved	Electronic		<input type="checkbox"/>
CSC-3	Employee Request Letters	Place in personnel file	Paper		<input type="checkbox"/>
CSC-4	Test Questions	2 years after eligibility list expires	Paper		<input type="checkbox"/>
CSC-5	Master Test Copies	2 years after eligibility list expires	Paper		<input type="checkbox"/>
CSC-6	Examination Booklets & Results	2 years after eligibility list expires	Paper		<input type="checkbox"/>
CSC-7	Classified Employee Payroll Records	Continually updated until termination	Paper or Electronic		<input type="checkbox"/>
CSC-8	Personnel Records	2 years after employee leaves	Paper		<input type="checkbox"/>
CSC-9	Routine Correspondence Letters and/or Emails	1 year	Paper or Electronic		<input type="checkbox"/>
CSC-10	Eligibility Lists	Until expires	Paper		<input type="checkbox"/>
CSC-11	Applications for Employment for those not employed with the City	1 year	Paper or electronic		<input type="checkbox"/>
CSC-12	Canton City Civil Service Rules and Regulations	Until superseded	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See instructions before completing this form.*

(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
CSC-13	Job/Position Descriptions	Until revised or superseded	Paper		<input type="checkbox"/>
CSC-14	Promotion Action	Place in personnel file	Paper		<input type="checkbox"/>
CSC-15	Background Investigations	2 years after eligibility list expires	Paper		<input type="checkbox"/>
CSC-16	Job Classification List	Until superseded	Paper		<input type="checkbox"/>
CSC-17	Classified Employee List	Until superseded	Paper		<input type="checkbox"/>
CSC-18	Annual Budget and supporting materials, including preparation documents	3 years	Paper		<input type="checkbox"/>
CSC-19	Civil Service Department Payroll Records	2 years	Paper		<input type="checkbox"/>
CSC-20	Physical & Psychological Examinations	2 years after position eligibility list expires	Paper		<input type="checkbox"/>
CSC-21	Purchase Orders (Originals)	3 years	Paper		<input type="checkbox"/>
CSC-22	Department Pay-in Records	3 years	Paper		<input type="checkbox"/>
CSC-23	State Personnel Board of Review (SPBR) Annual Report of Activities of Civil Service Commission and supporting documentation	10 years	Paper		<input type="checkbox"/>
CSC-24	Hearing Case Files	10 years provided no action pending	Paper		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

*See instructions before completing this form.*

(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
CSC-25	Litigation Case Files	10 years provided no action pending	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



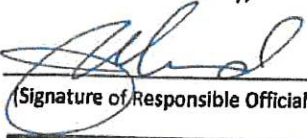
Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/ler](http://www.ohiohistory.org/ler)

### RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

**Section A: Local Government Unit**

City of Canton	Police Department		
(Local Government Entity)	(Unit)		
	John Gabbard	Chief of Police	August 24 <sup>th</sup> 2022
(Signature of Responsible Official)	(Name)	(Title)	(Date)

**Section B: Records Commission**

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Canton	Records Commission	330 - 438 - 4305	
218 Cleveland Ave NW	Canton	44702	(Telephone Number) Stark
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:  
[john.highman@cantonohio.gov](mailto:john.highman@cantonohio.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.

Records Commission Chair Signature	Date
------------------------------------	------

**Section C: Ohio History Connection - State Archives**

Signature	Title	Date
-----------	-------	------

**Section D: Auditor of State**

Signature	Title	Date
-----------	-------	------

*\* Addition to previously Approved RC-2 form \**  
 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

