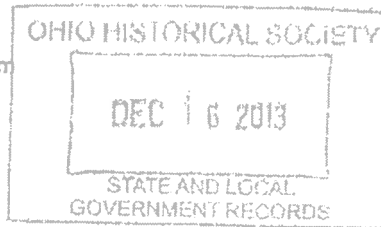




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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 Canton 911 Communication Center
(local government entity) (unit)
Dean McKimm Dean McKimm Director 12-11-13
(signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Canton 330-438-4185
Records Commission (telephone number)
218 Cleveland Ave SW Canton 44702 Stark
(address) (city) (zip code) (county)

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

[Signature] 12-11-13
Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Connie Conner Govt. Records Archivist 12/20/13
Signature Title Date

Section D: Auditor of State

Martin E. Mueh 1-15-14
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
Canton 911 Communication Center

(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
00001	Executive correspondence Personnel files (hired and not hired) Training records/information Disciplinary investigations/information	3 Years	Paper/ computer		<input type="checkbox"/>
00002	General correspondence Records pertaining to day to day operations Schedule assignments/calendar	1 Year	Paper/ computer		<input type="checkbox"/>
00003	Routine correspondence Inter-office communications	6 Months	Paper/ computer		<input type="checkbox"/>
00004	Transient documents	Retain until obsolete*	Paper/ computer		<input type="checkbox"/>
00005	Faxed documents	2 Years	Paper/ computer		<input type="checkbox"/>
00006	Unsolicited correspondence	Retain until obsolete*	Paper/ computer		<input type="checkbox"/>
00007	Professional magazines and publications	Retain until obsolete*	Paper/ computer		<input type="checkbox"/>
00008	Purchase orders Purchase requisitions	3 Years	Paper/ computer		<input type="checkbox"/>
00009	Incoming/outgoing 911 Dispatch Center phone calls. Incoming/outgoing 911 Dispatch Center radio communications. CAD CFS records/information	1 Year	computer		<input type="checkbox"/>
00010	Daily Position Assignment Sheets	2 Years	Paper/ computer		<input type="checkbox"/>
00011	FCC radio licenses	Until superseded	Paper		<input type="checkbox"/>
00012	911 MSAG (Master street address guide)	Until Superseded	computer		<input type="checkbox"/>



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(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
00013	911 AN//ALI Change forms	2 Years	Paper		<input type="checkbox"/>
00014	SIMS: Status button transmissions	1 Year	computer		
00015	Bulletins, posters and notices	Retain until obsolete*	Paper		
00016	Copies of media information	Retain until obsolete*	Paper		
00017	Department Policy/Procedure/Protocols	6 Years	Paper/ computer		
00018	Equipment operations and maintenance manuals	Retain until obsolete*	Paper/ computer		
00019	Dispatch operational complaint reports	3 Years	Paper/ computer		
00020	Asset inventory	Until superceded	computer		
00021	Subpoenas	Retain until obsolete*	Paper		
00022	Service contracts and agreements	5 Years	Paper/ computer		
00023	Police extra job assignment sheet	1 Year	Paper/ computer		

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: CANTON CITY Records Commission 330-489-3291 Telephone Number

218 CLEVELAND AVENUE, S.W., CANTON 44702 STARK
 (address) (city) (zip code) (county)

(2) FROM: CANTON POLICE DEPARTMENT CENTRAL DISPATCH CENTER
 (political subdivision name) (unit)

X Dean McKimm DEAN MCKIMM CHIEF 8/8/05
 (signature of responsible official) (name) (title) (date)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. Further, any microfilm replacing a record listed on this schedule will conform to ANSI standards. This RC-2 was approved on August 10, 2005 as reflected by the minutes kept by this commission.

Chairman, Records Commission:

[Signature] 8-10-05
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):

Kathy W. Kelling 5/6/08
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:

Walter E. M... 5-28-08
 For the Ohio Auditor of State Date

***SEPARATE ENTRIES SHOULD BE MADE FOR RECORDS WITH MORE THAN ONE MEDIA TYPE**

(5) Schedule Number	(6) Record Title and Description	(7) Retention Period	(8)* Media Type	(9) For use by Auditor of State or OHS-LGRP
00005	MONTHLY REPORTS	3 years	electronic	
00009	REEL-TO-REEL TAPES		OBSOLETE	
00011	GENERAL CORRESPONDENCE (Convenience Copies)	Retain until no longer of administrative value (no RC-3 required)	paper	
00035	DIGITAL AUDIO RECORDING TAPES	90 days (provided no action pending)	magnetic tape	
00036	TDD/TTY Call slips		OBSOLETE	
00043	FIRE ALARM ON/OFF STATUS RECORD	Record series transferred to		Fire Department

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: CANTON POLICE DEPARTMENT CENTRAL DISPATCH CENTER
(political subdivision name) (unit)

(5)	(6)	(7)	(8)	(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP
00051	911 CALL LOGS 911 CALL LOGS (CONVENIENCE COPIES)	2 years Retain until no longer of administrative value -(No RC-3 required)	Electronic Paper	
00053	SIMS		Obsolete	