



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2497

SEP 22 2017

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

CITY OF CANTON

COLLECTION SYSTEMS DEPARTMENT

(local government entity)

(unit)

[Handwritten signature]

JAMES M. DIMARZIO

SUPERINTENDENT

09/08/17

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

City of Canton

330-438-4184

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.highman@cantondigital.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.

[Handwritten signature] 9/21/17

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Amanda Rindler

Local Government Records Archivist

9/27/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

10-13-17

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
12-01	Accident Reports/ Files Employee Injury Report Vehicle	Placed in personnel file - 6 yrs provided no action pending	Paper		<input type="checkbox"/>
12-02	Annual Reports (to Service Director)	Permanent	Paper		<input checked="" type="checkbox"/>
12-03	Annual Reports (varies as required by OEPA/USEPA)	Permanent	Paper		<input checked="" type="checkbox"/>
12-04	Complaints (misc from general public)	1 yr after settlement	Paper		<input type="checkbox"/>
12-05	Contracts/Agreements (misc)	15 yrs after expiration	Paper		<input type="checkbox"/>
12-06	Copies (Reading/Informational/Reference Copy)	Until no longer of admin value	Paper and/or Electronic		<input type="checkbox"/>
12-07	Copies (Official File Copy)	Use applicable records series retention period	Paper and/or Electronic		<input type="checkbox"/>
12-08	Claims for Damages	2 yrs after case settled & all appeals exhausted	Paper		<input type="checkbox"/>
12-09	Equipment Maintenance Records	Life of Equipment	Paper		<input type="checkbox"/>
12-10	Maps & Plans (apply to original tracings only)	Permanent	Paper		<input checked="" type="checkbox"/>
12-11	Project Files (plans, specifications, work files, shop drawings)	Permanent	Paper		<input checked="" type="checkbox"/>



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12-12	Sewer Records	Permanent	Paper/ Digital		<input checked="" type="checkbox"/>
12-13	Vendor Files	5 yrs	Paper		<input type="checkbox"/>
12-14	Work Orders	3 yrs	Paper/ Electronic		<input type="checkbox"/>
12-15	OSHA Logs/Record	5 yrs	Paper		<input type="checkbox"/>
12-16	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 no longer of Admin Value	Paper/ Electronic		<input type="checkbox"/>
12-17	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.	2 yrs	Paper/ Electronic		<input type="checkbox"/>
12-18	Communications – Executive – Correspondence of the head and executive staff of an agency dealing with significant aspects of the administration of the agency. Includes information concerning agency policies, procedures, programs, fiscal and personnel matters, etc. The policies, procedures, programs, fiscal and personnel matters, etc. will be kept according to the applicable records series.	5 yrs: file with related record (s) series if content requires longer retention period	Paper/ Electronic		<input type="checkbox"/>