



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

MAY 19 2022

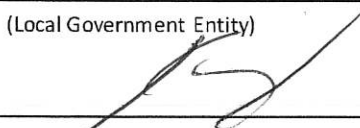
STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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

Section A 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	Division of Fire		
(Local Government Entity)	(Unit)		
	K. Akbar Bennett	Chief	5/21/2022
(Signature of Responsible Official)	(Name)	(Title)	(Date)

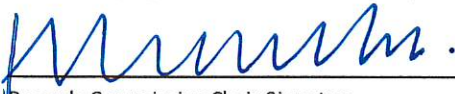
Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information


City of Canton	Records Commission	330-438-4309	
218 Cleveland Ave SW	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

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.

	5/19/2022
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	6/2/2022
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
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

Fire Department

(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
2022-01	Annual Reports	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>
2022-02	Applicant Interview Record: hired	Duration of Employment	Paper and Electronic		<input type="checkbox"/>
2022-03	Applicant Interview Records: not hired	5 years	Paper and Electronic		<input type="checkbox"/>
2022-04	Fire Department Badges/Tags	Duration of Employment	Metal and Plastic		<input type="checkbox"/>
2022-05	Annual Budget and Budget Preparation Documents/Worksheets	5 years	Paper or Electronic		<input type="checkbox"/>
2022-06	Contracts and Agreements, excluding Mutual Aid (2022-23)	15 years after expiration or termination	Paper or Electronic		<input type="checkbox"/>
2022-09	Paper Correspondence: Routine Administrative General Departmental Legislative Executive	1 year 2 years 3 years 5 years	Paper		<input type="checkbox"/>
2022-10	Electronic Correspondence and Voice Mail	See IT Dept	Electronic		<input type="checkbox"/>
2022-11	Delivery/Packing Slips not attached to Auditor's financial software	2 years	Paper		<input type="checkbox"/>
2022-12	Disaster Plan	Until superseded	Paper and Electronic		<input type="checkbox"/>
2022-13	Equipment and Vehicle Maintenance Records	Until Asset Disposal Approved by City Auditor	Paper or Electronic		<input type="checkbox"/>
2022-14	Federal Grant Documents and Files for station improvements	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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City of Canton

Fire Department

(Local Government Entity)

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2022-15	Fire Codes	Until superseded	Paper and Electronic		<input type="checkbox"/>
2022-16	Personnel, Fire, EMS, and Fire Prevention Incident Reporting System records including, but not limited to: Personnel Management; Inspections; Fire, EMS, and Occupancy Incident Reports and History	Permanent	Electronic		<input checked="" type="checkbox"/>
2022-17	Grievance Hearing Records	5 years after resolved	Paper and Electronic		<input type="checkbox"/>
2022-18	Fire Incident Reports, Archived	Permanent	Paper and Electronic		<input type="checkbox"/>
2022-19	Fire Department vehicle accident log and accident reports	5 years	Paper and Electronic		<input type="checkbox"/>
2022-20	Log Books, all	Permanent	Paper		<input checked="" type="checkbox"/>
2022-21	Meeting Minutes	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>
2022-22	Monthly, Quarterly, and Semiannual Departmental Reports unless listed separately herein	Until incorporated into Annual Report	Paper and Electronic		<input type="checkbox"/>
2022-23	Mutual Aid Agreements	10 years after superseded	Paper or Electronic		<input type="checkbox"/>
2022-24	Personnel Attendance, Payroll, and Day Sheet Reports (includes electronic records maintained by Auditor's Office and HR)	Permanent	Paper and Electronic		<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 LGRP	(6) RC-3 Required by LGRP
2022-25	Fire Department Personnel Files	Permanent	Paper and Electronic		<input type="checkbox"/>
2022-26	Personnel Injury Report documents or files not stored in Personnel Files	Permanent	Paper or Electronic		<input type="checkbox"/>
2022-27	Press/News Releases	5 years: appraise for historical value	Paper or Electronic		<input type="checkbox"/>
2022-28	Approved RC-2	25 years	Paper or Electronic		<input type="checkbox"/>
2022-29	Records Requests	2 years or retention of original	Paper or Electronic		<input type="checkbox"/>
2022-30	State Auditor's and State Examiner's Reports	Permanent	Paper and Electronic		<input type="checkbox"/>
2022-31	Battalion Chiefs' Station Inspection Reports	1 year	Paper or Electronic		<input type="checkbox"/>
2022-32	Uniform Inspection Records	5 years	Paper or Electronic		<input type="checkbox"/>
2022-33	EMS Controlled Substance Logs	7 years	Paper or Electronic		<input type="checkbox"/>
2022-34	Paper EMS Run Reports (last disposal Feb 18, 2025)	7 years	Paper		<input type="checkbox"/>
2022-35	EMS Vehicle Inventory Forms	7 years	Paper or Electronic		<input type="checkbox"/>
2022-36	Fire Department Event Information: Community Events Hall of Fame Events	5 years Permanent	Paper or Electronic		<input type="checkbox"/>

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2022-37	Fire Prevention Bureau Arson Investigation, Reports, and Files, including investigative or evidentiary emails, voice and text messages	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>
2022-38	Fire Prevention Bureau Archives: Master Cards, Vehicle Fire Cards, and Storage Tank Records	Permanent	Paper and Electronic		<input type="checkbox"/>
2022-39	Fire Prevention Bureau Occupancy Inspections by Outside Companies	5 years	Paper or Electronic		<input type="checkbox"/>
2022-40	Recreation Fire Permits (maintained by City of Canton IT Department)	2 years	Electronic		<input type="checkbox"/>
2022-41	NIMS Records, excluding routine correspondence	Permanent	Paper or Electronic		<input type="checkbox"/>
2022-42	NIMS Roster: Current City Employees	Permanent	Electronic		<input type="checkbox"/>
2022-43	Fire Department Training Records, all	Permanent	Paper and Electronic		<input type="checkbox"/>
2022-44	Administrative use files: bulletins, posters, employee notices, blank forms, reference copies/materials, drafts, drawings, tracings, Mylars, equipment loan slips, Executive Order copies, FD policies, audiovisual, PR and non-personnel training materials, blueprints/Vellums, junk mail, mailing lists, material safety sheets, municipal publications, organizational charts, text and voice mail messages	Until updated, superseded, obsolete, or no longer administratively necessary; appraise for historical value. Refer to Section 1 – General Adm. Records and Ohio History Connection Decision Tree.	Paper and/or Electronic		<input type="checkbox"/>
2022-45	Warranties: Equipment and Vehicle	2 years after expiration	Paper and Electronic		<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 LGRP	(6) RC-3 Required by LGRP
2022-46	Fuel card or misc. receipts maintained by Fire Admin	3 years	Paper or Electronic		<input type="checkbox"/>
2022-47	Fire Admin invoices created outside of Auditor's financial software	5 years	Paper or Electronic		<input type="checkbox"/>