



OCT 20 2014

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Canton Personnel Department Administration, Employee Records, Employment
 (local government entity) (unit)

Amy Slater Amy Slater, Personnel Director 10/20/14
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Canton Records Commission 330-438-4184
 Records Commission (telephone number)

218 Cleveland Ave. SW Canton 44701 Stark
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address: john.highman@cantonoio.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]

10-20-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Connor Asst. Records Archivist 10/28/14
 Signature Title Date

Section D: Auditor of State

Martin E. Murray 11-5-14
 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

City of Canton Personnel Department Administration, Employee Records, Employment
(local government entity) (unit)

NOTE: This RC-2 supersedes any and all prior RC-2 schedules created for any of the units listed above.

(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
ADMINISTRATION:					
PER-01	Budget - Departmental budgets including preparation documents	5 years	ALL		<input type="checkbox"/>
PER-02	Classification and Compensation Plan	Until superseded.	ALL		<input type="checkbox"/>
PER-03	Contracts and Agreements	8 years after expiration or termination.	ALL		<input type="checkbox"/>
PER-04	Collective Bargaining Unit Correspondence (including AFSCME Locals 2937 and 3449, CPPA, FOP and CPFA)	5 years	ALL		<input type="checkbox"/>
PER-05	Collective Bargaining Agreements (including AFSCME Locals 2937 and 3449, CPPA, FOP and CPFA)	Permanent	Paper		<input type="checkbox"/>
PER-06	Law Department Correspondence	5 years	ALL		<input type="checkbox"/>
PER-07	Legal Opinions	Permanent	ALL		<input checked="" type="checkbox"/>
PER-08	Letters of Commendation or Reprimand	Place in personnel file.	Paper		<input type="checkbox"/>
PER-09	Mayor's Office Correspondence	5 years	Paper		<input type="checkbox"/>
PER-10	Miscellaneous Correspondence	1 years	Paper		<input type="checkbox"/>



(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
PER-11	Office Equipment Manuals	Until superseded, obsolete, or replaced. Retain one file copy 5 years.	ALL		<input type="checkbox"/>
PER-12	Public Records Requests	5 years	ALL		<input type="checkbox"/>
PER-13	Public Safety Department Correspondence	5 years	ALL		
PER-14	Public Service Department Correspondence	5 years	ALL		<input type="checkbox"/>
PER-15	Purchase Orders	3 years	ALL		<input type="checkbox"/>
PER-16	Records Retention Documents (RC-1, RC-2, RC-3)	25 years	Paper		<input type="checkbox"/>
PER-17	Requisitions	3 years	ALL		<input type="checkbox"/>
PER-18	Travel Requests, Expenses	3 years	ALL		<input type="checkbox"/>
EMPLOYEE RECORDS:					
PER-19	Annual Employee Leave Use/Balances Report	5 years	ALL		<input type="checkbox"/>
PER-20	Bi-weekly or monthly Leave Use or Balance.	Until annual report (PER-19) is completed.	ALL		<input type="checkbox"/>
PER-21	Disciplinary Actions (originals)	Place in Personnel file.	ALL		<input type="checkbox"/>
PER-22	Performance Evaluations	Place in personnel file.	ALL		<input type="checkbox"/>



(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
PER-23	Performance Evaluation Inquiry Hearings (Grievances hearings, pre-termination hearings and decisions)	Place in personnel file.	ALL		<input type="checkbox"/>
PER-24	Personnel Folder/File/Records	Purge 2 years after employee leaves municipal service. Retain permanent record of service time, salary history, resignation letter, retirement information and waivers. Retain OSHA records for 20 years, BWC records until death of employee.	ALL		<input type="checkbox"/>
PER-25	Unemployment Information for Separated Employees	4 years after date of final payment.	ALL		<input type="checkbox"/>
MISCELLANEOUS:					
PER-26	Calendars and Appointment Books	1 year	All		<input type="checkbox"/>
PER-27	Certificates, Licenses, Transcripts provided by employees	Place in personnel file	Paper		<input type="checkbox"/>
PER-28	Conviction Record Review Files (Convictions found in applicant's background check)	Permanent	Paper		<input type="checkbox"/>
PER-29	Drug Screening Reports for Employees	Place in personnel medical file.	Paper		<input type="checkbox"/>



(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
PER-30	Electronic Mail	See Correspondence	Electronic		<input type="checkbox"/>
PER-31	Employee Layoff Documentation and Correspondence	Personnel File.	All		<input type="checkbox"/>
PER-32	Essential Job Functions	Until superseded, obsolete, or replaced.	All		<input type="checkbox"/>
PER-33	Job/Position Descriptions	Until superseded.	ALL		<input type="checkbox"/>
PER-34	Personnel Research Documents and Related Items	5 years	All		<input type="checkbox"/>
PER-35	Pre-employment Processing - Acknowledgement Forms	Place in Personnel file.	Paper		<input type="checkbox"/>
PER-36	Pre-employment Processing - Homeland Security Forms	Place in personnel file.	Paper		<input type="checkbox"/>
PER-37	Pre-employment Processing - I-9 Forms	Place in personnel file.	Paper		<input type="checkbox"/>
PER-38	Pre-employment Processing - Medical Information for Employees	Place in medical file.	Paper		<input type="checkbox"/>
PER-39	Pre-employment Processing - Post-Offer Processing Checklist	Place in personnel file.	ALL		<input type="checkbox"/>
PER-40	Pre-employment Processing Forms for Employees	Place in personnel file.	Paper		<input type="checkbox"/>
PER-41	Seasonal Re-employment Eligibility Documents	2 years	All		<input type="checkbox"/>
PER-42	Photos for Identification Badges	Until replaced or 1 year after termination of employment	Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

(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
PER-43	Step Three Grievances and Decisions	10 years after resolved.	ALL		<input type="checkbox"/>
PER-44	Labor Law Poster Acknowledgement Forms	Until superseded, obsolete, or replaced.	All		<input type="checkbox"/>
PER-45	Minimum Wage Acknowledgement Forms	Until superseded, obsolete, or replaced.	Paper		<input type="checkbox"/>
PER-46	Training Acknowledgement Forms	Place in personnel file.	Paper		<input type="checkbox"/>



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Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1 and 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series. Please provide information about the content and use of the records series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
800 E. 17th Avenue
Columbus, OH 43211-2497

- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.