



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

City of Canton Water Reclamation Facility
 (local government entity) (unit)
Marc Morgan 3/9/2020
 (signature of responsible official) (date)
 Marc A. Morgan Superintendent
 (name) (title)

Section B: Records Commission

City of Canton 330-438-4305
 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@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 set on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records 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.

Thomas M. Buzar 5-21-20
 JMT
 Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

Local Government Records Archivist 5/22/2020
 Signature Title Date

Section D: Auditor of State

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
 (local government entity)

Water Reclamation Facility
 (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
13-01	Sewer Surcharge Data Calculations & Invoicing	3 years	Electronic and/or Paper		<input type="checkbox"/>
13-02	Accident Reports (Vehicles)	2 years, providing no action pending	Electronic and/or Paper		<input type="checkbox"/>
13-03	Accident Reports (Personnel)	2 years, providing no action pending	Electronic and/or Paper		<input type="checkbox"/>
13-04	Budget & Cost Control Data (monthly from Auditor)	Until no longer of admin value generally 3-5 yrs.	Electronic and/or Paper		<input type="checkbox"/>
13-05	Annual Reports (to Service Director)	Permanent	Electronic and/or Paper		<input checked="" type="checkbox"/>
13-06	Annual Reports (various as required by OEPA/USEPA)	Permanent	Electronic and/or Paper		<input checked="" type="checkbox"/>
13-07	Complaints (misc from general public)	1 year after settlement	Electronic and/or Paper		<input type="checkbox"/>
13-08	Contracts/Agreements (misc.)	8 years after expiration including all warranties	Electronic and/or Paper		<input type="checkbox"/>
13-10	Work orders (maintenance)	3 years	Electronic and/or Paper		<input type="checkbox"/>



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13-11	Ind. Waste Records (misc. company records)	Permanent	Electronic and/or Paper		<input checked="" type="checkbox"/>
13-12	Maps & Plans	Permanent	Electronic and/or Paper		<input checked="" type="checkbox"/>
13-13	Ordinances/Resolutions	Until superceded	Electronic and/or Paper		<input type="checkbox"/>
13-14	Pay-In Orders	3 years	Paper/ Electronic		<input type="checkbox"/>
13-15	Project Files (plans, specifications, work files, shop drawings)	Life of Equipment	Electronic and/or Paper		<input checked="" type="checkbox"/>
13-16	Analytical Bench Sheets	10 years	Electronic and/or Paper		<input type="checkbox"/>
13-17	Equipment Maintenance Records	Life of Equipment	Electronic and/or Paper		<input type="checkbox"/>
13-18	Flow Charts	5 years	Electronic and/or Paper		<input type="checkbox"/>
13-19	Operating Logs	10 years	Electronic and/or Paper		<input type="checkbox"/>
13-20	Rainfall Records	5 years	Electronic and/or Paper		<input type="checkbox"/>



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13-21	Septic Tank Haulers Records	3 years	Electronic and/or Paper		<input type="checkbox"/>
13-22	Stream/Outfall Monitor	10 years	Electronic and/or Paper		<input type="checkbox"/>
13-23	Water Quality Monthly Records (OEPA MOR)	3 years	Electronic and/or Paper		<input type="checkbox"/>
13-25	Pay Period Folders (incl. time off requests)	3 years	Electronic and/or Paper		<input type="checkbox"/>
13-26	Vendor Files (incl. purchase orders, invoices, payment records)	3 years, or no longer admin necessary	Electronic and/or Paper		<input type="checkbox"/>
13-27	Misc. Office Records (incl. grit screening manifests & ash manifests)	5 years	Electronic and/or Paper		<input type="checkbox"/>
17-01	Drafts, Notes (other than promissory) and Worksheets – Routine daily working files used to produce finished reports or documents. Organized by subject. Created electronically. Of little value after action is taken or final reports are prepared.	Until no reasonably foreseeable necessity exists for the administrative operation of the office.	Electronic and/or Paper		<input type="checkbox"/>



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17-02	Voice Mails, Text Messages, Facebook postings and Twitter Messages – Routine business related electronic communications. Examples include meeting reminders or scheduling inquiries, requests for information, and notices to events. Organized chronologically. Created, stored and distributed electronically. Messages are of little value after initial review and/or response.	Until no reasonably foreseeable necessity exists for the administrative operation of the office. Important messages should be filed with appropriate record group.	Electronic		<input type="checkbox"/>
17-03	Agendas – A list of items to be discussed and/or acted upon during a meeting. Sent out electronically.	2 years	Electronic		<input type="checkbox"/>
17-04	Backup Data – Computer generated backup tapes or servers with data created, used and maintained for disaster recovery purposes.	Retain for one system backup cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
17-05	Budget, Annual Departmental/Office – Fiscal allocation to a department or office for fiscal year	3 years	Electronic and/or Paper		<input type="checkbox"/>
17-06	Compliance Reports – Standard reports required to be filed by regulatory agencies	5 years	Electronic and/or Paper		<input type="checkbox"/>
17-08	Transient Communications – Communications which conveys information of temporary importance in lieu of oral communication. (i.e. drafts, meeting notices, etc.) Referral letters, request for routine information or publications provided to the public by an agency which are answered by standard form letters	Until no longer of administrative value	Electronic and/or Paper		<input type="checkbox"/>



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	General Communications – Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years	Electronic and/or Paper		<input type="checkbox"/>
	Executive Communications – 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, program, fiscal and personnel matters, etc. The policies, procedures, programs, fiscal and personnel matters, etc. will be kept according to their applicable records series.	Five years; file with related records series if content requires longer retention.	Electronic and/or Paper		<input type="checkbox"/>
17-09	Image File – Visual documentation of a person, place or event.	Until no longer of administrative value/ appraise for historical value.	Electronic		<input checked="" type="checkbox"/> (Historical)
17-10	Legal Advertisements / Notices – Legal announcements to inform the public of meetings, hearings, bids, auctions or other events	One year or until superseded	Electronic and/or Paper		<input type="checkbox"/>
17-11	Industrial Waste Control Documents	Until superseded	Electronic and/or Paper		<input type="checkbox"/>