



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

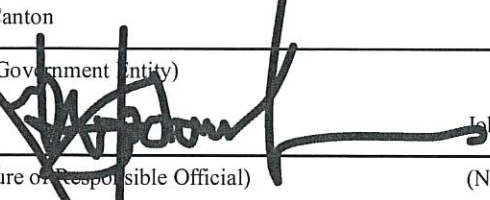
FEB 25 2021

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: Local Government Unit

City of Canton	Building Inspection/Code Enforcement		
(Local Government Entity)	(Unit)		
	John C. Dodovich	Chief Building Official	01.FEB.2021
(Signature of Responsible Official)	(Name)	(Title)	(Date)

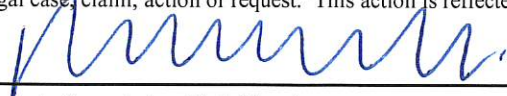
Section B: Records Commission

City of Canton	Records Commission	330-438-4305	
		(Telephone Number)	
218 Cleveland Ave. S.W.	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 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.

	2-25-21
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	3/8/2021
Signature	Title	Date

Section D: Auditor of State

Records Manager

Signature	Title	Date
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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

Building Inspection/Code Enforcement

(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 Require d by LGRP
11-1	Daily Pay-Ins (Receipts)	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-2	Monthly Activity Reports	1 yr. if incorporate into Annual Report	Paper/ Electronic		<input type="checkbox"/>
11-3	Building Plans	3 yrs. Residential; 5 yrs. Commercial; Life of Structure, Municipal Bldgs, Appraise for Historical Value	Paper/ Electronic		<input checked="" type="checkbox"/> (Municipal)
11-4	Home Improvement, Plumbing, Electrical and HVAC Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-5	Cash Register Journal Tapes (only captures very small portion of daily processing)	1 month	Paper		<input type="checkbox"/>
11-6	Department Employee Payroll Sheets including Department copies of Missing Rings, Compensatory Time/Overtime Sheets, Payroll Sign-Off Sheet, (all original paperwork is sent to the Auditors office)	1 month	Paper/ Electronic		<input type="checkbox"/>
11-7	Yearly Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-8	Building, Plumbing, Electrical and HVAC Application Cards	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-9	Exam Applications for Plumbing and Electrical	2 yrs.	Paper/ Electronic		<input type="checkbox"/>

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City of Canton

Building Inspection/Code Enforcement

(Local Government Entity)

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11-10	Home Improvement, Plumbing, Electrical and HVAC Licenses	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-11	Home Affidavits	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-12	Plumbing and Electrical Journeyman/Apprentice	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-13	Commercial Construction Certificate of Occupancy	Permanent	Paper/ Electronic		<input type="checkbox"/>
11-14	AEP Service Letters	1 yr.	Paper/ Electronic		<input type="checkbox"/>
11-15	Board of Building Appeals Minutes	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-16	Case Files for Board of Building Appeals	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-17	Vehicle Accident Reports	2 yrs., provided no claims pending	Paper		<input type="checkbox"/>
11-18	Demolition Records	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-19	City and State Building Codes	One copy kept permanent	Paper		<input type="checkbox"/>
11-20	Rental Housing (Minimum Housing) Case Files	10 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-21	Certificate of Housing Code Compliance	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>

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City of Canton

Building Inspection/Code Enforcement

(Local Government Entity)

(Unit)

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11-22	Canton Construction Board Minutes	Life of Board	Paper/ Electronic		<input type="checkbox"/>
11-23	Telecommunication Board	As long as Board is in existence	Paper/ Electronic		<input type="checkbox"/>
11-24	Electric and Plumbing Exams	2 yrs.	Paper		<input type="checkbox"/>
11-25	Telecommunication Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-26	Demolition Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-27	Demolition Permits	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-28	Fire Permit Receipts	3 yrs., after audited	Paper/ Electronic	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
11-29	Telecommunication Receipts	3 yrs., after audited	Paper/ Electronic		<input type="checkbox"/>
11-30	Telecommunication Permits	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-31	Building/Code Enforcement Correspondence	Until no longer of Administrative Value	Paper/ Electronic		<input type="checkbox"/>
11-32	Phone, Voicemail and Text Messages	Until no longer of Administrative Value	Electronic Recording		<input type="checkbox"/>

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11-33	<p>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</p>	<p>Until on longer of Administrative Value</p>	<p>Paper / Electronic</p>		<p><input type="checkbox"/></p>
11-34	<p>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</p>	<p>Until no longer of Administrative Value</p>	<p>Paper / Electronic</p>		<p><input type="checkbox"/></p>

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