



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

MARCH 31 2023

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

Civic Center

(Local Government Entity)

(Unit)

*[Handwritten Signature]*

Blake Schilling

General Manager

03/08/2023

(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

330-438-4305

(Telephone Number)

218 Cleveland Ave. SW, Canton, OH 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.

*[Handwritten Signature]*

3-30-23

Records Commission Chair Signature

Date

**Section C: Ohio History Connection - State Archives**

Government Records Archivist

4/5/2023

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.*

(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
CC-01	Budget Preparation Documents	5 Years	Paper and/or Electronic		<input type="checkbox"/>
CC-02	Bulletins, Posters, Employee Notices	1 Year	Paper and/or Electronic		<input type="checkbox"/>
CC-03	Event Contracts	8 Years after expiration of contract including warranty periods	Paper and/or Electronic		<input type="checkbox"/>
CC-04	Vendor Contracts	8 Years after expiration of contract including warranty periods	Paper and/or Electronic		<input type="checkbox"/>
CC-05	Correspondence	1 year	Paper and/or Electronic		<input type="checkbox"/>
CC-06	Delivery/Packing Slips	2 years	Paper		<input type="checkbox"/>
CC-07	Email	5 years	Electronic		<input type="checkbox"/>
CC-08	Leases (equipment)	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
CC-09	Equipment Maintenance Records	Life of Equipment	Paper and/or Electronic		<input type="checkbox"/>
CC-10	Voice Mail	Until no Longer necessary	Paper and/or Electronic		<input type="checkbox"/>
CC-11	Insurance Certificates	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2***See Instructions before completing this form.*

(Local Government Entity)		(Unit)			
<b>CC-12</b>	<b>Invoices and Supporting Documents</b>	<b>3 years</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-13</b>	<b>Travel Expense Records</b>	<b>3 years</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-14</b>	<b>Employee Performance Evaluations</b>	<b>5 years</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-15</b>	<b>Safety Meeting Minutes</b>	<b>2 years</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-16</b>	<b>Safety Programs</b>	<b>5 years</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-17</b>	<b>Employee Certifications</b>	<b>2 years after expiration</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-18</b>	<b>Monthly Financials</b>	<b>2 years</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-19</b>	<b>Building Maintenance Records</b>	<b>Until No Longer Necessary</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-20</b>	<b>Canton Charge Lease</b>	<b>8 years after expirations</b>	<b>Paper and/or Electronic</b>		<input type="checkbox"/>
<b>CC-21</b>	<b>Text Messages</b>	<b>Until No Longer Necessary</b>	<b>Electronic</b>		<input type="checkbox"/>

**Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2**

*See Instructions before completing this form.*

(Local Government Entity)		(Unit)			
					<input type="checkbox"/>
CC-22	General Communication	2 years	Paper and/or Electronic		<input type="checkbox"/>
CC-23	Substantive/Executive Communications	5 years; file with related records if content requires longer retention; appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
CC-24	Transient Communications	Until No Longer Needed	Paper and/or Electronic		<input type="checkbox"/>
CC-25	Voicemails, Text Messages, Facebook Posts and Twitter Messages – Routine Business-Related Electronic Communications	Until No Reasonably Foreseeable Necessity Exists for the Administrative Operation of the Office	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>