



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)

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: Local Government Unit

City of Canton - Sanitation Department

(Local Government Entity)

(Unit)

*Michael Parker*

Michael Parker

Sanitation Superintendent

03/06/23

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

*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.

*[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
SAN - 1	Dumpster service rental agreements	1 year	Electronic		<input type="checkbox"/>
SAN - 2	Department pay-in	1 year	Paper		<input type="checkbox"/>
SAN - 3	Solid Waste weight receipts	1 year	Paper		<input type="checkbox"/>
SAN - 4	Employee attendance records	3 years	Electronic		<input type="checkbox"/>
SAN - 5	Purchase Orders	3 years	Paper		<input type="checkbox"/>
SAN - 6	Employee Performance Evaluations	3 years	Electronic		<input type="checkbox"/>
SAN - 7	Employee Vacation Schedule	3 years	Electronic		<input type="checkbox"/>
SAN - 8	Departmental meeting sign-in sheets	2 years	Paper		<input type="checkbox"/>
SAN - 9	Accident Reports	1 year provided no action pending	Paper		<input type="checkbox"/>
SAN - 10	Daily Logs (customer issues)	2 years Minimum	Electronic		<input type="checkbox"/>
SAN - 11	Recycle Delivery Bin List	1 year	Electronic		<input type="checkbox"/>
SAN - 12	Driver's Daily Route Assignments	1 year	Electronic		<input type="checkbox"/>
SAN - 13	Correspondence (Routine form letters)	1 year	Paper		<input type="checkbox"/>
SAN - 14	Correspondence (General)	2 years	Paper		<input type="checkbox"/>

## 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
SAN - 15	Correspondence (with legislative branch)	5 years	Paper		<input type="checkbox"/>
SAN - 16	Correspondence (Executive)	5 years	Paper		<input type="checkbox"/>
SAN - 17	<p><b>Email</b></p> <p>Retain in individual accts for 3yrs</p> <p>Retain on administrative back up acct for 10yrs</p>	<p>3 years</p> <p>10 years</p>	Electronic		<input type="checkbox"/>
SAN - 18	Voice-mails, text messages, Facebook posts, 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 and/or response.	Until no reasonably foreseeable necessity exists for administrative operation of the office	Electronic		<input type="checkbox"/>
SAN-19	<b>General Communications</b> requests for information pertaining to interpretations and other misc. inquiries; informative-does not attempt to influence policy, including copies of outgoing correspondence maintained for reference purposes.	2 years	Paper/ Electronics		<input type="checkbox"/>
SAN-20	<b>Substantive/Executive Communications</b> Correspondence of the head and executive staff of an agency dealing with significant aspects of the administration of the agency policies, procedures, programs, fiscal and personnel matters. The policies, procedures, programs, fiscal and personnel matter, etc. will be kept according to their applicable records series.	<p>5 years</p> <p>file with related records If content requires longer retention; appraise for historical value.</p>	Paper/ Electronics		<input type="checkbox"/>
SAN-21	<b>Transient Communications</b> Correspondence that conveys information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.). Referral letters request for routine information or publication provided the public by an agency which are answered by standard form letters.	Until no longer necessary.	Paper/ Electronics		<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"/>