



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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 Columbus, Ohio 43211-2474  
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[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 Street Department

(Local Government Entity)

(Unit)

*Steve Trzcinski* Steve Trzcinski Superintendent of Public Works 1/20/2023  
 (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 *880-438-4305*  
 (Address) (City) (Zip Code) (County) (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@cantan.ohio.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

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

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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**

(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
23 - 1	ACCIDENT REPORTS \ FILES	1 YEAR ----- 3 YEARS ----- PROVIDED NO ACTION PENDING	PAPER ELECTRONIC		<input type="checkbox"/>
23 - 2	ANNUAL DEPARTMENTAL BUDGET	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 - 3	ANNUAL DEPARTMENTAL REPORT	PERMANENT	PAPER/ ELECTRONIC		<input checked="" type="checkbox"/>
23 - 4	APPLICATION FOR EMPLOYMENT -- HIRED	PLACE IN PERSONNEL FILE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 - 5	APPLICATION FOR EMPLOYMENT - NOT HIRED	1 YEAR----- 2 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 - 6	ATTENDANCE REPORTS \ RECORDS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 - 7	BLANK FORMS	UNTIL OBSOLETE OR SUPERSEDED	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 - 8	BULEPRINTS, MAPS AND PLANS (ORIGINALS)	LIFE OF INFRASTRUCT URE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 - 9	BUDGET PREPARATION DOCUMENTS (WORKING PAPERS)	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 - 10	BULLETINS, POSTERS AND NOTICES TO EMPLOYEES	UNTIL NO LONGER ADMINISTRAT IVELY NECESSARY	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 - 11	CLAIMS FOR DAMAGES	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>

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

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23 – 12	COMMUNICATIONS - EXECUTIVE - 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, PROGRAMS, FISCAL AND PERSONNEL MATTERS, ETC., WILL BE KEPT ACCORDING TO THEIR APPLICABLE RECORDS SERIES.	5 YEARS - FILE WITH RELATED RECORD(S) SERIES IF CONTENT REQUIRES LONGER RETENTION PERIOD	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 13	COMMUNICATIONS- GENERAL- 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 PURPOSE.	2 YEARS	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 14	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.	UNTIL NO LONGER OF ADMINISTRATIVE VALUE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 15	COMPLAINTS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 16	CONTINUING EDUCATION CERTIFICATIONS \ CLASS \ SEMINAR \ TRAINING ATTENDANCE RECORDS	PLACE IN PERSONNEL FILE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 17	CONTRACTS AND AGREEMENTS	1 YEAR----- 3 YEARS----- UPON CONTRACT COMPLETION	PAPER ELECTRONIC		<input type="checkbox"/>

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23 – 18	DAILY TIME & VEHICLE SHEETS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 19	DAILY WORK ORDERS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 20	DISCIPLINARY ACTION	2 YEARS AFTER DISCIPLINARY PERIOD ENDS	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 21	EMPLOYEE PERFORMANCE EVALUATION	2 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 22	EMPLOYEE TRAINING RECORDS	PLACE IN PERSONNEL FILE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 23	EQUIPMENT INVENTORIES	2 YEARS	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 24	EQUIPMENT MAINTENANCE RECORDS	LIFE OF THE EQUIPMENT	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 25	FOREMAN ASSIGNMENT SHEETS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 26	FUEL USAGE RECORDS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 27	GENERAL ORDERS, DIRECTIVES, POLICIES, RULES, REGULATIONS OR PROCEDURES	UNTIL SUPERSEDED, RETAIN ONE COPY UNTIL 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	<input type="checkbox"/>
23 – 28	GRIEVANCE HEARING RECORDS	1 YEAR AFTER RESOLVED	PAPER/ ELECTRONIC	released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
23 – 29	HAUL TICKETS	2 YEARS	PAPER/ ELECTRONIC		<input type="checkbox"/>

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23 – 30	JOB \ POSITION DESCRIPTIONS	ONE YEAR AFTER SUPERSEDED	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 31	LABOR UNION AGREEMENTS	1 YEAR----- 3 YEARS----- AFTER EXPIRATION	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 32	LETTER OF RESIGNATION (COPY)	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 33	LICENSES, PERMITS, CERTIFICATIONS	1 YEAR----- 3 YEARS----- AFTER EXPIRATION	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 34	MATERIAL SAFETY SHEETS	UNTIL SUPERSEDED	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 35	NOTIFICATION OF PAY \ PAY STEP INCREASE	COPY IN PERSONNEL FILE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 36	ORGANIZATIONAL CHARTS	UNTIL SUPERSEDED	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 37	PART TIME/SEASONAL EMPLOYEE RECORDS	1 YEAR----- 3 YEARS----- AFTER EXPIRATION	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 38	PERSONNEL FILE (DEPT. COPY)	1 YEAR----- 3 YEARS----- AFTER TERMINATION	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 39	PESTICIDE APPLICATION RECORDS	2 YEAR----- 4 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 40	PRESS \ NEWS RELEASE	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 41	PROMOTION ACTION	PLACE IN PERSONNEL FILE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 42	PURCHASE ORDERS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>

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23 – 43	RECORDS REQUESTS	25 YEAR----- 25 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 44	RECORDS RETENTION DOCUMENTS	25 YEAR----- 25 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 45	ROSTERS \ DIRECTORIES	1 YEAR AFTER SUPERSEDED OR OBSOLETE	PAPER/ ELECTRONIC		<input type="checkbox"/>
23 – 46	SALT TICKETS	3 YEAR----- 5 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 47	SEWER REPAIR SHEETS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 48	SEWER TOP CLEANING RECORDS	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 49	STREET \ ALLEY VACATION CASE FILES (DEPT. COPY)	3 YEAR----- 5 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 50	STREET NAME CHANGE RECORD (DEPT. COPY)	3 YEAR----- 5 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 51	STREET REPAIR COST SUMMARY RECORD	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 52	STREET REPAIR RECORD & O.U.P.'S	1 YEAR----- 3 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 53	WORK ORDERS	1 YEAR----- 2 YEARS-----	PAPER ELECTRONIC		<input type="checkbox"/>
23 – 54	WORK SCHEDULES	1 YEAR AFTER SCHEDULE CHANGED	PAPER/ ELECTRONIC		<input type="checkbox"/>