



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

SEP 22 2017

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
(local government entity)
[Signature]
(signature of responsible official)
Richard A. Mallon II
(name)
CANTON CITY Auditor Office
(unit)
CANTON CITY Auditor
(title)
9/12/17
(date)

Section B: Records Commission

City of Canton
(address)
218 Cleveland Ave. SW Canton
(address)
44702
(city)
(zip code)
330-438-4184
(telephone number)
Stark
(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]
Records Commission Chair Signature
9/21/17
Date

Section C: Ohio History Connection - State Archives

[Signature]
Signature
Local Government Records Archivist
Title
9/27/17
Date

Section D: Auditor of State

[Signature]
Signature
Records Mgr
Title
10-13-17
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)

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	
17-1	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 AND/OR ELECTRONIC		<input type="checkbox"/>	
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
17-2	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 purposes.	2 years	PAPER AND/OR ELECTRONIC		<input type="checkbox"/>	
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
17-3	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. The policies, procedures, programs, fiscal and personnel matters, etc. will be kept according to their applicable records series.	5 years	PAPER AND/OR 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"/>

* This is an addendum to the Canton City Auditor's Office RC-2 that was prepared and approved in 1994 by the Canton City Records Commission