

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Canton City Records Commission

(2) FROM: Canton City Auditor's Office

(3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

(4) Approvals:

Authorized department official:

Frank Perry Canton City Auditor 7/28/94
Name, title Date

Chairman, Records Commission:

Robert O'Neil 10-12-94
Name Date

Ohio Historical Society:

Judy Dace 10-18-94
Name Date

Auditor of State, Bureau of Inspection and Supervision:

Joseph J. Willis 11/21/94
Name Date

(5) Schedule number	(6) Record title and description	(7) Retention period	(8) For use by approving agencies
7-19	Contracts and Agreements	15 years after expiration	Provided audited by the Auditor of State and the Audit report is released. 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.
7-17	Accounts Ledger	5 years after last entry provided Audit	
7-17	Accounts Payable	3 years provided audited	
7-17	Accounts Receivable Ledger General	3 years provided audited	
7-19	Correspondence	Until no longer of Adm. Value 1 - 5 years	

OHIO HISTORICAL SOCIETY
JUL 19 1994
STATE AND LOCAL
GOVERNMENT RECORDS