OHIO HISTORICAL SOCIETY
STATE ARCHIVES OF OHIO
LOCAL GOVERNMENT RECORDS PROGRAM

800 E. 17TH AVENUE
COLUMBUS, OHIO 43211-2497

OHIO HISTORY CONNECTION

SEP 22 2017

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

SEE INSTRUCTIONS BEFORE COMPLETING THIS FORM.

SECTION A: LOCAL GOVERNMENT UNIT

City of Canton (LOCAL GOVERNMENT ENTITY) — Building Maintenance Department (UNIT)

(SIGNATURE OF RESPONSIBLE OFFICIAL) — Cliff Graves (NAME) — Superintendent (TITLE) — September 13, 2017 (DATE)

SECTION B: RECORDS COMMISSION

City of Canton (RECORDS COMMISSION) — (330) 438-4185 (TELEPHONE NUMBER)

218 Cleveland Ave. SW (ADDRESS) — Canton (CITY) — 44702 (ZIP CODE) — 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.

(RECORDS COMMISSION CHAIR SIGNATURE) — 9/21/17 (DATE)

SECTION C: OHIO HISTORICAL SOCIETY - STATE ARCHIVES

Amanda Rindler (SIGNATURE) — Local Government Records Archivist (TITLE) — 9/27/17 (DATE)

SECTION D: AUDITOR OF STATE

Martin E. Mu (SIGNATURE) — 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

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SECTION E: RECORDS RETENTION SCHEDULE

City of Canton
(LOCAL GOVERNMENT ENTITY)

Building Maintenance Department
(UNIT)

(1) SCHEDULE NUMBER	(2) RECORD TITLE AND DESCRIPTION	(3) RETENTION PERIOD	(4) MEDIA TYPE	(5) FOR USE BY AUDITOR OF STATE OR OHS-LGRP	(6) RC-3 REQUIRED BY OHS-LGRP
BM-01	Accident Report *(Employee Injury and/or Motor Vehicle Accident Report)*	Personnel File 6 YRS *(Provided No Action Pending)*	Paper and/or Electronic		☐
BM-02	Annual Departmental Budget	5 YRS	Paper and/or Electronic		☐
BM-03	Annual Employee Leave Use/Balances Report *(Department Head Copy)*	5 YRS	Paper and/or Electronic		☐
BM-04	Annual Leave Use & Balances Report *(Department Head Copy)*	4 YRS	Paper and/or Electronic		☐
BM-05	Application for Employment *(Department Head Copy)*	Until No Longer Administratively Needed	Paper		☐
BM-06	Attendance Reports/Records	3 YRS	Paper and/or Electronic		☐
BM-07	Bi-Weekly Report of Leave Use and Balances	Until Incorporated in Annual Leave Balance Report	Paper and/or Electronic		☐
BM-08	Bids – Successful	8 YRS After Completion of Project	Paper and/or Electronic		☐
BM-09	Bids – Unsuccessful	2 YRS After Letting of the Contract	Paper and/or Electronic		☐
BM-10	Blank Forms *(Includes Employee Payroll Forms, Accident Report Forms, Partial Payment Vouchers, Fund Transfer Forms, Templates, etc.)*	Until Obsolete or Superseded	Paper and/or Electronic		☐
BM-11	Blueprints/Vellums	Until Obsolete or Superseded *(Appraised for Historical Value)*	Paper and/or Electronic		☑
BM-12	Budget Preparation Documents *(Working Papers)*	4 YRS	Paper and/or Electronic		☐
BM-13	Bulletins, Posters, and Notices to Employees	Until No Longer Administratively Necessary	Paper and/or Electronic		☐
BM-14	Commendations, Promotions *(Department Head Copy)*	Purge 2 YRS After Termination	Paper and/or Electronic		☐

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BM-15	Continuing Education Certification/ Class/Seminar/Training Attendance Records	Place in Personnel File	Paper and/or Electronic		☐
BM-16	Contracts and Agreements	8 YRS After Expiration or Termination	Paper and/or Electronic		☐
BM-17	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 Administratively Needed	Paper and/or Electronic		☐
BM-18	Communications – General – Request for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purpose.	2 YRS	Paper and/or Electronic		☐
BM-19	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 YRS File With Related Record(s) Series If Content Requires Longer Retention Period.	Paper and/or Electronic		☐
BM-20	Delivery Slips/Packing Slips	2 YRS	Paper		☐
BM-21	Disaster Plans	Until Updated or Superseded	Paper and/or Electronic		☐
BM-22	Employee Performance Evaluation *(Department Head Copy)*	5 YRS	Paper and/or Electronic		☐
BM-23	Employee Sick Leave and Vacation Balances *(Department Head Copy)*	Continually Updated by Fiscal Office Until Employee Terminates.	Paper and/or Electronic		☐
BM-24	Equipment Inventories	3 YRS	Paper and/or Electronic		☐

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BM-25	Equipment Maintenance Records	Life of the Equipment	Paper and/or Electronic		☐
BM-26	Equipment Records – Personal Use Items *(I.E. Tools, Weapons, Uniforms, Etc.)*	Until Equipment is Returned by Employee	Paper and/or Electronic		☐
BM-27	Executive Orders	Until Superseded, Obsolete, or Replaced	Paper and/or Electronic		☐
BM-28	Fixed Assets Report	10 YRS	Paper		☐
BM-29	Facsimile *(Fax)*	1 YR *(Treat as Correspondence)*	Paper and/or Electronic		☐
BM-30	Fuel Usage Records	3 YRS	Paper and/or Electronic		☐
BM-31	General Orders, Directives, Policies, Rules, Regulations, or Procedures	Until Superseded *(Retain One Copy Until Audited)*	Paper and/or Electronic		☐
BM-32	Grievance Hearing Records *(Department Head Copy)*	1 YR After Resolved	Paper and/or Electronic		☐
BM-33	Individual Employee Leave Balance *(Department Head Copy)*	Purge 2 YRS After Termination *(Provided No Outstanding Balances)*	Paper and/or Electronic		☐
BM-34	Invoices and Supporting Documents	3 YRS	Paper and/or Electronic		☐
BM-35	Job/Position Descriptions *(Department Head Copy)*	1 YR After Superseded	Paper and/or Electronic		☐
BM-36	Labor Union Agreements *(Department Head Copy)*	15 YRS After Termination	Paper		☐
BM-37	Leave Requests – All Types *(Sick, Vacation, Overtime etc. as Department Head Copy)*	3 YRS *(Provided Balances Journalized)*	Paper and/or Electronic		☐
BM-38	Licenses, Permits, Certifications	1 YR After Expiration	Paper and/or Electronic		☐
BM-39	Manuals, Handbooks, & Directives	Until Superseded, Obsolete, or Replaced *(Retain One Copy for 5 YRS)*	Paper and/or Electronic		☐
BM-40	Manuals, Handbooks, & Directives	Until Superseded, Obsolete, or Replaced *(Retain One Copy for 5 YRS)*	Paper and/or Electronic		☐

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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.

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BM-41	Material Safety Sheets	Until Superseded	Paper and/or Electronic		☐
BM-42	Memoranda	Use Correspondence Retention Periods	Paper and/or Electronic		☐
BM-43	OSHA Logs/Reports	5 YRS	Paper and/or Electronic		☐
BM-44	Overtime and Compensatory Time Authorization *(Department Head Copy)*	2 YRS	Paper and/or Electronic		☐
BM-45	Overtime and Compensatory Time Reports *(Department Head Copy)*	2 YRS	Paper and/or Electronic		☐
BM-46	Pay-In Records	3 YRS *(Provided Audited)*	Paper		☐
BM-47	Property Inventories	3 YRS	Paper and/or Electronic		☐
BM-48	Purchase Orders *(Copies)*	Until No Longer Administratively Necessary	Paper		☐
BM-49	Records of Disciplinary Action *(Department Head Copy)*	4 YRS	Paper and/or Electronic		☐
BM-50	Records Retention Documents	25 YRS	Paper and/or Electronic		☐
BM-51	Reference/Library Materials	Until Superseded, Obsolete, or Replaced	Paper and/or Electronic		☐
BM-52	Requisitions	3 YRS	Paper		☐
BM-53	Rosters/Directories	1 YR after Superseded or Obsolete	Paper and/or Electronic		☐
BM-54	Telephone Messages	Until No Longer Administratively Necessary	Paper and/or Electronic		☐
BM-55	Training Material/Lesson Plans	Until Superseded	Paper and/or Electronic		☐
BM-56	Voice Mail	Until No Longer Administratively Necessary	Electronic		☐

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BM-57	Vouchers *(Copies)*	Until No Longer Administratively Necessary	Paper		☐
BM-58	Warranties	2 YRS After Expiration	Paper and/or Electronic		☐
BM-59	Work Orders	2 YRS	Paper		☐