



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

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

DEPARTMENT OF DEVELOPMENT

(Local Government Entity)

(Unit)

Rollin Seward

ROLLIN SEWARD

DIRECTOR

9/21/17

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

CITY OF CANTON RECORDS COMMISSION

330-438-4184

218 Cleveland Ave SW – 4th Floor

Canton

44702

(Telephone Number)
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] 9/21/17
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amanda Lindle Local Government Records Archivist 9/27/17
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh Records Mgr 10-13-17
 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
CED-101	Annexation Case Files – All department information regarding the annexation of any lands or properties into the municipality's jurisdiction	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-102	Demolition Records and Files - Information and Records regarding the demolition of structures within the municipality paid for directly with Department of Development Funds - These records of departmental only - Official Demolition Files are kept in another department	5 years after completion of project	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-103	Street/Alley/Right of Way Vacation Case Files – All Department Information regarding the vacation of right of ways within the municipality's jurisdiction	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-104	Zone Change Files - All Department Information regarding the changes of zoning within the municipality's jurisdiction	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-105	Planning Commission Meeting Records, Agendas, Minutes- All Department Information regarding the official meetings of the Canton City Planning Commission	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-106	Zoning Site Plans - Official Site plans for the zoning districts within the city.	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-107	Edward "Pee!" Coleman/Southeast Community Center Records and Files - All Department Information regarding all business conducted for, at and about the named Community Center. This will include any and all documentation regarding	Permanent until scanned, or 15 years after the property, Building, and/or longer under the municipality's ownership, management, and or administration, then appraise for historic value and administrative necessity.	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-108	Program Project Files for Residential Rehab, Rental Rehab, Furnace Replacement, HOME, CHDO, Down Payment Assistance, Emergency Rehab, Emergency Repair, RMP, HRP - All official and departmental records and information regarding the named programs	5 years past the affordability period or repayment period of the contract	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-109	Department Payroll Records - Departmental records regarding employee actions in regards to time off, overtime, comp time, and any and all other factors involved in the payroll of department employees. These records are kept with another department officially	5 years, provided audited by state	Paper and/or Electronic		<input checked="" type="checkbox"/>
					<input type="checkbox"/>

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(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
CED-110	Special Project Files - Departmental and/or official records of any or all special projects the department facilitated, administered, managed, or was involved in.	15 years after the completion of the project, then appraise for historic value	Paper and/or Electronic		<input type="checkbox"/>
CED-111	Building and Site Plans - Official and/or Departmental Drawings showing a general overview or technical specifications of any or all construction, remodel, rehabilitation, development, or any of the like that would require official drawings. These projects are any the department has facilitated, administered, managed, or otherwise been involved in.	Residential and Commercial - 5 years after completion of project or construction, then appraise for historic value. Municipality Owned - Life of structure, then appraise for historic value	Paper and/or Electronic		<input type="checkbox"/>
CED-112	Closed P.O.'s - Departmental copy of original Purchase Orders and documentation of draws from the purchase order that does not constitute their own project file. These records are officially kept by another department.	5 years, provided audited	Paper and/or Electronic	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.	<input type="checkbox"/>
CED-113	Executed Contracts - Departmental Copy of original executed contracts for various projects of the department. These records are also kept within other departments.	5 years past the affordability period or repayment period of the contract	Paper and/or Electronic		<input type="checkbox"/>
CED-114	Economic Development Loan and Project Files - Department and/or official copy of any and/or all projects that are considered an economic development loan, grant, or funding of a like project, or a project considered to assist or deal with the economic development of any or all portions of the municipality.	15 years after the expiration or termination of the loan or project, then appraise for historic value	Paper and/or Electronic		<input type="checkbox"/>
CED-115	Urban Renewal Files - Obsolete Program	OBSOLETE, no retention, appraise for historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-116	Community Development Reports - Reports and Data pertaining to the projects, outcomes, demographics, effects, and other such information of use that is collected and reported from projects or undertakings that directly or indirectly impact the community development efforts of the municipality.	10 years and Until administrative value, appraise for historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-117	Housing, Land Use, Population, Demographic, and other Special Studies - Any and all research or studies that will, were, or could be used for any or all development efforts or any other projected effort within the municipality.	10 years and Until administrative value, appraise for historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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(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
CED-118	Acquisition Project Files - Departmental and/or official records of any land acquisition directly or indirectly related to any or all projects the department participated in.	15 years after the completion of the project, then appraise for historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-119	Relocation Project Files - Departmental and/or official records of any project involving the relocation of any party in the process of any or all projects the department participated in.	25 years after completion of the project, then appraise for historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-120	Research Files - Departmental files containing research information on any and all topics that may have been brought to the attention of any department employee or associate. These files are for projects or topics that may have never come to fruition, and were maintained for informational purposes only.	5 years, appraise for historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-121	HUD Records - Departmental Records pertaining to the actions, findings, decisions, guidance's, or any other information from or of the US Department of Housing and Urban Development as it may pertain to the Department or City.	10 years past the completion of the project, provided historic value	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-122	Prevailing Wage Records - Departmental Records showing the compliance of local, state, or federal regulations regarding the payment of prevailing wages on projects where required.	15 years, provided audited	Paper and/or Electronic		<input type="checkbox"/>
CED-123	Declined Project Files - Departmental records of any or all projects that were either declined or found to not be acceptable for processing for any number of regulatory reasons.	5 years	Paper and/or Electronic		<input type="checkbox"/>
CED-124	Land Disposition Files - Departmental and Official records of all land disposition files the department we involved with in any form.	15 years after the completion of the project, then appraise for	Paper and/or Electronic		<input checked="" type="checkbox"/>
CED-125	Special State or Federal Grant Files – Departmental and/or official records of any and all special grants or funding agreements the city enters into other than regular HUD regulated funding.	Permanent	Paper and/or Electronic		<input type="checkbox"/>
CED-126	Category 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 for letters.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>

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.

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
CED-127	Category 2: Communications: General – Request for information pertaining to interpretations and other misc. inquiries; informative – does not attempt to influence policy. Including copies of outgoing	2 years	Paper and/or Electronic		<input type="checkbox"/>
CED-128	Category 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 (file with related record(s) series if content requires longer retention period.	Paper and/or Electronic		<input type="checkbox"/>
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