



Ohio Historical Society
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2497

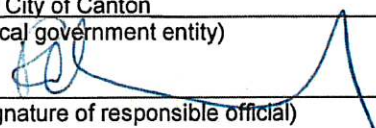
MAY 19 2022

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)		Department of Community Development (unit)	
	Rollin Seward (name)	Director (title)	4/8/2022 (date)

Section B: Records Commission

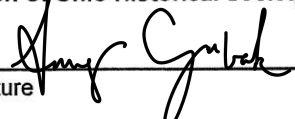
City of Canton Records Commission		330-438-4309 (telephone number)	
Records Commission			
218 Cleveland Ave SW (address)	Canton (city)	44702 (zip code)	Stark (county)

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.

	5/19/2022 (date)
Records Commission Chair Signature	Date

Section C: Ohio Historical Society - State Archives

	Government Records Archivist (title)	6/1/2022 (date)
Signature	Title	Date

Section D: Auditor of State

Signature	Date
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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**

Section E: Records Retention Schedule

(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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
CD-101	Annexation Case Files - All department information regarding the annexation of any lands or properties into the municipality's jurisdiction	5 years after completion of the project	Paper/ Electronic		<input checked="" type="checkbox"/>
CD-102	Demolition Records and Files - Information and Records regarding the demolition of structures within the municipality paid for directly with Department of Development Funds	5 years after completion of the project	Paper/ Electronic		<input checked="" type="checkbox"/>
CD-103	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 (affordability period or repayment period of the contract)	Paper/ Electronic		<input checked="" type="checkbox"/>
CD-104	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. Original records in Auditor's office-copy for reference only.	1 year	Paper/ Electronic		<input type="checkbox"/>
CD-105	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. Original records in Auditor's office-copy for reference only.	1 year	Paper/ Electronic		<input type="checkbox"/>
CD-106	Executed Contracts - Departmental Copy of original executed contracts for various projects of the department	5 years (affordability period or repayment period of the contract)	Paper/ Electronic		<input type="checkbox"/>
CD-107	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, appraise for historic value	Paper/ Electronic		<input checked="" type="checkbox"/>
CD-108	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, appraise for historic value	Paper/ Electronic		<input checked="" type="checkbox"/>

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CD-109	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/ Electronic		<input checked="" type="checkbox"/>
CD-110	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 be executed and were maintained for informational purposes only.	5 years, appraise for historic value	Paper/ Electronic		<input checked="" type="checkbox"/>
CD-111	HUD Records - Departmental Records pertaining to the actions, findings, decisions, guidance 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/ Electronic		<input checked="" type="checkbox"/>
CD-112	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.	5 years	Paper/ Electronic		<input type="checkbox"/>
CD-113	Financial Reports- Loans, reports and miscellaneous information	5 years	Paper/ Electronic		<input type="checkbox"/>
CD-114	Copies: Reading/Info/Reference Copies	Until no longer Admin. Necessary	Paper/ Electronic		<input type="checkbox"/>
CD-115	Communications – General: Request for information pertaining to department programs, policies, procedures, etc.; Includes outgoing correspondence maintained for reference purposes.	2 years or until no longer Admin. necessary	Paper/ Electronic		
CD-116	Communications – Substantive: Correspondence of Department Heads in regard to department policies, procedures, programs, fiscal and personal matter.	5 years; file with related records for content that requires longer retention	Paper/ Electronic		
CD-117	Communications – Transient: Information of temporary importance in lieu of oral communication (meetings, notices, etc). Referral letters, request for routing information or publications provided to the public which are replied to with standard letter forms	Until no longer Admin. necessary	Paper/ Electronic		
CD-118	Communications – Electronic: E-mails, Social Media, Text Messages, and/or any communications done via an online platform.	Until no longer Admin. necessary; file with related records for content that requires longer retention	Paper/ Electronic		

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CD-119	Mail - Postal Records:	2 years	Paper/ Electronic		
CD-120	Mail: - Unsolicited Mail:	Until no longer Admin. necessary, file with related content that requires longer retention	Paper/ Electronic		
CD-121	Mailing Lists:	Until updated, superseded or obsolete	Paper/ Electronic		