



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

OHIO HISTORY CONNECTION

DEC 07 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	Council Office		
(local government entity)	(unit)		
	David R. Dougherty	Council Clerk	3-10-17
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Canton Records Commission	330-438-4184		
	(telephone number)		
218 Cleveland Ave. S.W. 4 th floor	44702	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.

	12/7/2017
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Govt. Records Archivist	12/19/17
Signature	Title	Date

Section D: Auditor of State

	Records Manager	12-28-17
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.

City of Canton

Council Office

(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
Council - 1	Council Meeting Agendas	All Digital + Present and Last Year Hardcopy	Digital & Paper		<input type="checkbox"/>
Council - 2	Council Meeting Notices	1 Year	Paper		<input type="checkbox"/>
Council - 3	Minutes of Meetings	Permanent	Digital & Paper		<input type="checkbox"/>
Council - 4	AV Recordings of Meetings	1 Year	Digital		<input type="checkbox"/>
Council - 5	Council Minutes Index & Journal	Permanent	Digital & Paper		<input checked="" type="checkbox"/>
Council - 6	Ordinance Index & Journal	Permanent	Digital & Paper		<input checked="" type="checkbox"/>
Council - 7	Ordinances	Permanent	Digital & Paper		<input checked="" type="checkbox"/>
Council - 8	Informal Resolutions	Permanent	Digital & Paper		<input checked="" type="checkbox"/>
Council - 9	Liquor Licenses (Approved)	3 Years	Paper		<input type="checkbox"/>
Council - 10	Liquor Licenses (Denied)	1 Year	Paper		<input type="checkbox"/>
Council - 11	Councilmember Files	Term of Office + 1 Year (Appraise Historical Value)	Paper		<input type="checkbox"/>
Council - 12	Correspondence/ SeeClickFix Reports	2 Years + Current Year	Paper		<input type="checkbox"/>
Council - 13	Annual Departmental Budget	5 Years	Paper		<input type="checkbox"/>
Council - 14	Budget Preparation Documents	5 Years	Paper		<input type="checkbox"/>
Council - 15	Contracts/Agreements	8 Years	Digital & Paper		<input type="checkbox"/>
Council - 16	General Orders, Directives, Policies, Rules, Regulations, or Procedures	Until Superseded	Paper		<input type="checkbox"/>
Council - 17	Equipment Leases	2 Years After Expiration	Digital & Paper		<input type="checkbox"/>

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Council - 18	Records Retention Documents	Permanent	Digital & Paper		<input type="checkbox"/>
Council - 19	Oaths of Office of Elected Officials	Councilmember Files	Paper		<input type="checkbox"/>
Council - 20	Photo File	Until No Longer Current (Appraise Historical Value)	Digital & Paper		<input type="checkbox"/>
Council - 21	Receipts/Receipt Books	2 Year	Paper		<input type="checkbox"/>
Council - 22	Financial Reports (Annual)	5 Years	Paper		<input type="checkbox"/>
Council - 23	Rosters/Directories	1 Year After Superseded	Digital & Paper		<input type="checkbox"/>
Council - 24	Statistical Reports (Annual)	5 Years	Paper		<input type="checkbox"/>
Council - 25	Public Speaks Sign-Up Sheet	1 Year	Paper		<input type="checkbox"/>
Council - 26	Committee Meeting Minutes Journal	5 Years	Digital & Paper		<input type="checkbox"/>
Council - 27	Audit Reports-Internal	5 Years	Paper		<input type="checkbox"/>
Council - 28	Check Registers\Stubs\Carbons	2 Years	Paper		<input type="checkbox"/>
Council - 29	Invoices and Supported Documents	2 Years	Digital & Paper		<input type="checkbox"/>
Council - 30	Pay-In Records	2 Years	Digital & Paper		<input type="checkbox"/>
Council - 31	Petty Cash Record	2 Years	Digital & Paper		<input type="checkbox"/>
Council - 32	Purchase Orders	2 Years	Digital & Paper		<input type="checkbox"/>
Council - 33	Sales Tax Records	4 Years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>

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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
Council - 34	Payroll Record (Monthly)	3 Years	Paper		<input type="checkbox"/>
Council - 35	Zone Change Requests	5 Years (Provided No Action is Pending)	Paper		<input type="checkbox"/>
Council - 36	Community Development Reports	Until No Longer of Administrative Value	Paper		<input type="checkbox"/>
Council - 37	Annexation Records	Permanent	Paper		<input checked="" type="checkbox"/>
Council - 38	Personnel Files	2 Years After Employee Terminates Purge Extraneous Records. Retain Retirement Waivers, Service Records, and Leave Balances	Paper		<input type="checkbox"/>
Council - 39	Application for Employment (Hired)	Personnel File	Paper		<input type="checkbox"/>
Council - 40	Application for Employment (Not Hired)	1 Year	Paper		<input type="checkbox"/>
Council - 41	Job/Position Descriptions	1 Year After Superseded	Digital & Paper		<input type="checkbox"/>
Council - 42	Employee Sick Leave/Vacation Balances	Maintained in HR; Yearly Balances in Personnel File	Paper		<input type="checkbox"/>
Council - 43	Disciplinary Records	Personnel File	Paper		<input type="checkbox"/>
Council - 44	Letter of Resignation	Personnel File	Paper		<input type="checkbox"/>
Council - 45	Daily Logs	2 Years	Digital		<input type="checkbox"/>
Council - 46	E-mails	5 Years	Electronic		<input type="checkbox"/>

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Council 47	Voicemail	Until no reasonable foreseeable necessity exist for administrative operation of the office. Important messages filed with appropriate record group on Dept. record Retention Schedule.	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>