



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

APR 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 CIVIC CENTER
 (local government entity) (unit)
[Signature] BLAKE SCHILLING GENERAL MANAGER 3.16.2017
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Canton Records Commission 330-438-4184
 (telephone number)
218 Cleveland Ave. SW Canton, 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.

[Signature] 4/7/17
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amanda D Pindell Local Government Records Archivist 4/15/17
 Signature Title Date

Section D: Auditor of State

Martin E. Moore Records Mgr 4-26-17
 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)

See instructions before completing this form.

(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
CC-01	BUDGET PREPARATION DOCUMENTS	5 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-02	BULLETINS, POSTERS AND NOTICES TO EMPLOYEES	1 YEAR	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-03	EVENT CONTRACTS	8 YRS. AFTER EXP. OF CONTRACT INCL. VENDOR P.D.	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-04	VENDOR CONTRACTS	8 YRS. AFTER EXP. OF CONTRACT INCL. VENDOR P.D.	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-05	CORRESPONDENCE	1 YEAR	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-06	DELIVERY/PACKING SLIPS	2 YEARS	PAPER	<input type="checkbox"/>	<input type="checkbox"/>
CC-07	E-MAIL	5 YEARS	ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-08	LEASES (EQUIPMENT)	2 YEARS AFTER EXP.	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-09	EQUIPMENT MAINTENANCE RECORDS	LIFE OF EQUIPMENT	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-10	VOICE MAIL	UNTIL NO LONGER NECESSARY	ELECTRONIC RECORDING	<input type="checkbox"/>	<input type="checkbox"/>
CC-11	INSURANCE CERTIFICATES	2 YEARS AFTER EXP.	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-12	INVOICES AND SUPPORTING DOCS.	3 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-13	TRAVEL EXPENSE RECORDS	3 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-14	EMPLOYEE PERFORMANCE EVAL.	5 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-15	SAFETY MEETING MINUTES	2 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-16	SAFETY PROGRAMS	5 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-17	EMPLOYEE CERTIFICATIONS	2 YEARS AFTER EXP.	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>
CC-18	MONTHLY FINANCIALS	2 YEARS	PAPER AND/OR ELECTRONIC	<input type="checkbox"/>	<input type="checkbox"/>

