



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

JUN 23 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 - DMV (Division of Motor Vehicles)

(Local Government Entity)

(Unit)

Don A. Hearn
 (Signature of Responsible Official)

Don Hearn - Superintendent

(Name)

(Title)

06/15/2017

(Date)

Section B: Records Commission

City of Canton

Records Commission

380-438-4184

(Telephone Number)

218 Cleveland Ave. SW
 (Address)

Canton, OH
 (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 records 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

Date

[Signature] 6/22/17

Section C: Ohio History Connection - State Archives

Amanda Rindler
 Signature

Local Government Records Archivist
 Title

7/3/17
 Date

Section D: Auditor of State

Martin E. McBride

7-10-17

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
 SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

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 |
| DMV - 1 | Equipment Maintenance Records | Life of Equipment | E - File | | <input type="checkbox"/> |
| DMV - 2 | Annual Budget | 5 years | | | <input type="checkbox"/> |
| DMV - 3 | Material Safety Sheets | Until Superseded | | | <input type="checkbox"/> |
| DMV - 4 | Vehicle Maintenance Records | Until Vehicle sold | E - File | | <input type="checkbox"/> |
| DMV - 5 | Vehicle Mileage Records | Until Vehicle sold | E - File | | <input type="checkbox"/> |
| DMV - 6 | Fuel Usage Records | 3 years | E - File | | <input type="checkbox"/> |
| DMV - 7 | Training Reports | Until Obsolete or Replaced | | | <input type="checkbox"/> |
| DMV - 8 | Manuals | 5 years | Paper | | <input type="checkbox"/> |
| DMV - 9 | Purchase Orders | 3 years | Paper | | <input type="checkbox"/> |
| DMV - 10 | Employee leave use Balance Reports | 5 years | Paper Electronic | | <input type="checkbox"/> |
| DMV - 11 | Overtime and Comp time Reports | 2 years | Paper Electronic | | <input type="checkbox"/> |
| DMV - 12 | Employee Evaluation Performance | 5 years | Paper Electronic | | <input type="checkbox"/> |
| DMV - 13 | Employee Sick Leave & Vacation Balance | Update Continually | Paper Electronic | | <input type="checkbox"/> |
| DMV - 14 | Inventory List | 3 years | Paper Electronic | | <input type="checkbox"/> |

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 |
| DMV - 15 | Correspondence (Routine form letters) | 1 year | Paper | | <input type="checkbox"/> |
| DMV - 16 | Correspondence (General) | 2 years | Paper | | <input type="checkbox"/> |
| DMV - 17 | Correspondence (with legislative branch) | 5 years | Paper | | <input type="checkbox"/> |
| DMV - 18 | Correspondence (Executive) | 5 years | Paper | | <input type="checkbox"/> |
| DMV - 19 | Email Retain in individual accts for 3yrs Retain on administrative back up acct for 10yrs | 3 years 10 years | Electronic | | <input type="checkbox"/> |
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