



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

JUN 21 2018

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 (Local Government Entity)	Division of Fire (Unit)		
	Thomas Garra	Chief	5-24-18
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

Records Commission		330-438-4301	
		(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.

6/21/2018

Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Local Government Records Archivist 7/6/18

Signature Title Date

Section D: Auditor of State

Records Mgr 7-19-18

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**

(Local Government Entity)

Fire Department

(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
2011-01	Annual Report	Permanent	Paper		<input checked="" type="checkbox"/>
2011-02	Application Interview Records (hired)	Duration of Employment	Paper		<input type="checkbox"/>
2011-03	Application Interview Records (not hired)	5 years	Paper		<input type="checkbox"/>
2011-04	Badges/Tags	Duration of Employment	Metal Plastic		<input type="checkbox"/>
2011-05	Budget Prep. Documents (working papers)	4 years	Paper		<input type="checkbox"/>
2011-06	Budget, Annual Departmental	5 years	Paper		<input type="checkbox"/>
2011-07	Check pick-up sheets	5 years	Paper		<input type="checkbox"/>
2011-08	Contracts and agreements	15 years after expiration or termination	Paper		<input type="checkbox"/>
2011-09	Copies of communications and correspondence to the Fire Chiefs	5 years	Paper		<input type="checkbox"/>
2011-10	Correspondence: Routine Form Letters General w/Legislative Branch Executive	1 year 2 years 3 years 5 years	Paper Paper Paper Paper		<input type="checkbox"/>
2011-11	Delivery Slips/Packing slips	2 years	Paper		<input type="checkbox"/>
2011-12	Disaster Plan	until superseded	Paper		<input type="checkbox"/>
2011-13	Equipment Maintenance Records	Life of Equipment	Paper		<input type="checkbox"/>
2011-14	Federal Grant for station improvements	Permanent	Paper		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Canton**

(Local Government Entity)

Fire Department

(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
					<input type="checkbox"/>
2011-15	Fire Codes	Until superseded	Paper		<input type="checkbox"/>
2011-16	Firehouse Records	Permanent	Electronic		<input checked="" type="checkbox"/>
2011-17	Grievance Hearing Records	5 years after resolved	Paper		<input type="checkbox"/>
2011-18	Incident Reports, Archived	Permanent	Paper		<input type="checkbox"/>
2011-19	Incident Reports, Firehouse	Permanent	Electronic		<input type="checkbox"/>
2011-20	Licenses, Permits, Certifications unless listed separately herein	1 year after expiration	Paper		<input type="checkbox"/>
2011-21	List of FD vehicle accidents and accident reports	5 years	Paper		<input type="checkbox"/>
2011-22	Log Books: Chief, Battalion Chief, Fire Stations	Permanent	Paper		<input checked="" type="checkbox"/>
2011-23	Meeting Minutes, Hard Copy	Permanent	Paper		<input checked="" type="checkbox"/>
2011-24	Monthly, Quarterly, or Semiannual Reports unless listed separately herein	Until incorporated into annual report	Paper		<input type="checkbox"/>
2011-25	Mutual Aid Agreements	10 years after superseded	Paper		<input type="checkbox"/>
2011-26	Original bills and receipts not sent to Treasurer	Permanent	Paper		<input type="checkbox"/>
2011-27	Personnel attendance records	Permanent	Paper		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Canton**

(Local Government Entity)

Fire Department

(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
2011-28	Personnel Daily Payroll Reports	Permanent	Paper		<input type="checkbox"/>
2011-29	Personnel Day sheets, Chiefs Clerk	Permanent	Paper		<input type="checkbox"/>
2011-30	Personnel Day sheets	Permanent	Electronic		<input type="checkbox"/>
2011-31	Personnel Files, including retirees (Chiefs Clerk)	Permanent	Paper		<input type="checkbox"/>
2011-32	Personnel Injury report Copies	Permanent	Paper		<input type="checkbox"/>
2011-33	Personnel Overtime Copies	10 years	Paper		<input type="checkbox"/>
2011-34	Personnel Pay Adjust. Copies	10 years	Paper		<input type="checkbox"/>
2011-35	Press/News Releases	5 years	Paper		<input type="checkbox"/>
2011-36	Purchase Orders (yellow)	3 years	Paper		<input type="checkbox"/>
2011-37	Radio Tests	2 years	Paper		<input type="checkbox"/>
2011-38	Records Retention Paperwork	25 years	Paper		<input type="checkbox"/>
2011-39	Records Requests, unless attached to file	2 years	Paper		<input type="checkbox"/>
2011-40	Requisitions	3 years	Paper		<input type="checkbox"/>
2011-41	State Auditor's Report	Permanent	Paper		<input checked="" type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Canton**

(Local Government Entity)

Fire Department

(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
2011-42	State Examiners Report	Permanent	Paper		<input checked="" type="checkbox"/>
2011-43	State incident Reporting (Ohio Fire Incident Reporting System) office copies	2 years	Paper		<input type="checkbox"/>
2011-44	Station Inspections (by BC)	1 year	Paper		<input type="checkbox"/>
2011-45	Uniform Inspection	5 years	Paper		<input type="checkbox"/>
2011-46	Ambulance Run Reports (archived orange cards)	Permanent	Paper		<input type="checkbox"/>
2011-47	EMS Controlled Substance Logs	7 years	Paper		<input type="checkbox"/>
2011-48	EMS Run Reports	7 years	Paper		<input type="checkbox"/>
2011-49	EMS Run Reports	Permanent	Electronic		<input type="checkbox"/>
2011-50	EMS Vehicle inventory Forms	7 years	Paper		<input type="checkbox"/>
2011-51	EMS Billing reports and collection information	7 years	Paper		<input type="checkbox"/>
2011-52	EMS billing reports and collection information	Permanent	Electronic		<input type="checkbox"/>
2011-53	EMS Event information: NON-HOF Events 1 annual HOF event folder	5 years Permanent	Paper Paper		<input type="checkbox"/>
2011-54	FPB Arson Reports/files	Permanent	Paper		<input checked="" type="checkbox"/>
					<input type="checkbox"/>

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

See instructions before completing this form.

City of Canton

(Local Government Entity)

Fire Department

(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
					<input type="checkbox"/>
2011-55	FPB Company building inspection, occupancy reports	6 months after transfer to computer	Paper		<input type="checkbox"/>
2011-56	FPB Company building inspection, occupancy reports	Permanent	Electronic		<input checked="" type="checkbox"/>
2011-57	Fire Reports (typed report taken verbatim from log)	10 years	Paper		<input type="checkbox"/>
2011-58	FPB Fireworks/tent permits (pink cards and receipts)	2 years after expiration	Paper		<input type="checkbox"/>
2011-59	FPB investigation Files	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
2011-60	FPB Master Cards and Vehicle Cards	Permanent	Paper		<input type="checkbox"/>
2011-61	FPB Occupancy files, including storage tank records	Permanent	Paper		<input type="checkbox"/>
2011-62	FPB Occupancy inspections by Outside Companies	5 years	Paper		<input type="checkbox"/>
2011-63	Recreational Fire Permits, Excel	2 years	Electronic		<input type="checkbox"/>
2011-64	Motor Vehicle Accident files	7 years unless in litigation	Paper		<input type="checkbox"/>
2011-65	Motor Vehicle Accident files	Permanent	Electronic		<input type="checkbox"/>
2011-66	NIMS records, excluding routine correspondence	Permanent	Paper		<input type="checkbox"/>
2011-67	NIMS Roster for all City Employees	Permanent	Electronic		<input type="checkbox"/>
2011-68	Training records, Personnel	Permanent	Paper		<input type="checkbox"/>
2011-69	Training records, Personnel	Permanent	Electronic		<input type="checkbox"/>
2011-70	Training records, Company	Permanent	Paper		<input type="checkbox"/>
2011-71	Training records, Company	Permanent	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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

See instructions before completing this form.

City of Canton

(Local Government Entity)

Fire Department

(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
2011-72	Various administrative documents: bulletins, posters, employee notices, blank forms, reference copies/materials, drafts, drawings, tracings, Mylars, equipment loan slips, Executive Order Copies, FD policies, audiovisual, PR & training materials, blueprints/Vellums, junk mail, mailing lists, material safety sheets, municipal publications, organizational charts, text messages, and voicemail (VM) messages	Until updated, superseded, obsolete, or no longer administratively necessary; appraise for historical value (no RC-3 required) Refer to section 1 – General Adm. Records if unsure of document to be destroyed	Paper; Electronic VM; Electronic bulletin board		<input type="checkbox"/>
2011-73	Vehicle maintenance, mileage records	Until vehicle sold	Paper		<input type="checkbox"/>
2011-74	Warranties	2 years after expiration	Paper		<input type="checkbox"/>
2011-75	FPB voicemails, text messages or emails that are investigative or evidentiary in nature	Permanent	Electronic		<input type="checkbox"/>
2011-76	ESO Patient Reporting Records	Permanent	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

