



MAY 28 2014

STATE AND LOCAL GOVERNMENT RECORDS  
**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

Section A: Local Government Unit

City of Canton Income Tax Department  
 (local government entity) (unit)  
*[Signature]* Kim R. Perez Treasurer 5-14-14  
 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

City of Canton 330-438-4185  
 Records Commission (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]*

5-28-14

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner Asst. Records Archivist 6/10/14  
 Signature Title Date

Section D: Auditor of State

Martin E. Mueh 6-17-14  
 Signature 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

City of Canton

Income Tax Department

(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
84-01	FINAL RETURNS	7 yrs	Paper/computer		<input type="checkbox"/>
84-02	Del Tax Remittance	7 yrs	Paper/computer		<input type="checkbox"/>
84-03	Estimated Tax	7 yrs	Paper/computer		<input type="checkbox"/>
84-04	Withholding Remittance	7 yrs	Paper/computer		<input type="checkbox"/>
84-05	Bank Deposit Slips	7 yrs	Paper/Paper		<input type="checkbox"/>
84-06	Posting Recap	7 yrs	Paper/computer		<input type="checkbox"/>
84-07	Cash Report	7 yrs	Paper/computer		<input type="checkbox"/>
84-08	Refund Vouchers	7 yrs	Paper/computer		<input type="checkbox"/>
84-09	Business Reconciliation	7 yrs	Paper/computer		<input type="checkbox"/>
84-10	Correspondence	7 yrs	Paper/tape/computer		<input type="checkbox"/>
84-11	Purchase Orders	7 yrs	Paper/computer		<input type="checkbox"/>
84-12	Refund Check Register	7 yrs	Paper/computer		<input type="checkbox"/>
84-13	Misc. Cash Receipts	7 yrs	Paper/computer		<input type="checkbox"/>
84-14	Del. Account Records	7 yrs	Paper/computer		
84-15	1099G	7 yrs	Paper/computer		



**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
84-16	Audio record of monthly Income Tax Board of Review meetings	1 year	Digital File		<input type="checkbox"/>
84-17	Security video feed of Income Tax Dept. * If there is a security event, video record will be transferred to magnetic medium.	30 days*	Digital File		<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"/>
					<input type="checkbox"/>