



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

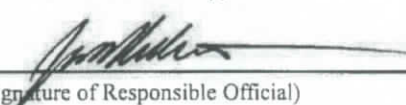
SEP 22 2017

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		Law Department	
(Local Government Entity)		(Unit)	
	Joe Martuccio	Law Director	9/6/2017
(Signature of Responsible Official)	(Name)	(Title)	(Date)


Section B: Records Commission

City of Canton		Records Commission	330-438-4184
			(Telephone Number)
218 Cleveland Ave. S.W.	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

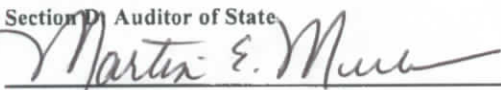
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	9/21/17
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	9/27/17
Signature	Title	Date

Section D: Auditor of State

	Records Manager	10-13-17
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.

(Local Government Entity)City of Canton

(Unit)Law Department

(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
1	Civil Litigation	10 yrs	Paper		<input type="checkbox"/>
2	Civil Litigation containing settlement	Permanent	Paper		<input checked="" type="checkbox"/>
3	Income Tax Civil Cases	Hold until satisfaction or dismissal filed, then destroy (no RC-3 required)	Paper		<input type="checkbox"/>
4	Income Tax Civil Cases	Hold until satisfaction or dismissal filed, then destroy (no RC-3 required)			<input type="checkbox"/>
5	Copies of Tax Delinquent Letters	3 yrs	Paper		<input type="checkbox"/>
6	Claims Against the City	5 yrs	Paper		<input type="checkbox"/>
7	Releases for Settlements	Permanent	Paper		<input checked="" type="checkbox"/>
8	City Claims for Property Damage	Until paid or no longer collectible	Paper		<input type="checkbox"/>
9	Copies of Adopted Ordinances	5 yrs	Paper		<input type="checkbox"/>
10	Copies of Withdrawn/Defeated Ordinances	1 yr	Paper		<input type="checkbox"/>
11	Master Copy of Codified Ordinances from Codifier	Permanent	Disk/CD- Rom		<input checked="" type="checkbox"/>

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(Local Government Entity)City of Canton

(Unit)Law Department

(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
12	Subject/Department Files	10 yrs	Paper		<input type="checkbox"/>
13	Law Director Legal Opinions	Permanent	Paper		<input checked="" type="checkbox"/>
14	Informational Copies	Hold until no longer of admin. Value, then destroy (No RC-3 required)	Paper		<input type="checkbox"/>
15	General Investment Notices	Hold until no longer of admin. Value, then destroy (No RC-3 required)	Paper		<input type="checkbox"/>
16	Copies of Purchase orders/Vouchers	Hold until no longer of admin. Value, then destroy (No RC-3 required)	Paper		<input type="checkbox"/>
17	Criminal Intake Forms	4 years	Paper		<input type="checkbox"/>
18	Communications – Transient – Conveys information of temporary importance in lieu of oral communications (i.e. drafts meeting notices, etc.)/ Referral letters, requests for routine information or publication(s) provided to the public by an agency which are answered by standard form letters.	Until no longer of admin. Value	Paper/Elec tronic		<input type="checkbox"/>

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(Local Government Entity)City of Canton

(Unit)Law Department

(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
19	Communications – General – Request for information pertaining to interpretations and other misc. inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purpose.	2 yrs	Paper/Elec tronic		<input type="checkbox"/>
20	Communications – Executive – Correspondence of the head and executive staff of an agency dealing with significant aspects of the administration of the agency. Includes information concerning agency policies, procedures, programs, fiscal and personnel matters, etc. The policies, procedures, programs, fiscal and personnel matters, etc. will be kept according to their applicable records series.	5 yrs; file with related record(s) series if content requires longer retention period	Paper/Elec tronic		<input type="checkbox"/>
21	Prosecutor Hearings requested by Law Enforcement	4 yrs	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>