



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

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**

Canton Park Commission

(local government entity) \_\_\_\_\_ (unit) \_\_\_\_\_  
 (signature of responsible official) Brandon King (name) Treasurer (title) 6-21-17 (date)

**Section B: Records Commission**

City of Canton Records Commission 330-438-4184  
 (telephone number)  
 218 Cleveland Ave. SW, 6<sup>th</sup> floor Canton 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] 6/22/17  
 Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archives**

Amanda Pindler Local Government Records Archivist 7/3/17  
 Signature Title Date

**Section D: Auditor of State**

Martin E. Mueh Records Mgr 7-10-17  
 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**

Canton Parks Commission

(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
17-JRD-01	<b>General Subject Files: (General correspondence and information on a variety of topics.)</b>				<input type="checkbox"/>
	<b>a. Administrative files and department letters, complaints, concerns, commendations, correspondence, etc.</b>	<b>Annual Review</b>	<b>Paper or Electronic</b>		<input type="checkbox"/>
	<b>b. Boards/Commissions (including but not limited to minutes of Park Board).</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		<input checked="" type="checkbox"/>
	<b>c. Administrative files, meeting notes for local organizations; service clubs.</b>	<b>Annual Review</b>	<b>Paper or Electronic</b>		<input type="checkbox"/>
	<b>d. Accident Reports</b>				<input type="checkbox"/>
	<b>1. Major Accident (When EMS attention is needed – Pink copy is kept) duplicate in Law.</b>	<b>2 years provided no action pending.</b>	<b>Paper or Electronic</b>		<input type="checkbox"/>
	<b>2. Minor Accident (Yellow copy is kept)</b>	<b>2 years provided no action pending</b>	<b>Paper or Electronic</b>		<input type="checkbox"/>
	<b>e. Insurance – duplicated in Finance (Certificates of Insurance for outside groups using city facilities or parks).</b>	<b>2 years after expiration</b>	<b>Paper or Electronic</b>		<input type="checkbox"/>
	<b>f. Policy, employee, facility and operations manuals (updated periodically, approximately twice a year).</b>	<b>*Until no reasonably foreseeable necessity exists for the administrati ve operation of office.</b>	<b>Paper or Electronic</b>		<input type="checkbox"/>

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

*Canton Parks Commission*

(local government entity)

(unit)

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	g. Presentation Materials (hard copies of PowerPoint's, related miscellaneous handouts, etc.)	*Until no reasonably foreseeable necessity exists for the administrative operation of office.	Paper or Electronic		<input type="checkbox"/>
	h. Plaques and Awards – Includes plaques, certificates, and awards presented to Department or City by outside organizations. Also includes prototypes of awards presented to employees or volunteers by Department.	Permanent			<input checked="" type="checkbox"/>
					<input type="checkbox"/>
17-JRD-02	General Parks & Recreation Administration Files:				<input type="checkbox"/>
	a. Park records of existing or previously existing parks (files on parks, properties, buildings, maps).	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
	b. Cemetery burial and owner records.	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
	c. Cemetery operating records, maintenance schedules, general correspondence.	2 years	Paper or Electronic		<input type="checkbox"/>
	d. Living Tree records	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
	e. Program records (statistical/historical information).	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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Canton Parks Commission

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	f. Preliminary drawings, maps, drafts, outlines of various department projects, specifications, plans for projects not built.	*Until no reasonably foreseeable necessity exists for the administrative operation of office.	Paper or Electronic		<input type="checkbox"/>
	g. Meetings (agendas, meeting notes, outlines, exercise handouts).	3 years	Paper or Electronic		<input type="checkbox"/>
	h. Monthly and annual reports (retain for publicity research).	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
	i. Objectives and goals (meeting notes, status updates, miscellaneous correspondence).	5 years	Paper or Electronic		<input type="checkbox"/>
	j. Facility studies, opinion polls, wage surveys, program/facility evaluation cards, etc.				<input type="checkbox"/>
	1. Final reports	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
	2. Backup info used to compile final reports.	2 years	Paper or Electronic		<input type="checkbox"/>
	k. Work requests and capital improvement projects, construction minutes, and architect field reports.	5 years	Paper or Electronic		<input type="checkbox"/>
	l. Calendars (desk, schedule, appointment, etc.)	1 year	Paper or Electronic		<input type="checkbox"/>
	m. Publications, supply catalogues, etc. (Retain current year only of PRCA-related state and national magazines, newsletters).	Annual Review	Paper or Electronic		<input type="checkbox"/>

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	n. Working desk files (copies of contracts, negotiations, construction projects, etc.) Incorporate into main files when completed.	Annual Review	Paper or Electronic		<input type="checkbox"/>
	o. Contracts and Agreement files				<input type="checkbox"/>
	1. Contracts and Agreements (originals).	8 years after expiration or termination	Paper or Electronic		<input type="checkbox"/>
	p. Sponsorship Files – records of outside organizations solicited to provide financial or in-kind donations to support special events.				<input type="checkbox"/>
	1. Contact List – includes unsuccessful inquiry correspondence.	Annual Review	Paper or Electronic		<input type="checkbox"/>
	2. Successful Contacts – includes correspondence, notes, budgets, and public relations, materials.	5 years after expiration provided	Paper or Electronic		<input type="checkbox"/>
	3. Formal Sponsorship Agreements/Contracts – includes detailed descriptions of goods, services, financing provided by outside organizations in support of specific events.	8 years after expiration or termination			<input type="checkbox"/>
					<input type="checkbox"/>
17-JRD-03	Department Publicity:				<input type="checkbox"/>
					<input type="checkbox"/>

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	a. Scrapbook	5 years + Appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
	b. Brochures, flyers, news releases and other related publicity material.	*Until no reasonably foreseeable necessity exists for the administrati ve operation of office.	Paper or Electronic		<input type="checkbox"/>
	c. Slides, photos, videos, etc.	5 years + Appraise for historical value	Paper or Electronic		<input checked="" type="checkbox"/>
17-JRD-04	Personnel Records:				<input type="checkbox"/>
	a. General Information (correspondence, administrative files).	*Until no reasonably foreseeable necessity exists for the administrati ve operation of office.	Paper or Electronic		<input type="checkbox"/>
	b. Individual employee files (permanent files in Human Resource Department; includes Special Employee Contracts)	Termination plus 2 years	Paper or Electronic		<input type="checkbox"/>
	c. Applications for employment (unsuccessful)	1 year	Paper or Electronic		<input type="checkbox"/>
	d. Time and Leave requests.	3 years	Paper or Electronic		<input type="checkbox"/>

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

*Canton Parks Commission*

**RC-2** means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

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	e. Time cards or Kronos system. (keep backup 3 years).	3 years, provided audited	Paper or Electronic		<input type="checkbox"/>
	f. Employee scheduling, availability sheets/forms, work logs, etc. (See Kronos)	1 year	Paper or Electronic		<input type="checkbox"/>
17-JRD-05	Statistical Information:				<input type="checkbox"/>
	a. Cash reports (includes receipts, reports, bank records, etc. activities).	3 years + Audit	Paper or Electronic		<input type="checkbox"/>
	b. Finance and Accounting (*original in Finance) includes purchase orders, purchase requisitions, disbursements, travel, etc.	2 years + Audit	Paper or Electronic		<input type="checkbox"/>
	c. Refund account information (Request for refund) – Cancelled checks and Check Stubs are kept in Finance.	2 years	Paper or Electronic		<input type="checkbox"/>
	d. Departmental budget information.	5 years	Paper or Electronic		
	e. Miscellaneous budget notes (desk copies).	Annual Review	Paper or Electronic		
	f. Program measurements (updated quarterly) – Statistical information on all program areas – only need to retain final year's figures, which includes quarters.	Permanent	Paper or Electronic		
17-JRD-06	Miscellaneous Department Files:				
	a. Registration forms (schedules, rosters of attendance, sign-up sheets, program change request, etc.)	3 years	Paper or Electronic		
	b. Permission slips; waivers, health history.	7 years	Paper or Electronic		
	c. Equipment inventory (duplicated in Finance).	3 years	Paper or Electronic		

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	<b>d. Equipment maintenance reports.</b>	<b>Life of equipment.</b>	<b>Paper or Electronic</b>		
	<b>e. Reservation books (reservation calendars, transportation reservation book, transportation logs, etc.)</b>	<b>3 years</b>	<b>Paper or Electronic</b>		
	<b>f. Facilities' operation records (passes, use records, memberships, mailing lists, etc. at all Parks and Recreation facilities).</b>	<b>7 years</b>	<b>Paper or Electronic</b>		
	<b>g. Chemical Usage Records (fertilizer, weed killer, insecticide, chlorine, pool chemicals, etc.)</b>	<b>Until superseded or obsolete</b>	<b>Paper or Electronic</b>		
	<b>h. Checklists (facility, maintenance, duties, safety, etc.)</b>	<b>7 years</b>	<b>Paper or Electronic</b>		
	<b>i. Permits or Rental forms (i.e. gym rental forms).</b>	<b>3 years</b>	<b>Paper or Electronic</b>		
	<b>j. Receipts</b>	<b>2 years</b>	<b>Paper or Electronic</b>		
	<b>k. Seasonal Positions – (i.e. gym rental workers – custodian employee file).</b>	<b>3 years</b>	<b>Paper or Electronic</b>		
	<b>l. Blank Forms – (could include new hire packets for seasonal positions).</b>	<b>*Until no reasonably foreseeable necessity exists for the administrati ve operation of the office.</b>	<b>Paper or Electronic</b>		
	<b>m. Activity Fliers</b>	<b>Audit by auditor 3 years.</b>	<b>Paper or Electronic</b>		
	<b>n. Payroll Reports</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		

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	<b>o. Worker's Compensation Injury</b>	<b>10 years</b>	<b>Paper or Electronic</b>		
	<b>p. Codified Ordinances Board Resolutions.</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		✓
	<b>q. Exemption Certificates</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		
	<b>r. CMS Data Match</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		
	<b>s. Census Bureau Survey (U.S. Census Bureau survey).</b>	<b>Ten years</b>	<b>Paper or Electronic</b>		
	<b>t. Vehicles - C.J.R.D.</b>	<b>Until vehicle(s) is sold or no longer under title of C.J.R.D.</b>	<b>Paper or Electronic</b>		
	<b>u. Legal Ads - bidding projects - (maintain with winning bid).</b>	<b>8 years after expiration of contract or termination.</b>	<b>Paper or Electronic</b>		
	<b>v. Board members (proof - driver's license - background check).</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		
	<b>w. Levy - Campaign Finance Reports</b>	<b>Permanent</b>	<b>Paper or Electronic</b>		
	<b>x. Correspondence - Messages sent and received by electronic means that include, letters, memoranda, faxes, email and misc. communications, etc.</b>	<b>Retain according to content, ensure metadata retained.</b>	<b>Paper or Electronic</b>		
	<b>1. Transient - Communications which conveys information of temporary</b>	<b>Until no longer of</b>	<b>Paper or Electronic</b>		

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	<b>importance in lieu of oral communication. i.e. drafts, meeting notices, etc. Referral letters, request for routine information or publications provided to the public by an agency which are answered by standard form letters.</b>	<b>administrative value.</b>			
	<b>2. General – Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.</b>	<b>2 years</b>	<b>Paper or Electronic</b>		
	<b>3. Substantive – 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, program, fiscal and personnel matters.</b>	<b>Five years; file with related records if content required longer retention; appraise for historical value.</b>	<b>Paper or Electronic</b>		