



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

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 | Purchasing Department | | |
| (local government entity) | John Highman | (unit) Director of Purchasing | 9-18-2017 |
| (signature of responsible official) | (name) | (title) | (date) |

Section B: Records Commission

| | | | |
|--|--------------------|------------|----------|
| City of Canton Records Commission | 330-438-4184 | | |
| | (telephone number) | | |
| 218 Cleveland Ave. SW, 4 th floor | 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] 9/21/17
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

| | | |
|-----------------------|------------------------------------|---------|
| <i>Amanda Rindler</i> | Local Government Records Archivist | 9/27/17 |
| Signature | Title | Date |

Section D: Auditor of State

| | | |
|-----------------------|-----------------|----------|
| <i>Martin E. Maus</i> | 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.*

City of Canton

Purchasing 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 LGRP | (6) RC-3 Required by LGRP |
|---------------------------|--|--|-------------------------------|---|---------------------------------------|
| PUR-01 | Meeting Agendas | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-02 | Annual Department Report | Permanent | Paper and/or Electronic | | <input checked="" type="checkbox"/> |
| PUR-03 | Audiovisual, PR & Training Materials | Until superseded, obsolete, or replaced | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-04 | Blank Forms (Including Vendor Registration Forms, Templates, etc.) | Until obsolete or superseded | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-05 | Budget Preparation Documents (Working Papers) | 4 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-06 | Bulletins, Posters and Notices to Employees | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-07 | Contracts and Agreements | 8 years after expiration or termination of contract including any agreements and warranties that are part of the contract file | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-08 | Contract Log (Annual Report of All Active Contracts) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-09 | Copies (Reading/Informational/Reference Copy) | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-10 | Copies (Official File Copy) | Use applicable records series retention period | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-11 | 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 | Until no longer of administrative value | Paper and/or Electronic | | <input type="checkbox"/> |

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|---------------------------|---|---|-------------------------|---|---------------------------------------|
| | the public by an agency which are answered by standard form letters. | | | | |
| PUR-12 | 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 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-13 | 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 years; file with related record(s) series if content requires longer retention period | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-14 | Delivery Slips/Packing Slips | 2 years | Paper | | <input type="checkbox"/> |
| PUR-15 | Drafts | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-16 | Equipment Maintenance Records | Life of the equipment | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-17 | Flow Charts (Operations) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-18 | General Orders, Directives, Policies, Rules, Regulations or Procedures (Departmental) | Until superseded | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-19 | Leases (Equipment) | 2 years after expiration | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-20 | Leases (Real Estate) | 5 years after expiration | Paper and/or Electronic | | <input type="checkbox"/> |

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|---------------------------|---|---|-------------------------|---|---------------------------------------|
| PUR-21 | Mail (Unsolicited Mail) | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-22 | Mail (Postal Records: Registered, Certified, Insured, etc.) | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-23 | Mail (Logs or Receipts/Postal Meter Documents) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-24 | E-mail | See correspond. | Electronic | | <input type="checkbox"/> |
| PUR-25 | Mailing Lists | Until superseded or obsolete | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-26 | Manuals, Handbooks, and Directives | Until superseded, obsolete or replaced (retain one file copy for 5 years) | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-27 | Meeting Notices | 1 year | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-28 | Board of Control Minutes (Approved Hardcopy) | Permanent | Paper | | <input checked="" type="checkbox"/> |
| PUR-29 | Board of Control Minutes (Drafts/Notes) | Until hardcopy of minutes approved | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-30 | Press/News Releases | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-31 | Records Retention Documents (RC 1, RC 2, and RC 3 Forms) | 25 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-32 | Records Requests | 5 years | Paper and/or Electronic | | <input type="checkbox"/> |

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|---------------------------|---|--|-------------------------|---|---------------------------------------|
| PUR-33 | Phone, Voicemail, and Text Messages | Until no longer administratively necessary | Electronic Recording | | <input type="checkbox"/> |
| PUR-34 | Bid Bonds (Successful Bidder) | Retain until acceptance of performance bond | Paper | | <input type="checkbox"/> |
| PUR-35 | Bid Bonds (Unsuccessful Bidder) | Return after project awarded | Paper | | <input type="checkbox"/> |
| PUR-36 | Bids-Successful | 8 years after expiration or termination of contract including any agreements and warranties that are part of the contract file | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-37 | Bids-Unsuccessful | 2 years after letting of the contract | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-38 | Insurance Certificates of Vendors/Contractors | 2 years after expiration | Paper | | <input type="checkbox"/> |
| PUR-39 | Invitation to Bid (ITB) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-40 | Invoices and Supporting Documents | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-41 | Performance Bonds | Retain with contract | Paper | | <input type="checkbox"/> |
| PUR-42 | Purchase Orders | 3 years | Paper | | <input type="checkbox"/> |
| PUR-43 | Request for Proposals (RFPs) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |

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|---------------------------|---|---|-------------------------------|---|---------------------------------------|
| PUR-44 | Travel Expense Records | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-45 | Legal Notices and Proof of Publication | 5 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-46 | Bi-weekly Report of Leave Use and Balances | Until incorporated in annual leave balances report | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-47 | Annual Employee Leave Use / Balances Report (Department Head Copy) | 5 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-48 | Annual Leave Use and Balances by Municipal Unit (Department Head Copy) | 5 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-49 | Individual Employee Leave Balances (Department Head Copy) | Purge 2 years after termination provided no outstanding balances | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-50 | Overtime and Comp. Time Authorization (Department Head Copy) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-51 | Overtime and Com. Time Reports (Department Head Copy) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-52 | Commendations, Promotions (Department Head Copy) | Purge 2 years after termination | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-53 | Employee Performance Evaluation (Department Head Copy) | 5 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-54 | Employee Sick Leave and Vacation Balances (Department Head Copy) | Updated continually / Purge 2 years after termination | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-55 | Receipts (Vendors' Purchase of Bid Documents, Sale of City Assets Through Auctions, etc.) | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |

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|---------------------------|---|---|-------------------------|---|---------------------------------------|
| PUR-56 | Building and Project Plans/Drawings | Life of building or project and then appraised for historic value by department | Paper and/or Electronic | | <input checked="" type="checkbox"/> |
| PUR-57 | Audio Recordings of Meetings | 1 year if hard copy minutes approved | Electronic | | <input type="checkbox"/> |
| PUR-58 | Vendor Registration Forms | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-59 | Project Reports and Evaluations | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-60 | Inventory Lists | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-61 | Bid Evaluations and Bid Tabs | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-62 | Meeting Sign In Sheets (Pre-bid Meetings, Pre-Job Meetings, etc.) | Until no longer administratively necessary | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-63 | Plan Holders and Bidders Lists | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-64 | Notices to Proceed | 2 years or project completion date if longer | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-65 | Notices of Commencement | 2 years or project completion date if longer | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-66 | Notices of Furnishing | 2 years or project completion date if longer | Paper and/or Electronic | | <input type="checkbox"/> |
| | Requests for Notices of Commencement | 2 years or project | Paper | | <input type="checkbox"/> |

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| PUR-67 | | completion date if longer | and/or Electronic | | <input type="checkbox"/> |
| PUR-68 | Insurance Cancellation Notices (for Vendors) | 1 year | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-69 | Membership Information and Documents (Cooperative Purchasing Memberships, Professional Organizations, etc.) | 2 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-70 | Property Insurance Loss Prevention Reports | 5 years or until superseded by a new report | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-71 | Overtime/Compensatory Time Sign-up Sheets | 1 year from last date offered on sheet | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-72 | Pre-bid and Construction Meeting Minutes | 2 years or project completion date if longer | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-73 | Department Pay-In Records | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-74 | Asset Disposal/Transfer Forms | 3 years | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-75 | Minimum Wage Posters and Wage Determination Sheets | Until obsolete or superseded | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-76 | Prevailing Wage Records: Certified Payrolls | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-77 | Prevailing Wage Records: Affidavit of Compliance | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-78 | Prevailing Wage Records: Notice of Wage Determination to Employees | 3 years after project completion and final payroll | Paper and/or Electronic | | <input type="checkbox"/> |

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|---------------------------|--|--|-------------------------|---|---------------------------------------|
| | | certification | | | |
| PUR-79 | Prevailing Wage Records: Employee Interview and Site Inspection Forms | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-80 | Prevailing Wage Records: Subcontractor List and Information | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-81 | Prevailing Wage Records: Payroll Schedule | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-82 | Prevailing Wage Records: Payroll Signature Authorization Forms | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-83 | Prevailing Wage Records: Apprenticeship Agreements and Certifications | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-84 | Prevailing Wage Records: Employee Deduction Agreements | 3 years after project completion and final payroll certification | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-85 | Bidder and Contractor Employment Practices Reports for Equal Employment Opportunity (EEO) Program | 3 years after EEO certificate expiration | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-86 | Contractor EEO Certificates | 3 years after EEO certificate expiration | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-87 | Minority-Owned Business Enterprise (MBE) / Woman-Owned Business Enterprise (WBE) Program Application Materials | 3 years after MBE/WBE certificate expiration | Paper and/or Electronic | | <input type="checkbox"/> |
| PUR-88 | MBE/WBE Program Certificates | 3 years after MBE/WBE certificate expiration | Paper and/or Electronic | | <input type="checkbox"/> |