



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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 Columbus, Ohio 43211-2474  
 614.297.2553  
[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org)  
[www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

OHIO HISTORY CONNECTION

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DEC 07 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 - Sanitation Department

(Local Government Entity)

(Unit)

Michael Parker

Michael Parker

Sanitation Superintendent

06/15/17

(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 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]

12/7/2017

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Connie Conner

Govt. Records Archivist

12/19/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Murr

Records Mgr

12-28-17

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)

(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
SAN - 1	Dumpster service rental agreements	1 year	Electronic		<input type="checkbox"/>
SAN - 2	Department pay-in	1 year	Paper		<input type="checkbox"/>
SAN - 3	Solid Waste weight receipts	1 year	Paper		<input type="checkbox"/>
SAN - 4	Employee attendance records	3 years	Electronic		<input type="checkbox"/>
SAN - 5	Purchase Orders	3 years	Paper		<input type="checkbox"/>
SAN - 6	Employee Performance Evaluations	3 years	Electronic		<input type="checkbox"/>
SAN - 7	Employee Vacation Schedule	3 years	Electronic		<input type="checkbox"/>
SAN - 8	Departmental meeting sign-in sheets	2 years	Paper		<input type="checkbox"/>
SAN - 9	Accident Reports	1 year provided no action pending	Paper		<input type="checkbox"/>
SAN - 10	Daily Logs (customer issues)	2 years Minimum	Electronic		<input type="checkbox"/>
SAN - 11	Recycle Delivery Bin List	1 year	Electronic		<input type="checkbox"/>
SAN - 12	Driver's Daily Route Assignments	1 year	Electronic		<input type="checkbox"/>
SAN - 13	Correspondence (Routine form letters)	1 year	Paper		<input type="checkbox"/>
SAN - 14	Correspondence (General)	2 years	Paper		<input type="checkbox"/>

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

(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
SAN - 15	Correspondence (with legislative branch)	5 years	Paper		<input type="checkbox"/>
SAN - 16	Correspondence (Executive)	5 years	Paper		<input type="checkbox"/>
SAN - 17	Email Retain in individual accts for 3yrs Retain on administrative back up acct for 10yrs	3 years 10 years	Electronic		<input type="checkbox"/>
SAN - 18	Voicemail	Until no reasonably foreseeable necessity exists for administrative operation of the office	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
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