



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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localrees@ohiohistory.org
www.ohiohistory.org/lgr

JUN 20 2019

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 and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Canton	Street Department		
(Local Government Entity)	(Unit)		
<i>Steve Trzcinski</i>	Steve Trzcinski	Superintendent of Public Works	3/22/2019
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Canton	Records Commission	330-438-4305	
		(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] 6/20/2019
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Amara Kider Local Government Records Archivist 6/27/19
 Signature Title Date

Section D: Auditor of State

Martin E. Moore Records Manager 7-11-19
 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

Street 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
19-12	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., will be kept according to their applicable records series.	5 Years - file with related record(s) series if content requires longer retention period	Paper/ Electronic		<input type="checkbox"/>
19-13	COMMUNICATIONS- GENERAL- Requests 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/ Electronic		<input type="checkbox"/>
19-14	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 administrative value	Paper/ Electronic		<input type="checkbox"/>
19-15	Complaints	2 years, provided no action pending	Paper/ Electronic		<input type="checkbox"/>

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19-28	Grievance Hearing Records	1 year after resolved	Paper/ Electronic		<input type="checkbox"/>
19-29	Haul Tickets	2 years	Paper/ Electronic		<input type="checkbox"/>
19-30	Job \ Position Descriptions	One year after superseded	Paper/ Electronic		<input type="checkbox"/>
19-31	Labor Union Agreements	5 years after termination	Paper/ Electronic		<input type="checkbox"/>
19-32	Letter of Resignation	Place in Personnel file	Paper/ Electronic		<input type="checkbox"/>
19-33	Licenses, Permits, Certifications	1 year after expiration	Paper/ Electronic		<input type="checkbox"/>
19-34	Material Safety Sheets	Until superseded	Paper/ Electronic		<input type="checkbox"/>
19-35	Notification of Pay \ Pay Step Increase	Until superseded. Copy in personnel file	Paper/ Electronic		<input type="checkbox"/>
19-36	Organizational Charts	Until superseded	Paper/ Electronic		<input type="checkbox"/>
19-37	Part Time/Seasonal Employee Records	2 years after termination	Paper/ Electronic		<input type="checkbox"/>
19-38	Pay-In Records	3 years	Paper/ Electronic		<input type="checkbox"/>
19-39	Personnel File	2 years after employee leaves municipal service	Paper/Elec tronic		<input type="checkbox"/>

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

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City of Canton

Street Department

(Local Government Entity)

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(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
19-53	Weed & Litter Files	3 years	Paper/ Electronic		<input type="checkbox"/>
19-54	Work Orders	2 years	Paper/ Electronic		<input type="checkbox"/>
19-55	Work Schedules	1 year after schedule changed	Paper/ Electronic		<input type="checkbox"/>
19-					<input type="checkbox"/>
19-					<input type="checkbox"/>
19-					<input type="checkbox"/>
19-					<input type="checkbox"/>
19-					<input type="checkbox"/>
19-					<input type="checkbox"/>
19-					<input type="checkbox"/>

Amanda Rindler

From: John Highman <john.highman@cantonohio.gov>
Sent: Thursday, June 20, 2019 4:30 PM
To: localrecs
Cc: Christopher Hardesty
Subject: City of Canton Records Commission Submissions 6-20-19
Attachments: Canton Building Code - 6-20-19.pdf; Canton Street Department 6-20-19.pdf

To Whom It May Concern,

I am writing as the Secretary of the City of Canton Records Commission. Attached are two RC-2 forms that the City of Canton would like to submit for review and approval. These were approved by the City Records Commission at today's meeting (6-20-19). Please do not hesitate to contact me if you need additional information.

Sincerely,

John

John M. Highman, Jr., CPPB

Director of Public Service
Office of the Mayor
218 Cleveland Ave. SW
Canton, OH 44702

Tel: (330) 438-4305 Fax: (330) 489-3282

