



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, Ohio – City Treasurer's Office

(Local Government Entity)

(Unit)

Kim Perez

Kim Perez

City Treasurer

September 14, 2017

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

City of Canton Records Commission

330-438-4185

218 Cleveland Ave. SW

Canton

44702

(Telephone Number)

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.

John Highman 9/21/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Amanda Rindler

Local Government Records Archivist

9/27/17

Signature

Title

Date

Section D: Auditor of State

Martin E. Moore

Records Mgr

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

City Treasurer's Office

(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
TR-1	Canceled Warrants-Budget & Payroll	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-2	Budget Warrant Copies	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-3	Pay-in Receipts & Bank Deposit Slips	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-4	Monthly Bank Reconciliation; Bank Statements	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-5	Bank Balancing Reports: Payroll Journal; "Actual Bank" Reconciliation	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-6	Fund Balance Reports; Daily Receipts Report; Daily Cashed Warrants Report; Daily Ledger Balance Reports	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-7	Monthly Parking Meter Report	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-8	Monthly Ambulance Receipt Report	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-9	State Highway/Municipal Court Disbursement to Law Library & General Fund	5 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-10	Check Registers: General Sweep; Income Tax Lock-Box	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-11	Bank Statements; Checks; Reconciliations – Hartford/Houtz	5 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-12	Treasurer Bond & Coupon Account	Until Issue is Paid	Paper to CD		<input type="checkbox"/>
TR-13	Purchase Orders/Requisitions	3 yrs – Audited & Retained by Auditor	Paper		<input type="checkbox"/>
TR-14	Investment Board Minutes	Permanent	Paper		<input checked="" type="checkbox"/>

Audited 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.

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

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TR-15	Investment Reports: Purchased; Matured; Monthly Portfolio; Annual Earnings; Monthly Custody Account Statements; Investment Advisor Monthly Statements	10 yrs – Scanned & Audited	Paper to CD		<input type="checkbox"/>
TR-16	Early Payroll Records (before automated payroll) W-2's; Sick/Annual Leave; Deductions; Journals	Permanent	Paper		<input type="checkbox"/>
TR-17	Stop Payment Letters; Reissued Check Letters; NSF Letters (NSF held 3 yrs after collection)	3 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-18	Ambulance Billing Reports, Pay-Ins, Receipts per Fire, Ambulance Lock-Box	7 yrs – Audited & Scanned	Paper to CD		<input type="checkbox"/>
TR-19	Checks Received Directly from City Departments, Electronically Deposited	3 months – Scanned	Paper to CD		<input type="checkbox"/>
TR-20	Communications: Transient—Conveys information of temporary importance in lieu of oral communications (i.e. draft 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 and/or Electronic		<input type="checkbox"/>
TR-21	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 and/or Electronic		<input type="checkbox"/>

Audited 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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TR-22	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 and/or Electronic		<input type="checkbox"/>