



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

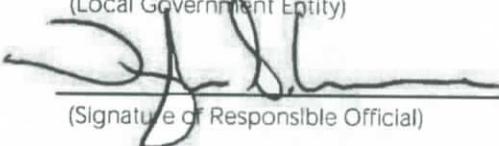
SEP 22 2017

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

<u>City of Canton</u>	<u>Water Department</u>		
(Local Government Entity)	(Unit)		
	<u>Tyler S. Converse</u>	<u>Superintendent</u>	<u>09/11/17</u>
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

<u>City of Canton</u>	<u>Records Commission</u>	<u>330-438-4185</u>	
		(Telephone Number)	
<u>218 Cleveland Ave., S.W.</u>	<u>Canton</u>	<u>44702</u>	<u>Stark</u>
(Address)	(City)	(Zip Code)	(County)

To have this form returned to the Records Commission electronically, include an email address:

john.highman@cantonohio.gov

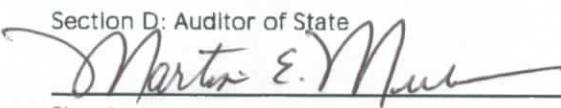
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	<u>9/21/17</u>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	<u>Local Government Records Archivist</u>	<u>9/27/17</u>
Signature	Title	Date

Section D: Auditor of State

	<u>Records Mgr</u>	<u>10-13-17</u>
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

Canton Water 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
WAT - 1	Agendas	2 years	Paper and/or Electronic		<input type="checkbox"/>
WAT - 2	Backup Data	Retain for one system back up cycle then delete, erase or destroy data	Electronic		<input type="checkbox"/>
WAT - 3	Budget, Annual Departmental/Office	3 years	Electronic		<input type="checkbox"/>
WAT - 4	Compliance Reports	5 years	Electronic		<input type="checkbox"/>
WAT - 5	Communications: Transient conveys information of temporary importance in lieu of oral communications (i.e. drafts, meetings, 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.	Retain according to content ensure metadata retained	Paper and/or Electronic		<input type="checkbox"/>
WAT - 6	Communications: General requests for information pertaining to interpretations and other misc. inquires; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purpose.	Until no longer of administrative value	Paper and/or Electronic		<input type="checkbox"/>
WAT - 7	Image/Photo File (includes Prints, slides, negatives, Transparencies and related photographic items)	Until no longer of administrative value / appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
WAT - 8	Legal Advertisements / Notices	1 year or until superseded	Electronic		<input type="checkbox"/>
WAT - 9	Surveillance Tapes / Videos	Use for one cycle then reuse provided no action pending	Electronic		<input type="checkbox"/>
WAT - 10	Dispatcher Radio / Telephone call / Audio Recordings	30 days, erase and reuse providing no action pending	Electronic		<input type="checkbox"/>
WAT - 11	Routine Form Letters	2 years	Paper / Electronic		<input type="checkbox"/>
WAT - 12	Communications: Executive Correspondence of the head and executive staff of an agency dealing with significant aspects of the administration of the 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 records if content required longer retention; appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
WAT - 13	Voice Mails, Text Messages, Facebook postings and Twitter Messages	Until no reasonably foreseeable necessity exists	Electronic		<input type="checkbox"/>
WAT - 16	Work Orders	3 years	Paper / Electronic		<input type="checkbox"/>

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Canton Water Department

(Local Government Entity)

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WAT - 17	Audiovisual & Training Materials	Until Superseded	Paper / Electronic		<input type="checkbox"/>
WAT - 18	Manuals, Handbooks and Directives	Until superseded or obsolete	Paper / Electronic		<input type="checkbox"/>
WAT - 19	Hydrant Location Records	Permanent	Paper		<input checked="" type="checkbox"/>
WAT - 20	Annual Dept. Report	Permanent	Paper		<input checked="" type="checkbox"/>
WAT - 21	Disaster Plan	Until updated or superseded	Paper		<input type="checkbox"/>
WAT - 22	Blank forms	Until Obsolete	Paper		<input type="checkbox"/>
WAT - 23	Easements	Permanent	Paper		<input checked="" type="checkbox"/>
WAT - 24	Activities Reports - All Types	2 years	Paper / Electronic		<input type="checkbox"/>
PP - 1	Certificate of Eligibility (copy of Civil Service)	until list expires	Paper		<input type="checkbox"/>
PP - 2	Grievance Hearing Records (copies)	1 year after resolved	Paper		<input type="checkbox"/>
PP - 3	Job/Position Descriptions (copies)	1 year after superseded	Paper		<input type="checkbox"/>
PP - 4	Leave Requests (sick, vacation, overtime, etc.)	3 years	Paper		<input type="checkbox"/>
PP - 5	Overtime Report Spreadsheets	2 years	Paper		<input type="checkbox"/>
PP - 6	Personnel Files	Purge 2 years after termination	Paper		<input type="checkbox"/>

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PP - 7	Personnel Ordinances (copies)	Until administratively unnecessary	Paper		<input type="checkbox"/>
SUP - 1	Annual Dept. Budget	5 years	Paper / Electronic		<input type="checkbox"/>
SUP - 2	Badges and ID's	Turn In	All Media		<input type="checkbox"/>
SUP - 3	Cont. Ed. Certs\Class\Seminar Rec.	Place in personnel file	Paper		<input type="checkbox"/>
SUP - 4	Speeches \ Presentations	3 years	Paper / Electronic		<input type="checkbox"/>
PF - 1	EPA approvals/training certificates	3 years	Paper / Electronic		<input type="checkbox"/>
PF - 2	Chemical Safety Data Sheets	until superseded	Paper / Electronic		<input type="checkbox"/>
PF - 3	EPA Operator of Record Requiements/Reports	Permanent	Paper		<input type="checkbox"/>
PF - 4	Ohio Department of Natural Resources - Water Withdraw Reports	5 years	Paper		<input type="checkbox"/>
PF - 5	Risk Management Program - Chlorine Release Incident	Permanent	Paper		<input type="checkbox"/>
PF - 6	USGS Effluent Pumpage Report	5 years	Paper / Electronic		<input type="checkbox"/>
PF - 7	Water Plant Daily Filter Reports	3 years	Paper		<input type="checkbox"/>
PF - 8	Water Plant License to Operate - copy	3 years	Paper		<input type="checkbox"/>
PF - 9	Wells - Source Water Protection	Permanent	Paper / Electronic		<input checked="" type="checkbox"/>

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City of Canton

Canton Water 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
PF - 10	Water Plant Daily Pumpage Reports	3 years	Paper / Electronic		<input type="checkbox"/>
PF - 11	Water Plant Hourly Walk Through Sheets	3 years	Paper		<input type="checkbox"/>
PF - 12	Wells - Ambient Water Sampling	10 years	Paper		<input type="checkbox"/>
DIS - 1	Water Main Location Records	Permanent	Paper		<input checked="" type="checkbox"/>
DIS - 2	Curb Box Location Records	Permanent	Paper		<input type="checkbox"/>
DIS - 3	House Service Cards	Permanent	Paper		<input checked="" type="checkbox"/>
DIS - 4	Meter & Valve Location Records	Permanent	Paper		<input type="checkbox"/>
DIS - 5	Time Sheets - Daily	3 years	Paper		<input type="checkbox"/>
ADM - 1	Water Commission	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 2	Annexation file	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 3	Brentwood Tower file	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 4	Carnwise Project file	Permanent	Paper		<input checked="" type="checkbox"/>

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ADM - 5	Chesapeake Appalachia file	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 6	Claims for Property Damages (against Water Department)	2 years	Paper		<input type="checkbox"/>
ADM - 7	F.C.C. - Radio Licenses	Permanent	Paper		<input type="checkbox"/>
ADM - 8	Fuel Reports (copies)	3 years	Paper		<input type="checkbox"/>
ADM - 9	General File: N.E. Water Treatment Plant	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 10	General File: N.W. Water Treatment Plant	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 11	General File: Sugarcreek Water Treatment Plant	Permanent	Paper		<input checked="" type="checkbox"/>
ADM - 12	Gonzoil Gas & Oil Lease	Permanent	Paper		<input type="checkbox"/>
ADM - 13	Illegal Water Turn On and Meter Tampering	2 years	Paper		<input type="checkbox"/>
ADM - 14	Leak Detection Program	Permanent	Paper		<input type="checkbox"/>
ADM - 15	Motor Vehicle Accident Reports	6 years	Paper		<input type="checkbox"/>
ADM - 16	Ohio Department of Natural Resources	Permanent	Paper		<input type="checkbox"/>
ADM - 17	Owner's Leaks	2 years	Paper		<input type="checkbox"/>
ADM - 18	Progress Street Booster	Permanent	Paper		<input type="checkbox"/>

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ADM - 19	Record Retention (RC-1, RC-2 & RC-3)	25 years	Paper		<input type="checkbox"/>
ADM - 20	Safety Incentive Program	Permanent	Paper		<input type="checkbox"/>
ADM - 21	Utility Billing Issues	Permanent	Paper		<input type="checkbox"/>
ADM - 22	Utility Claims	2 years	Paper		<input type="checkbox"/>
Lab - 1	Consumer Confidence Reports	3 years	Paper		<input type="checkbox"/>
Lab - 2	Lead and Copper Analytical Records	12 years	Paper		<input type="checkbox"/>
Lab - 3	Bi-Annual Performance Audit Reports	10 years	Paper / Electronic		<input type="checkbox"/>
Lab - 4	Bacterial Analytical Records	5 years	Paper		<input type="checkbox"/>
Lab - 5	Chemical Analytical Records	10 years	Paper		<input type="checkbox"/>
Lab - 6	State Issued Certifications, License or Permits	1 year after renewal or expiration	Paper		<input type="checkbox"/>
Lab - 7	State Issued Manuals	1 year after State issue	Paper		<input type="checkbox"/>
Lab - 8	Equipment Manuals / Training	Until equipment is replaced	Paper		<input type="checkbox"/>
Lab - 9	Water Quality Averages Annual	Until added to annual report	Paper		<input type="checkbox"/>
Lab - 10	Monthly Operating Reports	10 years	Paper / Electronic		<input type="checkbox"/>

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ENG - 1	Drawing \ Tracing \ Mylars	Until updated, superseded or obsolete appraise for historical value	Paper / Electronic		<input type="checkbox"/>
ENG - 2	Maps \ Plats	Permanent	Paper / Electronic		<input checked="" type="checkbox"/>
ENG - 3	Project Plans \ Drawings \ As Built	Life of projects of obsolete then appraise for historical value	Paper / Electronic		<input checked="" type="checkbox"/>
ENG - 4	Aerial Photographs	Until superseded then appraise for historical value	Paper / Electronic		<input checked="" type="checkbox"/>
ENG - 5	Bridge Plans	Life of bridge	Paper / Electronic		<input checked="" type="checkbox"/>
ENG - 6	Deeds	Permanent	Paper / Electronic		<input checked="" type="checkbox"/>
ENG - 7	Blueprints \ Vellums	Until updated, superseded or obsolete appraise for historical value	Paper / Electronic		<input checked="" type="checkbox"/>
BIL - 1	Billing Ledger	3 years after last entry	Paper		<input type="checkbox"/>
BIL - 2	Daily Balance Sheets	3 years	Paper / Electronic		<input type="checkbox"/>
BIL - 3	Rate Schedule	Until Superseded	Paper		<input type="checkbox"/>
BIL - 4	Application for service, homestead, bank drafts, master billing, closing paperwork	Until service terminated	Paper / Electronic		<input type="checkbox"/>
BIL - 5	Billing Adjustment Slips and Reports	Until Audited	Paper / 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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BIL - 6	Billing Payment Stubs	3 years provided audited	Paper	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.	<input type="checkbox"/>
BIL - 7	Sanitation Affidavits & Final Bill Paperwork	1 year	Paper		<input type="checkbox"/>
ADM2 - 1	Water Surveys	3 years	Paper		<input type="checkbox"/>
ADM2 - 2	Annual Departmental Reports	Permanent	Paper		<input checked="" type="checkbox"/>
ADM2 - 3	Bids - successful (copies)	8 years after expiration including any warranty periods	Paper and Electronic		<input type="checkbox"/>
ADM2 - 4	Bids - unsuccessful (copies)	2 years after letting of	Paper		<input type="checkbox"/>
ADM2 - 5	Vehicle Mileage Records	Until Vehicle Sold	Paper and Electronic		<input type="checkbox"/>
ADM2 - 6	Uniform Records (copies)	3 years	Paper		<input type="checkbox"/>
ADM2 - 7	Computer generated financial reports - annual	5 years	Paper		<input type="checkbox"/>
ADM2 - 8	Contracts and Agreements (copies)	8 years after expiration including any warranty periods	Paper		<input type="checkbox"/>
ADM2 - 9	Expense Records (copies)	3 years	Paper		<input type="checkbox"/>
ADM2 - 10	Fixed Asset Records	10 years	Paper		<input type="checkbox"/>
ADM2 - 11	Grant files/records - Federal and State	5 years	Paper		<input type="checkbox"/>
ADM2 - 12	Invoices and supporting documents (copies)	3 years	Paper		<input type="checkbox"/>

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ADM2 - 13	Leases - Equipment (copies)	2 years after expiration	Paper		<input type="checkbox"/>
ADM2 - 14	Leases - Real Estate (copies)	5 years after expiration	Paper		<input type="checkbox"/>
ADM2 - 15	Loan Applications and Files	3 years	Paper		<input type="checkbox"/>
ADM2 - 16	Ordinances (copies)	Until Administratively Unnecessary	Paper		<input type="checkbox"/>
ADM2 - 17	Pay-In Records (copies)	3 years	Paper		<input type="checkbox"/>
ADM2 - 18	Petty Cash Records	3 years	Paper		<input type="checkbox"/>
ADM2 - 19	Sales Tax Exemptions	4 years	Paper		<input type="checkbox"/>
ADM2 - 20	Purchase Orders (copies)	2 years	Paper		<input type="checkbox"/>
ADM2 - 21	Receiving Documents	3 years	Paper		<input type="checkbox"/>
ADM2 - 22	Request for Proposals	2 years	Paper		<input type="checkbox"/>
PM - 1	Maintenance Records	Life of Equipment	Paper		<input type="checkbox"/>
PM - 2	Elevator Certificates	Life of Equipment	Paper		<input type="checkbox"/>
PM - 3	Boiler Certificates	Life of Equipment	Paper		<input type="checkbox"/>
PM - 4	Well Records & Cleaning Reports	Permanent	Paper		<input checked="" type="checkbox"/>

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PM - 5	Maintenance / Operation Manuals	Life of Equipment	Paper / Electronic		<input type="checkbox"/>
PM - 6	Water Reservoir & Tank Inspections	Permanent	Paper		<input checked="" type="checkbox"/>
PM - 7	Underground Fuel Tank (UST) S.C.	Life of Tank	Paper		<input type="checkbox"/>
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