



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 Columbus, Ohio 43211-2474
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

FEB 20 2020

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 Ohio

Auditor's Office

(Local Government Entity)

(Unit)

[Handwritten Signature]

Richard A. Mallonn II

Canton City Auditor

02/12/2020

(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

218 Cleveland Ave SW

Canton OH

44702

(Telephone Number)

Stark

(Address)

(City)

(Zip Code)

(County)

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

John.higman@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.

Thomas M. Bernicki

2-20-2020

Records Commission Chair Signature

Date

Section C: Ohio History Connection / State Archives

Amara K. ... Local Government Records Archivist 2/26/20

Signature

Title

Date

Section D: Auditor of State

Martin E. Mub ... Records Mgr

3-9-20

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

