



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

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: Local Government Unit

City of Canton

Information Technology Department

(Local government entity) <i>Patrick Barton</i>	<i>Patrick Barton</i>	(Units) <i>IT Director</i>	<i>2-20-2020</i>
(Signature of responsible official)	(Name)	(Title)	(Date)

Section B: Records Commission

City of Canton Records Commission

330-438-4305

(Telephone number)

<i>218 Cleveland Ave. SW</i>	<i>Canton</i>	<i>44702</i>	<i>Stark</i>
(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.

<i>Thomas M. Aersdale</i>	<i>2-20-2020</i>
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Amber Smith</i>	<i>Local Government Records Archivist</i>	<i>2/20/20</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mub</i>	<i>Records Mgr</i>	<i>3-9-20</i>
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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Audito r of State or LGRP	(6) RC-3 Required by LGRP
20-IT-001	Annual Budget – Budget Preparation Paperwork.	3 years	Paper/ Electronic		<input type="checkbox"/>
20-IT-002	Annual Reports – Unit Plans of Work (UPW) Annual Plans of Work (APW).	3 years	Paper/ Electronic		<input type="checkbox"/>
20-IT-003	Audit Trails Files – Data generated during the creation of a master file or data-base used to validate a master file or database during processing cycle.	28 days (daily backup retention cycle)	Electronic		<input type="checkbox"/>
20-IT-004	Bids – (Unsuccessful) Proposals – (Unsuccessful) Request for Qualifications – (RFQ) Request for Bid - (RFB)	2 years after Board Action	Paper/ Electronic		<input type="checkbox"/>
20-IT-005	Computer Usage Files – Electronic files or automated logs created to monitor computer systems usage including but not limited to log-in files, system usage files, data entry logs, internet access and records of individual computer program usage.	Automatically overwritten every 2 weeks	Electronic		<input type="checkbox"/>
20-IT-006	Contracts	8 years after completion – Copies maintained in City's accounting system per Auditor's retention schedule.	Paper/ Electronic		<input type="checkbox"/>
20-IT-007	Data Documentation/Data Dictionary Records – Records created during development or modification and necessary to access, retrieve, manipulate and interpret data in an automated system including data element dictionary, file layout, code book or table, and other records used to explain the meaning, purpose, structure, logical relationships, and origin of the data elements.	3 years after discontinuance of system or application and until system's or application's data is destroyed or transferred to a new structure or format	Paper/ Electronic		<input type="checkbox"/>
20-IT-008	Data Processing Disaster Preparedness and Recovery Plans – Records relating to the protection and reestablishment of data processing services, equipment and data (back-up files) in case of a disaster – Current Plan only	Until superseded by a revised plan	Paper/ Electronic		<input type="checkbox"/>

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20-IT-009	Data Processing Operating Procedures – Procedures for the operation of computer equipment, production control, tape library, system backup, and other aspects of data processing operations	Until superseded, obsolete or upgraded	Paper/ Electronic		<input type="checkbox"/>
20-IT-010	Data Processing Policies – Records of data processing policies including those covering access and security, system development, data retention and disposition and data ownership – Current plan only	Until superseded, obsolete or replaced, retain one copy until audited	Paper/ Electronic		<input type="checkbox"/>
20-IT-011	Data Systems Specifications – Records necessary for using the system user guides, system or sub-system definitions, system flowcharts, program descriptions and documentation, job control or work flow charts, system specifications and input/output specifications	3 years after discontinuance of system and until all system data is destroyed or transferred to new operating environment	Paper/ Electronic		<input type="checkbox"/>
20-IT-012	Email Exchange Dumpster (Deleted Emails) – Disposition of email messages that have been deleted from a user’s Deleted Items folder	ISD does NOT perform a backup of emails deleted from user’s Deleted Items folder. Deleted emails may exist in an Active Email Backup for up to two weeks	Electronic		<input type="checkbox"/>
20-IT-013	Email Backups – Backup of active email for disaster recovery purposes or accidental deletion. NOT a backup of deleted emails in the Exchange Dumpster.	2 weeks	Paper/ Electronic/ Microfilm		<input type="checkbox"/>
20-IT-014	Expense Records – Copies of Purchase Orders, Requisitions, Invoices, Billing Records, Receipt Documents and Travel Expense Records, Payins and Petty Cash Record.	Maintained in City’s accounting system per Auditor’s retention schedule	Paper/ Electronic		<input type="checkbox"/>
20-IT-015	Help Desk Telephone Logs and Reports – Records used to document requests for technical assistance and responses to these requests as well	5 years	Paper/ Electronic		

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	as to collect information on the user of computer equipment for program delivery, security, or other purposes				
20-IT-016	Information Resources Management and Data Processing Service Plans – Agency IT plans, data processing services plans, strategic plans, and related records used to plan for information systems development, technology acquisitions, data processing services provision, or related areas	Retain until superseded obsolete or replaced	Paper/ Electronic		
20-IT-017	Network Usage Reports – Summary of reports and other records created to document computer usage for reporting or other purposes	Until no longer of administrative value to agency	Paper/ Electronic		
20-IT-018	Operating System and Hardware Conversion Plans – Records relating to the replacement of equipment or computer operating systems	1 year after successful conversion	Paper/ Electronic		
20-IT-019	Payroll Worksheets – Employee Timesheets, Leave requests, Individual Payroll Deduction Reports.	Maintained in City's accounting system per Auditor's retention Schedule	Paper/ Electronic		
20-IT-020	Grievance Hearing Record	1 year after resolved	Paper/ Electronic		
20-IT-021	Personnel Files	Maintained by Human Resources per Human Resources' retention schedule	Paper/ Electronic		
20-IT-022	System Backup Files – Copies of master files or database, application software, logs, directories, and other records needed to restore a system in case of a disaster or inadvertent destruction	Daily backup – 28 Month-End – 13 months	Tapes/ Electronic		
20-IT-023	Technical Program Documentation – Copy of program codes, flowcharts, maintenance logs, system change notices, original design documents, specifications, requirements, acceptance tests and other records that document programs and modifications made to computer programs	Until all data in system has been migrated or destroyed	Paper/ Electronic		

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20-IT-024	Text Database Files – Routine or benchmark data sets, related documentation, and test results constructed or used to test or develop a system	3 years after discontinuance of system and until all system data is destroyed or transferred to a new operating environment	Paper/ Electronic		
20-IT-025	Uniform Records	3 years, provided audited	Paper/ Electronic		
20-IT-026	Inactive Email Accounts and User Directories. Separated Employee email accounts & user directories Separated Department Head and Elected Official email accounts & user directories.	3 years 3 years	Electronic		
20-IT-027	Routine Form Letters	1 year	Paper/ Electronic		
20-IT-028	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		
20-IT-029	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 years			
20-IT-030	Communications – Substantive – 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 record series.	5 Years; file with related record(s) series if content requires longer retention period	Paper/ Electronic		

Audited means: the years encompassed by the record 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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20-IT-031	Video & Audio Tapes	30 days and no longer of an admin. Or legal value	Magnetic Tape/ Digital Media		