



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

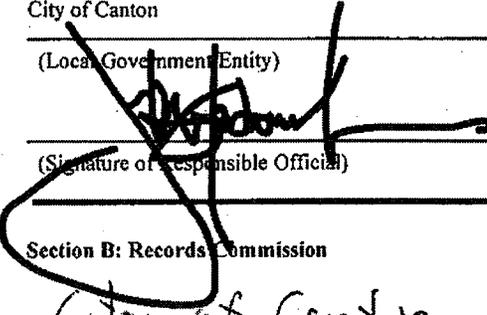
FEB 20 2020

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	Building Inspection/Code Enforcement		
(Local Government Entity)	(Unit)		
	John C. Dodovich	Chief Building Official	29. JAN. 2020
(Signature of Responsible Official)	(Name)	(Title)	(Date)

Section B: Records Commission

City of Canton	Records Commission	330-438-4305	
		(Telephone Number)	
218 Cleveland Ave. S.W.	Canton	44702	Stark
(Address)	(City)	(Zip Code)	(County)

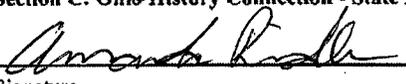
To have this form returned to the Records Commission electronically, include an email address:

john.highman@cantonohio.gov

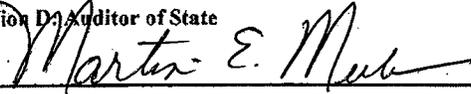
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred,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

	2-20-2020
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Local Government Records Archivist	2/26/20
Signature	Title	Date

Section D: Auditor of State

	Records Manager	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

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

See instructions before completing this form.

City of Canton

Building Inspection/Code Enforcement

(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 Require d by LGRP
11-1	Daily Pay-Ins (Receipts)	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-2	Monthly Activity Reports	1 yr. if incorporate into Annual Report	Paper/ Electronic		<input type="checkbox"/>
11-3	Building Plans	3 yrs. Residential; 5 yrs. Commercial; Life of Structure, Municipal Bldgs, Appraise for Historical Value	Paper/ Electronic		<input checked="" type="checkbox"/> <i>(Municipal)</i>
11-4	Home Improvement, Plumbing, Electrical and HVAC Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-5	Cash Register Journal Tapes (only captures very small portion of daily processing)	1 month	Paper		<input type="checkbox"/>
11-6	Department Employee Payroll Sheets including Department copies of Missing Rings, Compensatory Time/Overtime Sheets, Payroll Sign-Off Sheet, (all original paperwork is sent to the Auditors office)	1 month	Paper/ Electronic		<input type="checkbox"/>
11-7	Yearly Reports	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-8	Building, Plumbing, Electrical and HVAC Application Cards	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-9	Exam Applications for Plumbing and Electrical	2 yrs.	Paper/ Electronic		<input type="checkbox"/>

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City of Canton

Building Inspection/Code Enforcement

(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 Require d by LGRP
11-10	Home Improvement, Plumbing, Electrical and HVAC Licenses	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-11	Home Affidavits	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-12	Plumbing and Electrical Journeyman/Apprentice	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-13	Commercial Construction Certificate of Occupancy	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-14	AEP Service Letters	1 yr.	Paper/ Electronic		<input type="checkbox"/>
11-15	Board of Building Appeals Minutes	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-16	Case Files for Board of Building Appeals	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-17	Vehicle Accident Reports	2 yrs., provided no claims pending	Paper		<input type="checkbox"/>
11-18	Demolition Records	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-19	City and State Building Codes	One copy kept permanent	Paper		<input checked="" type="checkbox"/>

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City of Canton

Building Inspection/Code Enforcement

(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
11-20	Rental Housing (Minimum Housing) Case Files	10 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-21	Certificate of Housing Code Compliance	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-22	Canton Construction Board Minutes	Life of Board	Paper/ Electronic		<input type="checkbox"/>
11-23	Telecommunication Board	As long as Board is in existence	Paper/ Electronic		<input type="checkbox"/>
11-24	Electric and Plumbing Exams	2 yrs.	Paper		<input type="checkbox"/>
11-25	Telecommunication Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-26	Demolition Bonds	2 yrs. after expiration	Paper/ Electronic		<input type="checkbox"/>
11-27	Demolition Permits	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-28	Zoning Contractor Licenses	2 yrs.	Paper/ Electronic		<input type="checkbox"/>
11-29	Fire Permit Receipts	3 yrs., after audited	Paper/ Electronic		<input type="checkbox"/>
11-30	Telecommunication Receipts	3 yrs., after audited	Paper/ Electronic		<input type="checkbox"/>
11-31	Zoning Permit Receipts	3 yrs., after 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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Canton****Building Inspection/Code Enforcement**

(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 Require d by LGRP
11-32	Telecommunication Permits	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-33	Zoning Permits	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-34	Zoning Board of Appeals	5 yrs. after Final Decision, provided no action pending	Paper/ Electronic		<input type="checkbox"/>
11-35	Zoning Site Plans	5 yrs. Commercial, 3 yrs. Residential, Life of Bldg. Municipal Bldgs.	Paper/ Electronic		<input type="checkbox"/>
11-36	Zoning Court Cases	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-37	Zoning Violation Notices	2 yrs. after corrected	Paper/ Electronic		<input type="checkbox"/>
11-38	Zoning General Receipts	3 yrs., after audited	Paper/ Electronic		<input type="checkbox"/>
11-39	Zoning Complaints	2yrs. after corrected	Paper/ Electronic		<input type="checkbox"/>
11-40	Zoning Maps	Permanent	Paper/ Electronic		<input checked="" type="checkbox"/>
11-41	Building/Code Enforcement Correspondence	Until no longer of Administrative Value	Paper/ Electronic		
11-42	Phone, Voicemail and Text Messages	Until no longer of Administrative Value	Electronic Recording		
11-43	Communications – Transient – Conveys information of temporary	Until on longer of Administrative Value	Paper / Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***City of Canton****Building Inspection/Code Enforcement**

(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 Require d by LGRP
	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				
11-44	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	Until no longer of Administrative Value	Paper / Electronic		
11-45	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	5 yrs.; file with related record(s) series if content requires longer retention period	Paper / Electronic		

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City of Canton

Building Inspection/Code Enforcement

(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 Require d by LGRP
	according to their applicable records series				