



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, OH Mayor's Office

<i>Thomas M Bernabei</i> JmH	Thomas M. Bernabei	(unit) Mayor	2/20/2020
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

City of Canton Records Commission 330-438-4305

(telephone number)

218 Cleveland Ave. SW	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.

<i>Thomas M Bernabei</i> JmH	2/20/2020
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Amanda Hill</i>	Local Government Records Archivist	2/20/20
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Mul</i>	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

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

(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
M-1	Accident Reports/Files: Body Injury to Non-employees	6 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
M-2	Accident Reports/Files: Damage to Municipal Vehicle or Property	6 years, provided no action pending	Paper and/or Electronic		<input type="checkbox"/>
M-3	Accident reports/Files: Employee Injury Report	Place in Human Resources Personnel File	Paper and/or Electronic		<input type="checkbox"/>
M-4	Aerial Banners: Requests	1 year	Paper and/or Electronic		<input type="checkbox"/>
M-5	Aerial Banners: Approval or Denial Letter	1 year	Paper and/or Electronic		<input type="checkbox"/>
M-6	Agendas	2 years	Paper and/or Electronic		<input type="checkbox"/>
M-7	Ambulance Refund Reports	7 years	Paper and/or Electronic		<input type="checkbox"/>
M-8	Annual Appropriation Ordinances (copies)	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-9	Annual Reports	10 years	Paper and/or Electronic		<input type="checkbox"/>
M-10	Annual Municipal Report	Permanent, appraise for historical value after 50 years	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-11	Blank Forms	Until obsolete or superseded	Paper and/or Electronic		<input type="checkbox"/>
M-12	Boards and Commissions Records	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-13	Budget Preparation Documents (working papers)	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-14	Bulletins, posters, notices to employees	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-15	Certificate of Insurance	2 years after expiration	Paper and/or Electronic		<input type="checkbox"/>
M-16	Change Orders	Place in Contract File	Paper and/or Electronic		<input type="checkbox"/>
M-17	Checks: Copies	3 years	Paper		<input type="checkbox"/>
M-18	Checks: Voided	3 years	Paper		<input type="checkbox"/>

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M-19	Committee Files	5 years	Paper and/or Electronic		<input type="checkbox"/>
M-20	Compliance Reports – All types	5 years	Paper and/or Electronic		<input type="checkbox"/>
M-21	Copies: Official File	Use applicable retention period	Paper and/or Electronic		<input type="checkbox"/>
M-22	Copies: Reading/Info/Reference Copy	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-23	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 purposes.	2 years	Paper and/or Electronic		<input type="checkbox"/>
M-24	Communications: Substantive – 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.	5 years; file with related records in content requires longer retention; appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
M-25	Communications: Transient – Conveys information of temporary importance in lieu of oral communications (i.e. drafts, meeting notices, etc) Referral letters, request for routine information or publication provided to the public by an agency which are answered by standard form letters.	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-26	Deeds	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-27	Development Reports	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-28	Disaster Plans	Until updated or superseded	Paper and/or Electronic		<input type="checkbox"/>
M-29	Drafts - all media	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>

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M-30	Electronic Communication: E-mails, Social Media, Text Messages; any communication done on an online platform	Until no reasonably foreseeable necessity exists for the admin. operation of the office. Important messages should be filed with appropriate record group	Electronic		<input type="checkbox"/>
M-31	Executive Orders	Until superseded, obsolete, replaced: then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
M-32	Facsimile: Messages	Treat as correspondence	Paper and/or Electronic		<input type="checkbox"/>
M-33	False Alarm Invoices	3 years	Paper and/or Electronic		<input type="checkbox"/>
M-34	Flow Chart – operations	Until superseded, obsolete, replaced: then appraise for historical value	Paper and/or Electronic		<input type="checkbox"/>
M-35	General Orders, Directives, Policies, Rules, Regulations, Procedures	Until superseded, retain one copy until audited	Paper and/or Electronic		<input type="checkbox"/>
M-36	Hearings (Not employee related): Audio and Video Recordings	1 year	Paper and/or Electronic		<input type="checkbox"/>
M-37	Hearings (Not employee related): Report of Proceedings	5 years	Paper and/or Electronic		<input type="checkbox"/>
M-38	Hearings (Not employee related): Transcripts	1 year	Paper and/or Electronic		<input type="checkbox"/>
M-39	Images	Until no longer admin. nec.; appraise for historical value	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-40	Invoice	3 years	Paper and/or Electronic		<input type="checkbox"/>
M-41	Licenses, Permits, Certifications	1 year after expiration	Paper and/or Electronic		<input type="checkbox"/>
M-42	Liquor Permit Records (f-2)	3 years	Paper and/or Electronic		<input type="checkbox"/>

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M-43	Mail: Postal Records	2 years	Paper and/or Electronic		<input type="checkbox"/>
M-44	Mail: Unsolicited Mail	Until no longer admin. nec.	Paper and/or Electronic		<input type="checkbox"/>
M-45	Mailing Lists	Until updated, superseded, obsolete	Paper and/or Electronic		<input type="checkbox"/>
M-46	Manuals, Handbooks, and Directives	Until superseded, obsolete, replaced: retain one file copy for 5 years	Paper and/or Electronic		<input type="checkbox"/>
M-47	Meeting Minutes: Approved hardcopy	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-48	Meeting Minutes: Drafts/Notes	Until final copy is approved	Paper and/or Electronic		<input type="checkbox"/>
M-49	Meeting Notices	1 Year	Paper and/or Electronic		<input type="checkbox"/>
M-50	Memoranda	Use correspondence retention periods	Paper and/or Electronic		<input type="checkbox"/>
M-51	Municipal Publications	Until superseded, obsolete; retain one copy	Paper and/or Electronic		<input type="checkbox"/>
M-52	Oaths of Office of Elected Officials	10 years after leaving office	Paper and/or Electronic		<input type="checkbox"/>
M-53	Overtime Reports: Fire and Police	Permanent	Paper and/or Electronic		<input checked="" type="checkbox"/> No RC-3
M-54	Pay-ins	3 years	Paper and/or Electronic		<input type="checkbox"/>
M-55	Press/News Release	3 years	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-56	Project Files (Contracts, specifications, change orders, progress reports, etc.)	8 years after completion of project including warranties	Paper and/or Electronic		<input checked="" type="checkbox"/>
M-57	Project Inspection Records	Include in project files	Paper and/or Electronic		<input type="checkbox"/>

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M-58	Public Event Requests (application, approval, denial)	3 years	Paper and/or Electronic		<input type="checkbox"/>
M-59	Purchase Orders	2 years	Paper and/or Electronic		<input type="checkbox"/>
M-60	Receipts/Receipt Books	2 years	Paper and/or Electronic		<input type="checkbox"/>
M-61	Records Request	5 years	Paper and/or Electronic		<input type="checkbox"/>
M-62	Records Retention Documents	25 years	Paper and/or Electronic		<input type="checkbox"/>
M-63	Research Files	5 years	Paper and/or Electronic		<input type="checkbox"/>
M-64	Special Hauling Permits (Oversize/Overweight Loads)	2 years	Paper and/or Electronic		<input type="checkbox"/>
M-65	Table of Organization/Organizational Charts	Until superseded	Paper and/or Electronic		<input type="checkbox"/>
M-66	Training Manual/Lesson Plans	Until superseded	Paper and/or Electronic		<input type="checkbox"/>
M-67	Union Negotiation Materials	Final contract - 8 years after expiration; preparation materials until contract expires	Paper and/or Electronic		<input type="checkbox"/>