



FEB 25 2021

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

Planning Department

(Local Government Entity)

(Unit)

Donn B. Angus

Director

1/29/2021

(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 County

(Address)

(City)

(Zip Code)

(County)

I 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.

2-25-21

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Signature

Local Government Records Archivist
 Title

3/8/2021
 Date

Section D: Auditor of State

Records Manager

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

Planning 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
PL-101	Acquisition Project Files -- Departmental and/or official records of any land acquisition directly or indirectly related to any or all projects the department has or will participate in. This includes any reviews or legal opinions of the same.	15 years after the completion of the project, then appraise for historic value.	Paper or electronic		<input type="checkbox"/>
PL-102	Annexation Case Files – All department information regarding the annexation of any lands or properties into the municipality's jurisdiction. Includes assignment of ward and zoning.	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-103	Annual Reports	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-104	Building and Site Plans – Official and/or Departmental Drawings showing a general overview or technical specifications of any or all construction, remodel, rehabilitation, development, or any of the like that would require official drawings thereof. These projects are any the department or municipality has planned, facilitated, administered, managed, or otherwise been involved in.	Residential and Commercial-5 years after completion of project or construction, then appraise for historic value. Municipality Owned – Life of structure, then appraise for historic value.	Paper or electronic		<input type="checkbox"/>
PL-105	Communications: Executive – Correspondence of the head and executive staff of an agency or department dealing with significant aspects of the administration of the agency or department. Includes information concerning agency or department policies, procedures, programs, fiscal and personnel matters, etc. will be kept according to their applicable records series.	5 years; file with related record series if content requires longer retention period.	Paper or Electronic		<input type="checkbox"/>

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PL-106	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	Paper or Electronic		<input type="checkbox"/>
PL-107	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 publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
PL-108	Contracts – Departmental Copy of original contracts for various projects of the department or municipality. These records are also retained within other departments	8 years after expiration or termination, then appraise for historic value. Review for Warranties that are part of the contract before seeking destruction.	Paper or Electronic		<input type="checkbox"/>
PL-109	Disaster Plans	Until updated or superseded	Paper or Electronic		<input type="checkbox"/>
PL-110	Drafts	Until no longer administratively necessary	All media		<input type="checkbox"/>
PL-111	Electronic Mail (E-mail)	Retain according to content (See PL-104,105,106)	All media		<input type="checkbox"/>

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PL-112	Expired Preliminary Plans	20 years	Paper or electronic		<input type="checkbox"/>
PL-113	Fax Messages	Treat as correspondenc e	All media		<input type="checkbox"/>
PL-114	Government Law, Planning, Zoning Seminar Files	Until updated, superseded, or obsolete	Paper or electronic		<input type="checkbox"/>
PL-115	Housing, Land Use, Population, Demographic, and Other Special Studies – Any and all research or studies that will, were, or could be used for any or all planning and development efforts or any other projected or planned effort within the municipality.	10 years and Until no longer of administrative value, appraise for historic value	Paper or electronic		<input type="checkbox"/>
PL-116	Land Disposition Files – Department and/or official records of all land disposition files the department has or will participate with.	15 years after the completion of the project, then appraise for historic value.	Paper or electronic		<input type="checkbox"/>
PL-117	Landmark Commission Files – Any files, including meeting files, pertaining to the Canton City Landmark Commission	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-118	Mailing Lists	Until updated, superseded, or obsolete	Paper or electronic		<input type="checkbox"/>
PL-119	Manuals, Handbooks, and Directives	2 years after superseded	Paper or electronic		<input type="checkbox"/>
PL-120	Meeting Notices	1 year	Paper or electronic		<input type="checkbox"/>
PL-121	Minutes of Meetings	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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PL-122	Miscellaneous Project and/or Research Files – Departmental files containing research or information on any and all topics that may have been brought to the attention of any department employee of associate. These projects or files may have never come to fruition, and may have been maintained for informational purposes only.	7 years after completion or after last activity	Paper or electronic		<input type="checkbox"/>
PL-123	Newsletters (created by department or agency)	Retain 1 copy permanently	Paper or electronic		<input type="checkbox"/>
PL-124	Planning and Zoning Code Text Review Material	Until next full rewrite	Paper or electronic		<input type="checkbox"/>
PL-125	Planning Commission Meeting Records, Agendas, Minutes – All department information regarding the official meetings of the Canton City Planning Commission.	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-126	Policies, rules, regulations, or procedures	1 year after superseded	Paper or Electronic		<input type="checkbox"/>
PL-127	Press/News Releases	3 years	Paper or Electronic		<input type="checkbox"/>
PL-128	Project Planning Files – Departmental files pertaining to the planning of any or all projects the department had a role in.	5 years after completion of final report	Paper or electronic		<input type="checkbox"/>
PL-129	Property Replat or Lot Splits Plats	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-130	Public Meeting Audio and/or Video Recordings	1 year provided meeting is transcribed to hard copy. Permanent if no transcription.	Electronic		<input type="checkbox"/>
PL-131	Public Meeting Minutes Drafts and Notes	Until hardcopy of	Paper or electronic		

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		minutes is approved			<input type="checkbox"/>
PL-132	Publications, Brochures (created by department or agency)	Until superseded or obsolete. Keep 1 copy permanently	Paper or Electronic		<input type="checkbox"/>
PL-133	Record Requests	2 years	Paper or electronic		<input type="checkbox"/>
PL-134	Records Documents (RC-1, RC-2, RC-3)	Permanent	Paper or Electronic		<input type="checkbox"/>
PL-135	Rosters, Directories	1 year after superseded	Paper or Electronic		<input type="checkbox"/>
PL-136	Site Improvement Plans & Site Improvement Plan Review – Copies sent to Planning by the Zoning Department for Site Plan Review	2 years	Paper or electronic		<input type="checkbox"/>
PL-137	Special, Local, Foundation, Organization, Commercial, State, or Federal Grant Files – Departmental and/or official records of any and all special grants or funding agreements the city or department enters into in relation to projects the department has a part of.	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-138	Speeches or Presentations	3 years	Paper or Electronic		<input type="checkbox"/>
PL-139	Street Name Change Files	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-140	Street/Alley/Right of Way Vacation Plats and Files – All department information regarding the vacation of right of ways within the municipality's jurisdiction.	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
PL-141	Technical Reports	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>

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PL-142	Voicemail	Until no longer administratively necessary	Electronic		<input type="checkbox"/>
PL-143	Zone Change Applications and Files – All department information regarding the changes of zoning within the municipality's jurisdiction	Permanent	Paper or electronic		<input type="checkbox"/>
PL-144	Zoning recommendations and legal opinions	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-145	Daily Pay-Ins (Receipts)	2 years	Paper or electronic		<input type="checkbox"/>
PL-146	Cash Register Journal Tapes or Other Similar Bookkeeping Mechanism (only captures very small portion of daily processing)	1 month	Paper or electronic		<input type="checkbox"/>
PL-147	Department Employee Payroll Sheets including, but not limited to, Department copies of Missing Rings, Comp Time/Over Time Sheets, Payroll Sign-Off Sheets(all original paperwork is sent to City Auditor's Office)	1 month	Paper or electronic		<input type="checkbox"/>
PL-148	Vehicle and/or Personal Accident Reports	2 years, provided no claims pending	Paper or electronic		<input type="checkbox"/>
PL-149	Zoning Contractor Licenses	2 years	Paper or electronic		<input type="checkbox"/>
PL-150	Zoning Permit Receipts	3 years, after audited	Paper or electronic		<input type="checkbox"/>
PL-151	Zoning Permits	Permanent	Paper or electronic		<input checked="" 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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PL-152	Canton City Board of Zoning Appeals Applications and Related Files	5 years after Final Decision, provided no action is pending	Paper or electronic		<input type="checkbox"/>
PL-153	Zoning Site Plans	5 years – Comm., 3 years – Residential, Life of Bldg – Municipal Owned	Paper or electronic		<input type="checkbox"/>
PL-154	Zoning Court Cases	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-155	Zoning Violation Notices and Complaints	2 years after corrected	Paper or electronic		<input type="checkbox"/>
PL-156	Zoning Maps	Permanent	Paper or electronic		<input checked="" type="checkbox"/>
PL-157	Zoning General Receipts	3 years, after audited	Paper or electronic		<input type="checkbox"/>
PL-158	Phone, Voicemail, and Text Messages	Until no longer of Administrative Value	Electronic or Recording		<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.		
					<input type="checkbox"/>
					<input type="checkbox"/>