

**RECORDS RETENTION SCHEDULE (RC-2) – Part 1***See instructions before completing this form. Must be submitted with PART 2***Section A: Local Government Unit**

Stark County Regional Planning Commission (SCRPC)

(local government entity)

(unit)


(signature of responsible official)

Robert Nau

(name)

Executive Director

(title)

10/17/22
(date)**Section B: Records Commission**

Stark Records Commission

(330) 451-7365

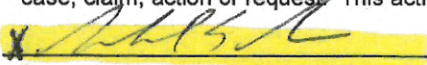
(telephone number)

201 Third Street, NE
(address)Canton
(city)44702
(zip code)Stark
(county)

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

JFEVINC@STARKCOUNTY
OHIO.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.


Records Commission Chair Signature10/25/2022
Date**Section C: Ohio Historical Society - State Archives**

Amy Czubak

Digitally signed by Amy Czubak
Date: 2022.11.02 10:02:32 -04'00'

Government Records Archivist

11/2/2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E.
Meeks
Date: 2022.11.08 13:09:11 -05'00'

Signature

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

Stark County Regional Planning Commission (SCRPC)/

(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 OHS-LGRP
		This is a revision of the Regional Planning Commission Schedule adopted in 2010 and revised in 2014, 2017 and 2021. This fourth revision to the Retention Schedule supersedes all other RPC Schedules.		
1000	ADMINISTRATION RECORDS			
10-1100	Agendas	3 years	paper	
10-1101	Application for employment (unsuccessful, not hired)	1 year after receipt	paper	
10-1102	Bids (successful) to provide goods and/or services	a) copies, 3 fiscal years after expiration of contract b) original, if made part of a contract and filed with contract, 15 years after expiration of contract	paper paper	
10-1103	Bids (unsuccessful)	2 years after letting of contract	paper	
10-1104	Policies, rules, regulations or procedures	1 year after superseded	paper	
10-1105	Annual Reports	permanent	paper or electronic	RC-3 Required
10-1106	Contracts Legal agreements with individuals, organizations or entities to procure goods and/or services	15 years after expiration Termination of contract plus 7 years. Review any agreements with warranties that are part of the contract before seeking destruction.	paper or electronic	



10-1107	Correspondence	2 years	paper or electronic	
(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
10-1108	Disaster plans	until updated or superseded	paper	
10-1109	Drafts, Notes and Worksheets Routine daily working files used to produce finished reports or documents. Either hand-written or created electronically. Of little value after action is taken or final reports are prepared.	until no longer administrative necessary	All Media	
10-1110	Electronic Mail (E-mail)	2 years (follow correspond- ence schedule)	All Media	
10-1111	Fax a) logs b) messages	a) 1 year b) treat as correspondence	All Media	
10-1112	Job Descriptions	until superseded or classification abolished	paper	
10-1113	Mailing Lists	until updated, superseded or obsolete	paper or electronic	
10-1114	Manuals, Handbooks, and Directives	2 years after superseded	paper or electronic	
10-1115	Meeting Notices Notices posted publicly showing the time, place and subject of upcoming meetings of boards, commissions, agencies, etc.	1 year	paper or electronic	
10-1116	Minutes of Meetings a) approved hard copy	a) Official copy of proceedings of regular and special meetings - permanent	paper or electronic	RC-3 Required
	b) audio & video recordings	b) Retain 1 year provided meeting is transcribed to hard copy		
	c) drafts/notes	c) until hardcopy of minutes is approved	paper or electronic	



10-1117	Record Requests	2 years	paper or electronic	
10-1118	Organization Charts	1 year after superseded	paper or electronic	
10-1119	Voice Mail	until no longer administratively necessary	paper, hard drive, electronic records, email	
10-1120	Equipment Maintenance Records	life of the equipment	paper	
10-1121	Records Documents (RC-1, RC-2, RC-3)	Permanent	paper or electronic	
10-1122	Rosters/Directories	1 year after superseded	paper or electronic	
10-1123	Speeches/Presentations	3 years	paper	
10-1124	Press/News Releases	3 years	paper	
10-1125	Publications, Brochures (created by agency)	until superseded or obsolete. Retain 1 copy permanently	paper or electronic	
10-1126	Newsletters (created by agency)	retain 1 copy permanently	paper or electronic	
10-1127	Reference/library materials Copies of books, manuals, pamphlets, guides, reports and catalogs received from outside sources. May be created, received, and/or distributed by paper or electronically.	until superseded, obsolete or replaced	paper or electronic	
10-1128	Bulletins, Poster and Notices to Employees or Citizens – Copies of outdated or superseded information posted on bulletin boards or distributed to employees or citizens about meetings, events, policies, or procedures. May be created and/or distributed on paper or electronically. Of little value after the event advertised or once information is superseded.	Until no reasonably foreseeable necessity exists for the administrative operation of the office.	paper or electronic	
10-1129	Work Schedules – Schedules noting working location/days for employees	Until no longer of administrative value.	paper or electronic	



10-1130	Audiovisual, Public Relations & Training - Materials and resources compiled or created for presentations, public relations events and/or training exercises.	Until information is superseded, obsolete or no longer of value	All Media	
10-1131	Extra Copies of Documents - Duplicates of work-related documents created for distribution. May be created, stored and distributed on paper or electronically. Duplicates are of little value to the office.	Until no longer necessary for the administrative operation of the office.	All Media	
10-1132	Surveys & Questionnaires - Records collected from employees or public to assess how an event or program is perceived to determine if improvements or changes should be made.	until no longer of administrative value	All Media	
2000	PLANNING			
10-2100	Divisions of property w/o plat since new sub-reg from 4/4/07 to current	permanent	paper or electronic	
10-2100-A	Divisions of property w/o plat since RPC began processing from 1994 - 4/4/07	7 years	paper or electronic	
10-2100-B	Divisions of property w/o plat prior to RPC processing starting date unknown to 1994	destroy	paper	
10-2101	Final Plats	permanent	paper or electronic	RC-3 Required
10-2102	Expired Preliminary Plans	20 years	paper or electronic	
10-2103	Site Improvement Plans & Waiver of Site Plans	permanent	paper or electronic	RC-3 Required
10-2104	Subdivision Regulation Review Material	until next full rewrite	paper or electronic	
10-2105	Zoning recommendations and legal opinions	Permanent	paper or electronic	RC-3 Required
10-2106	Street Vacation & Name Change Files	Permanent	paper or electronic	RC-3 Required
10-2107	Government Law, BAZ, Zoning Commission Seminar Files	until updated, superseded or obsolete	paper or electronic	



10-2108	Project planning files A series of formal or informal documents that define the execution and control stages of a project; e.g. documents created, data collected, including special reports and studies conducted related to the completion of a project.	5 years after completion of final report	paper or electronic	RC-3 Required
10-2109	Technical reports	permanent	paper, film or electronic	
10-2110	Subject Files delete - use 10-2108	5 years	paper or electronic	
3000	<u>FINANCIAL</u> All dates are after audit has been completed by the Auditor of State			
10-3100	Accounts Receivable/Accounts Payable, Receipt Workbooks	3 years	paper or electronic	
10-3101	Annual Budget	permanent	paper or electronic	
10-3102	Annual Financial Reports	5 years	paper or electronic	
10-3103	Audit Reports (federal, state, internal)	5 years	paper or electronic	
10-3104	Budget Preparation Documents (working papers)	4 years	paper	
10-3005	Equipment Inventories	3 years	paper	
10-3006	Insurance policies	2 years after expiration, provided all claims settled	paper	
10-3007	Inventory	3 years	paper	
10-3008	Leases a) equipment b) vehicles	a) 2 years after expiration b) 2 years after expiration	paper paper	



10-3009	Licenses, permits, certifications	1 year after expiration	paper
10-3010	Records of receipts and expenditures (Approved 4/2021 to deleted)		
10-3011	Receipt books (add to 10-3100)	3 years	paper
10-3012	Vehicle maintenance records	until vehicle sold	paper
4000	<u>PERSONNEL</u>		
10-4100	Accident Report/Files a) employee injury reports b) damage to agency vehicle c) bodily injury to non-employee	a) place in personnel file b) 6 years provided no action pending c) 6 years provided no action pending	paper
10-4101	Personnel Files Documentation of service through the duration of an individual's employment	2 years after employee terminates purge extraneous records. Retain retirement waiver, service record and leave balances. *see 10-4105	paper
10-4102 delete	Annual Attendance Records (Add to 10-4104)	permanent changed to 3 years	paper or electronic
10-4103	Leave Requests (sick & vacation) (add to 10-4104)	3 years	paper
10-4104	Time sheets, attendance sign-in sheets, leave requests, annual attendance records	3 years	paper
10-4105	Retirement information (service record/leave balances)	permanent	paper or electronic
10-4106	Workers Compensation Claims	10 years after financial payment made	paper or electronic
10-4107	Employee Evaluations – Records used to measure employee work performance.	Place in personnel file. (Follow destruction as in 10-4101)	paper or electronic



<u>5000</u>	<u>LOCAL/FEDERAL/STATE PROGRAMS ADMINISTERED FOR THE BOARD OF STARK COUNTY COMMISSIONERS AND/OR OTHER STARK COUNTY POLITICAL SUBDIVISIONS</u>			
10-5100	Federal and State Grant Files, Supporting Financial Records and Documents	Maintain records as required by grant. If retention period unspecified, 5 years, provided all State & Federal audits have been conducted, the audit report released and all litigation, claims or audit findings have been resolved.	all media	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
10-5101	Prevailing Wage Records	4 years	paper or electronic	
10-5102	Minutes of Meetings (Approved 4/2021 to delete)			
10-5103	Project planning files A series of formal or informal documents that define the execution and control stages of a project; e.g. documents created, data collected, including special reports and studies conducted related to the completion of a project.	5 years after completion of final report	paper or electronic	
10-5104	Technical Reports	permanent	paper, film or electronic	
10-5105	Subject Files	5 years	paper or electronic	
10-5200	House Numbering system files Documentation pertaining to the process of assigning house numbers	5 years	paper or electronic	
10-5201	Master File of House Numbers - Official documentation of house number assignments	Permanent		
10-5300	Active Subdivision Engineering Project Files	after project completion, becomes part of archives and is retained for 7 years	paper or electronic	

RC-3 Required



10-5301	"As-Built" Construction Subdivision Drawings	7 years	paper or electronic	RC-3 Required
10-5302	Recorded Subdivision Final Plats	permanent	paper or electronic	
10-5303	Archived Subdivision Project Files	7 years	paper or electronic	
10-5400	Other Misc. Project Files	7 years after completion	paper or electronic	
10-5500	Equal Employment Opportunity (EEO)		paper or electronic	
	a) Biennial Employment EEO Reports for all County Departments	a) 15 years		
	b) Discrimination Case Files	b) 5 years		
10-5600	District Ohio Public Works Committee (OPWC) – <u>Project Folder</u> : which includes application, emails, general correspondence, also included are unfunded applications, and any other documents related to a particular program year.	2 Years after recommendations are forwarded to OPWC and completion of audit of the OPWC by State Auditor	paper or electronic	RC-3 Required
10-5700	Traffic Counts - A count of vehicular or pedestrian traffic, which is conducted along a particular road or intersection. Data is used to identify which routes are used most, and to either improve that road or provide an alternative if there is an excessive amount of traffic.	10 years	paper or electronic	

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