

Bluffton Exempted Village Schools

Records Retention Policy

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>			
1101	Minutes	Treasurer	Permanent	
1101.1	Audio Tapes	Treasurer	2 Years	
1102	Blue Prints, Plans, Maps	Business Office & Secretary	Permanent	
1103	Deeds, Easements, Leases	Treasurer	Permanent	
1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	1 year after superceded	
1105	Administrative Regulations	Superintendent and Secretary	1 year after superceded	

SCHEDULE OF REOCRDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Bluffton Exempted Village School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State Or OHS-LGRP
1106	Court Decisions	Treasurer	Permanent	<i>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.</i>
1107	Claims and Litigation	Treasurer	Permanent	
1201	Elections	Treasurer	10 Years	
1202	Record Disposal forms (RC-3)	Treasurer	10 Years	
1203	Bargaining Agreements	Treasurer	10 Years after Expiration	
1204	Budget Policy Files	Treasurer	5 Years	
1301	Worker's Compensation Claims	Treasurer	10 Years after Financial Payment made	
1302	Bank Depository Agreements	Treasurer	4 Years after Completion	
1303	Organization Reports	Treasurer	2 Years**	
1304	Board Meeting Notes	Treasurer	1 Year	
1305	Agendas	Treasurer	1 Calendar Year**	
1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded	
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded	
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded	
* After end of fiscal year				
** Provided Audited				

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Bluffton Exempted Village School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>2000</u>	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)		
2101	Certified Active Employees Asst Supt, Personnel Secretary	Permanent	
2102	Classified Active Employees “	Permanent	
2103	Certificated Inactive Employees “	Permanent***	
2104	Classified Inactive Employees “	Permanent***	
2105	Civil rights, Civil Services and Disciplinary Reports “	Permanent***	
2107	Retirement Letters “	Permanent***	
2108	Substitute records “	25 Years	
2301	Employee Contracts Treasurer	4 Years after termination from employment.	
2302	Professional Conference Applications Asst. Supt, Personnel and Secretary	2 Years**	
	* After end of fiscal year ** Provided Audited *** Hard copy maintained for 3 years after audited- then microfilmed.		

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM : Bluffton Exempted Village School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
2303	Irregular Employee Treasurer Contracts (Substitutes, etc.)	4 Years after contract expires	
2304	Unemployment Claims Treasurer	5 Years	
2305	Unemployment Treasurer	5 Years	
2306	Applications Asst Supt. (not hired) Personnel and Secretary	2 Years**	
2307	Schedules of " Employees	Fiscal Year Plus 2 years	
2308	Student Helper " Applications	2 Years	
2309	Teacher Personnel " Reports (internal)	Fiscal Year Plus 1 year	
2310	I-9 Immigration " Verification Forms	Termination of employment plus 1 year	
2401	Job Descriptions "	Retain until Superseded or Obsolete	
	** Provided Audited		
			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Bluffton Exempted Village School District

(POLITICAL SUBDIVSION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>3000</u>	<u>STUDENT RECORDS</u>		
3101	Student Record Folders Bldg Secretary Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Permanent***	
3102	Office Record Card (K-9) Bldg Secretary	Permanent***	
3103	Cosmetology Records Voc. Secretary (Vocational)	Permanent***	
3201	Health/Medical Records Nurse/Bldg Visual Screening Secretary Hearing Screening Immunization Records	7 Years After Graduation	
3202	Discipline Records Bldg Secretary Letters to Parents Office Discipline	1 Year after Student leaves School	
3203	Psychological Records Special Ed. (Restricted) Secretary/Nurse	Permanent***	** Provided Audited *** Hard Copy
3204	Child Abuse/Neglect Bldg Secretary Referral Letters	Through Graduation	maintained for 5 years after Student leaves system –then
3301	Teacher Grade Books/ Records Bldg Secretary	3 Years**	microfilmed.

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FROM: Bluffton Exempted Village School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LRRP
3302	Pre-School Screening Profiles Bldg Secretary	3 years	
3303	Age and Schooling Records (Work Permits) Bldg Secretary	3 years	
3304	Accident Reports Nurse/Bldg Secretary	5 years provided no action pending	
3305	Individual Educational Plan (IEP) Bldg Secretary Special Ed. Secretary	Permanent	
3306	Free/Reduced Price Lunch Application Bldg Secretary	4 years	
3401	Emergency Information Bldg Secretary	Until Superseded	
			REV. 6/02

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FROM: Bluffton Exempted Village School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>4000</u>	<u>BUILDING RECORDS</u>		
4202	Tornado and Fire Drill Records Bldg Secretary	1 year*	
4203	Building Health Inspections Bldg Secretary	2 years*	
4301	Student Activity Records Bldg Secretary Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports	2 years**	
4302	Receipts/Deposit Slips Bldg Secretary	4 years**	
4303	Budget/Appropriation Records Bldg Secretary	4 years**	
4304	Requisitions/ Purchase Orders Bldg Secretary	10 years**	
4401	Textbook Inventories Bldg Secretary	Until Superceded	
4402	Supplies Inventory Bldg Secretary	Until Superceded	
4403	Student Handbooks Bldg Secretary	Until Superceded	
* After end of fiscal year ** Provided Audited			

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(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>		
	<u>Administrative Offices</u>		
5201	School Calendars Supt. Secretary	5 years	
5301	Repair, Installation and Maintenance Records Business Office and Secretary	4 years**	
5302	Prevailing Wage Records Business Office and Secretary	4 years**	
5303	Rental Information (Use of Facilities) Business Office and Secretary	4 years**	
5304	Work Orders Business Office and Secretary	4 years**	
5305	Environmental Reports And Data (asbestos, etc.) Business Office and secretary	4 years**	
5306	Vandalism Reports Business Office and secretary	4 years**	
5307	Student Activity Purpose Clauses Business Office and secretary	4 years**	
5308	Sales Potential Forms (Student Activities) Business Office and secretary	4 years**	
5309	Bids and Specifications (Unsuccessful) Business Office and secretary	1 year**	
5310	Bids and Specifications (Successful) Business Office and secretary	4 years after completion of Project**	
	** Provided Audited		REV. 6/02

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FROM: Bluffton Exempted Village School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	<u>Administrative Offices – Continued</u>		
5311	Contractor Files Business Office (Resolutions, and Secretary additions, drawings, etc.)	Until Project Complete, if No Action Pending**	
5401	Preventive Maintenance Business Office Reports and Secretary	Fiscal year Plus 2 years	
5402	Warranty/Guarantee Business Office and Secretary	Life/Warranty of Equipment	
5403	Plant and Equipment Business Office Inventory and Secretary	Until Superceded**	
5404	Textbook/Workbook Curriculum Dir. Inventory and Secretary	Until Superceded**	
5405	Supplies Inventory Business Office and Secretary	Until Superceded**	
	** Provided Audited		
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(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	<u>Special Education Department</u>		
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 years
5222	Individual Educational Plan (IEP)	Special Ed. Secretary	Permanent***
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent***
	<u>Transportation Department</u>		
5340	Driver Physical	Transportation Secretary	2 years after termination
5341	Fuel Consumption Data	Transportation Secretary	4 years**
5342	Transportation Records	Transportation Secretary	4 years**
5343	Field Trip forms and Volunteer Driver forms	Transportation Secretary	Fiscal year Plus 2 years
5441	Accident Reports	Transportation Secretary	3 years provided no action pending
5442	Vehicle Registration	Business Office and Secretary	Life of Vehicle
5443	Vehicle License	Business Office and Secretary	1 year after termination
5445	Driver Certifications	Transportation Secretary	1 year after termination
	** Provided Audited		
	*** Hard copy maintained for 3 years after audited – then microfilmed		
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(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	<u>Transportation Department – Continued</u>		
5446	Supplies Inventory Transportation Secretary	Until Superceded**	
5447	Vehicle Defect Report Transportation Secretary	Life of Vehicle	
	<u>Food Service Department</u>		
5561	Food Service Records Cafeteria Menus Supervisor Food Production Milk Sold Students Served	4 years**	
5562	Lunchroom Records Cafeteria Cash Register Tapes Supervisor Cashier's Daily Reports	4 years**	
5563	Lunchroom Reports Cafeteria (Free and Reduced) Supervisor	4 years**	
5564	Inventories Cafeteria Supervisor	Until Superceded**	
5565	Lunchroom License Cafeteria Supervisor	1 year after expiration	
	** Provided Audited		
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6000	<u>FINANCIAL RECORDS</u>		
6101	Annual Financial Reports Treasurer Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	5 years**	
6102	Activity Fund Cash Treasurer Journal and Ledger	5 years**	
6103	Bond Register Treasurer	20 years after issue expires	
6104	Securities Treasurer	Permanent***	
6201	Investment Ledger Treasurer	5 years**	
6202	Foundation Distribution Treasurer	5 years**	
6203	Tax Settlements (Semi- (Annual) and Advances Treasurer	5 years**	
6204	Budgets (Annual) Treasurer	5 years**	
6205	Insurance Policies Treasurer	15 years after Expiration Provided all Claims settled	
	** Provided Audited *** Hard copy maintained for 3 years after audit- then microfilmed		
			REV. 6/02

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FROM: Bluffton Exempted Village School District

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(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State of OHS-LGRP
6206	Contracts Treasurer	15 years after Expiration	
6207	Bonds and Coupons Treasurer	Until Redeemed**	
6208	Accounts Payable Ledgers Treasurer	5 years**	
6209	Accounts Receivable Ledgers Treasurer	5 years**	
6210	Budget Work Papers Treasurer	5 years**	
6211	Vouchers, Invoices and Purchase Orders Treasurer	10 years**	
6212	State Program Files Treasurer Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc.	10 years**	
6213	Federal Program Files Treasurer Title I,II,III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	10 years**	
6214	Travel Expense Vouchers Treasurer	10 years**	
6215	Tax Anticipation Notes Treasurer (Records borrowing against future tax collections)	10 years**	
** Provided Audited			REV. 6/02

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(UNIT)

(6) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6216	State Reimbursement Settlement Sheets Treasurer	5 years**	
6217	Unemployment Claims Treasurer	5 years	
6218	Employee Bonds, Board Member Bonds Treasurer	5 years	
6219	Certificate of Estimated Resources Treasurer	15 years after Expiration	
6220	Appropriation Resolutions Treasurer	5 years	
6222	Tax Apportionments (Semi-Annual) Treasurer	5 years	
6301	Canceled Checks and Bank Settlements Treasurer	4 years**	
6302	Publication Notice Treasurer	4 years**	
6303	Tuition Fees and Payments Treasurer	4 years**	
6304	School Finance (S.F.) Monthly Statements Treasurer	4 years**	
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.) Treasurer	4 years**	
6306	Travel Expense Reports Treasurer	10 years**	
6307	State Sales Tax Reports Treasurer	4 years**	
	** Provided Audited		REV. 6/02

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(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6308	Student Activity Fund Treasurer (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	4 years**	
6309	Check Registers Treasurer	4 years**	
6310	Deposit Slips/Cash Proofs Treasurer	4 years**	
6311	Bids and Specifications Treasurer (Unsuccessful)	1 year**	
6312	Bids and Specifications Treasurer (Successful)	4 year after completion of project**	
6313	Receipt Books Treasurer	4 years**	
6314	Extra Trip Records Treasurer	4 years**	
6315	Monthly Financial Reports Treasurer	4 years**	
6316	Accounting Data Treasurer	4 years**	
6317	Service Contracts Treasurer	4 years**	
6318	State Subsidy Reports Treasurer Applications for Driver education, Pupil transportation, Special Education, etc.	3 years**	
6319	Delivery/Packing Slips Treasurer	1 year**	
6401	Requisitions Treasuere	1 year*	
	*After end of fiscal year		
	**Provided Audited		
			REV. 6/02

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<u>7000</u>	<u>PAYROLL RELATED</u>		
7001	Payroll Ledgers Treasurer Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Permanent***	
7102	Earnings Registers Treasurer By Staff Member By Calendar Year	Permanent***	
7103	Monthly Payroll Reports Treasurer Leave usage and Accumulation, Retirement service, etc.	Permanent***	
7201	Bureau of Employment Treasurer Service Quarterly Reports	7 years	
7301	W-2's, W-4's Treasurer (Employer copy)	6 years and Current**	
7302	Federal Income Tax Treasurer (Quarterly/Annual)	6 years and Current**	
7303	Ohio Income Tax Treasurer (Monthly/Annual)	6 years and Current**	
7304	City Income Tax Treasurer (Monthly/Annual)	6 years and Current**	
7305	School Income Tax Treasurer (Monthly/Annual)	6 years and Current**	
7306	Payroll Reports Treasurer Reports used for Each payroll- Computer generated **Provided Audited ***Hard Copy maintained for 5 years, then microfilmed	4 years**	

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7307	Payroll Update Listing Treasurer	4 years**	
7308	Payroll Calculations Treasurer	4 years**	
7309	State Teachers System and School Employees Retirement System Waivers Treasurer	Permanent***	
7310	State Employees Retirement System (SERS) Reports Treasurer	4 years**	
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 years**	
7312	Annuity Reports Treasurer	4 years**	
7313	Benefit Folders/Reports Treasurer	4 years**	
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave) Treasurer	4 years**	
7315	Deduction Reports Treasurer Voluntary payroll Deductions	4 years**	
7316	Employee Vacation/ Sick Leave Records Treasurer	4 years**	
7317	Time Sheets Treasurer	6 years**	
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7318	Overtime Authorization Treasurer	6 years	
7319	Employee Insurance Bills Treasurer Medical Dental Life	4 years**	
7323	Paycheck Register Treasurer	4 years**	
7324	Payroll Bank Statement Treasurer	4 years**	
7401	Deduction Authorization Treasurer	Until Supceded or Employee Terminated	
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8000	<u>REPORTS</u>		
8201	State Audit Reports Treasurer	5 years	
8202	#59, #659 and #4502 Treasurer	5 years	
8203	#25 and #625 Treasurer	5 years	
8204	School Finance (S.F.) Reports- annual Treasurer	5 years	
8205	Special Education SpEd Secretary (S.E.) Reports-annual Supt Secretary	7 years	
8206	Vocation Education Voc Secretary (V.E.) Reports-annual Supt Secretary	5 years	
8207	Ohio Common Core Data Supt Secretary (OCCD) Reports	5 years	
8208	Drivers Education Reports Treasurer	5 years	
8209	Ohio Department of Bldg Secretary Education (ODE) Reports	5 years	
8211	Civil Rights Reports Supt Secretary	Permanent***	
8212	Title IX Reports Supt Secretary	10 years	
8213	SM-1 & SM-2 Treasurer (Annual and Quarterly)	10 years	
8214	State Minimum Standards Supt Secretary	10 years	
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(5) Schedule Number	(6) Records title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
8301	Personnel State Reports (Currently SF-1, CS-1)	4 years**	
8302	Worker's Comp Wage Reports (Co. Auditor)	5 years	
8303	Bank Balance Certification (Co. Auditor)	5 years	
8304	Transportation Reports	4 years**	
<u>9000</u>	<u>Other</u>		
9101	Personnel Directory	10 years	
9102	Enrollment Record (By grade and building)	Permanent***	
9202	School Calendars	5 years	
9203	Building, Boiler, Maintenance Reports	2 years*	
9402	Employee Handbooks	Until Superceded	
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	Until Superceded	
9404	Attendance Records	Until Superceded	
Board Policy EHA-R	Email Archive	1 year	
	*After end of fiscal year		
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