

Lakewood City School District Bylaws & Policies

8310 - PUBLIC RECORDS

The Board of Education is responsible for maintaining the public records of this District and to make such records available for inspection and reproduction in strict adherence to the State's Public Records Act. Public records requests should be directed to the Treasurer as the Public Records Officer for the District. The Public Records Officer or his designee shall respond to all public records requests on behalf of the District.

The Board will utilize the following procedures regarding the availability of public records. A "public record" is defined as any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District. "Electronic record" is defined as a record created, generated, sent, communicated, received, or stored by electronic means. "Public records" do not include medical records, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law, and any other records which fall under the exceptions set forth in R.C. § 149.43. Confidential law enforcement investigatory records, medical records, and trial preparation records are as defined in R.C. § 149.43.

The District's public records shall be organized and maintained so that they are readily available for inspection and copying. As such, public records will be available for inspection during regular business hours, with the exception of published holidays. The District's public records shall be promptly prepared and made available for inspection. A reasonable period of time may be necessary due to the volume of records requested, the proximity of the location where the records are stored, and/or for the District to review and redact non-public/confidential information contained in the records. "Redaction" means obscuring or deleting any information that is exempt from public inspection or copying from an item that otherwise meets the definition of a "public record." Upon request, a person may receive copies of public records, at cost, within a reasonable period of time. No record shall be removed from the office in which it is maintained for the purpose of inspection and copying. A Board employee must be present during the inspection and copying of all District records.

While the District is responsible for promptly preparing and making available public records, State law does not require the District to provide additional information that may be related to a record but is not part of a record. In addition, the District is not required to create a new record to respond to a public request for information if no public record is available that is responsive to that request.

Each request for public records shall be evaluated for a response at the time it is made. Although no specific language is required to make a request, the requestor must minimally identify the record(s) requested with sufficient clarity to allow the District to identify, retrieve, and review the record(s). If a requestor makes an ambiguous or overly broad request or has difficulty in making a request for inspection or copies of public records such that the Public Records Officer cannot reasonably identify what public records are being requested, the Public Records Officer shall contact the requestor for clarification. The request for records need not be in writing. The requestor shall not be required to provide his/her identity or the intended use of the requested public record(s). Notwithstanding R. C. § 149.43(B)(4), the Public Records Officer or designee may require disclosure of the requestor's identity or the intended use of the records when student directory information is requested to ascertain whether the information is intended for use in a profit-making plan or activity.

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At the time of the request, the Public Records Officer shall inform the person making the request of the estimated length of time required to gather the records. All requests for public records shall be satisfied or acknowledged by the District promptly following the receipt of the request. If the request for records was in writing, the acknowledgement by the District shall also be in writing.

Routine requests for records shall be satisfied as soon as is feasible. Routine requests include, but are not limited to, meeting minutes (both draft and final form), budgets, salary information, forms and applications, personnel rosters, etc. If fewer than twenty (20) pages of copy are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, requests shall be satisfied as soon as is feasible. Any request deemed significantly beyond routine, such as seeking a voluminous number of copies and/or records, or requiring extensive research, the acknowledgement shall include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure and the reason for such exemption, including legal authority.

The Superintendent or Public Records Officer is authorized to grant or refuse access to the records of the District in accordance with the law. Any denial, in whole or in part, of a public records request must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, the requestor must be notified of the redactions and/or the redactions must be plainly visible, and each redaction must be accompanied by a supporting explanation, including legal authority. If the request for records was in writing, the explanation shall also be in writing.

A person may obtain copies of the District's public records upon payment of a fee, if required. A person who requests a copy of a public record may request to have said record duplicated on paper, on the same medium on which the District keeps the record, or on any other medium in which the Public Records Officer determines that said record reasonably can be duplicated as an integral part of normal operations. A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as the costs for postage and the mailing supplies.

The number of records requested by a person that the District will transmit by U.S. mail shall be limited to ten (10) per month, unless the person certifies, in writing to the District, that the person does not intend to use or forward the requested records, or the information contained in them, for commercial purposes. "Commercial" shall be narrowly defined and does not include reporting or gathering news, reporting or gathering information to assist citizen oversight or understanding of the operation or activities of the District, or nonprofit educational research. (R.C. § 149.43(B)(7))

Those seeking copies of public records will be charged only the actual cost of making copies. The charge for paper copies is \$.10 cents per page. The charge for downloaded computer files to a compact disc is \$.65 per disc. There is no charge for documents e-mailed.

Documents in electronic mail format, including but not limited to the content, transactions information, and any attachments associated with the e-mail are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the District's Schedule of Records Retention and Disposition ("Records Retention Schedule").

Records sent or received through private e-mail accounts are subject to disclosure if their content relates to the business of the District, as defined above. All employees, Board members, and/or other representatives of the District are strongly discouraged from using private e-mail addresses to conduct District business; however, if this occurs, they are responsible for retaining e-mails that meet the definition of public records

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and copying them to their District e-mail account(s) and to the Public Records Officer. The Public Records Officer will make good faith and diligent efforts to gather responses to all public records requests, including private e-mails, but, to the extent permissible by law, the burden will be on the individual employees, Board members, and/or other representatives of the District to provide the Public Records Officer with all private e-mails with content that relates to the business of the District, promptly upon composition or receipt, so that the records may be maintained in accordance with this policy and the District's Records Retention Schedule.

"Private records" (private e-mail, electronic documents and other documents that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities) are not public records. Although private records do not fall under Policy 8310, they may fall under Policy 8315 — "Information Management." District employees, Board members and other representatives of the District who use the District's e-mail system shall acknowledge in writing that (i) they have no expectation of privacy in anything that they create, store, send, or receive on the District's e-mail system; (ii) e-mails can be monitored without prior notification by the District; and (iii) if there is evidence that such employee, Board member, or other representative of the District is not adhering to District policy, the District reserves the right to take disciplinary action.

No public record may be removed from the office in which it is maintained except by a Board member or employee in the course of the performance of his/her duties.

A District Records Commission shall be established consisting of the Board President, Treasurer, and Superintendent of Schools in accordance with law to judge the advisability of destroying District records. The District's Records Retention Schedule shall be updated regularly and posted prominently. The Commission shall meet at least once every twelve (12) months. On a periodic basis (at least annually), and subject to the requirements of this policy, the District Records Commission may request the destruction of all e-mail records that have been retained for a period of twenty-four (24) months or longer, so long as such destruction is consistent with the District's Records Retention Schedule.

Nothing in this policy shall be construed as preventing a Board member, in the performance of his/her official duties, from inspecting any record of this District, except for information protected as confidential by Federal, State or local laws or regulations.

While personnel files contain public records, some specific information and/or records contained in such files may be confidential and not subject to disclosure.

The Superintendent and/or Public Records Officer shall provide for the inspection, reproduction, and release of public records in accordance with this policy and with the Public Records Law. The Superintendent shall require the posting and distribution of this policy in accordance with Federal and State law.

RECORDS RETENTION

The District Records Commission is responsible for developing the District's Records Retention Schedule (Form RC-2), which must be approved by the Ohio Historical Society and the State Auditor. Subsequent revisions to the Form RC-2 must also be approved using this same process. Only in conformance with the approved Records Retention Schedule (Form RC-2) or a properly approved one-time Records Disposal Request (Form RC-1) may the District's Records Commission review applications for the disposal of obsolete records utilizing the Certificate of Records Disposal (Form RC-3).

To facilitate the development, updating and/or revision of the Records Retention Schedule, and in reviewing requests for disposal of obsolete records, the District Records Commission shall utilize the following guidelines recommended by the State Auditor's office.

RECORDS RETENTION SCHEDULE

<u>Schedule</u>	<u>Record Title and Description</u>	<u>Retention Period</u>
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Number		
1000	BOARD AND ADMINISTRATIVE RECORDS	
1101	Minutes	Permanent
1101.1	Audio Tapes	2 Years
1102	Blue Prints, Plans, Maps	Permanent
1103	Deeds, Easements, Leases	Permanent
1104	Board Policy Books and Other Adopted Policies	1 Year After Superseded
1105	Administrative Regulations	1 Year After Superseded
1106	Court Decisions	Permanent
1107	Claims and Litigation	Permanent
1201	Elections	10 Years
1202	Record Disposal Forms (RC-3)	10 Years
1203	Bargaining Agreements	10 Years After Expiration
1204	Budget Policy Files	5 Years
1301	Worker's Compensation Claims	10 Years After Financial Payment Made
1302	Bank Depository Agreements	4 Years After Completion
1303	Organization Reports	2 Years**
1304	Board Meeting Notes	1 Year
1305	Agendas	1 Calendar Year **
1401	Adopted Courses of Study	Until Superseded
1402	Adopted Special Education Programs	Until Superseded
1403	Adopted Special Programs	Until Superseded
2000	EMPLOYEES FILES	
	(Including 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	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	4 Years After Termination From Employment
2302	Professional Conference Applications	2 Years **

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2303	Irregular Employee Contracts (Substitutes, etc.)	4 Years After Contract Expires
2304	Unemployment Claims	5 Years
2305	Unemployment	5 Years
2306	Applications (Not Hired)	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	1-9 Immigration Verification Forms	Termination of Employment Plus 1 Year
2401	Job Descriptions	Retain until superseded or obsolete

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3000	STUDENT RECORDS	
3101	Student Record Folders	Permanent***
	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	
3102	Office Record Card (K-9)	Permanent***
3103	Cosmetology Records (Vocational)	Permanent***
3201	Health/Medical Records	7 Years After Graduation
	Visual Screening	
	Hearing Screening	
	Immunization Records	
3202	Discipline Records	1 Year After Student Leaves School
	Letters to Parents	
	Office Discipline	
3203	Psychological Records (Restricted)	Permanent***
3204	Child Abuse/Neglect Referral Letters	Permanent***
3301	Teacher Grade Books/Records	3 Years**
3302	Pre-School Screening Profiles	3 Years
3303	Age And Schooling Records (Work Permits)	3 Years
3304	Accident Reports	5 Years Provided No Action Pending
3305	Individualized Education Program (IEP)	Permanent
3306	Free/Reduced Price Lunch Application	4 Years
3401	Emergency Information	Until Superseded
4000	BUILDING RECORDS	
4202	Tornado and Fire Drill Records	1 Year*
4203	Building Health Inspections	2 Years*
4301	Student Activity Records	2 Years**
	Pay-In Forms	
	Pay-Out Forms	

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	Account Forms/District Budget Forms	
	Budget Forms	
	Requisitions	
	Purchase Orders	
	Ticket Sale Reports	
4302	Receipts/Deposit Slips	4 Years**
4303	Budget/Appropriation Records	4 Years**
4304	Requisitions/Purchase Orders	10 Years**
4401	Textbook Inventories	Until Superseded
4402	Supplies Inventory	Until Superseded
4403	Student Handbooks	Until Superseded
5000	<u>CENTRAL DEPARTMENTAL RECORDS</u>	
	<u>Administrative Offices</u>	
5201	School Calendars	5 Years
5301	Repair, Installation, and Maintenance Records	4 Years**
5302	Prevailing Wage Records	4 Years**
5303	Rental Information (Use of Facilities)	4 Years**
5304	Work Orders	4 Years**
5305	Environmental Reports And Data (asbestos, etc.)	4 Years**
5306	Vandalism Reports	4 Years**
5307	Student Activity Purpose Clauses	4 Years**
5308	Sales Potential Forms (Student Activities)	4 Years**
5309	Bids and Specifications (Unsuccessful)	1 Year**
5310	Bids and Specifications (Successful)	4 Years After Completion of Project**
5311	Contractor Files (Resolutions, Additions, Drawings, etc.)	Until Project Complete if No Action Pending**
5401	Preventive Maintenance Reports	Fiscal Year Plus 2 Years
5402	Warranty/Guarantee	Life/Warranty of Equipment
5403	Plant and Equipment Inventory	Until Superseded**
5404	Textbook/Workbook Inventory	Until Superseded**
5405	Supplies Inventory	Until Superseded**
	<u>SPECIAL EDUCATION RECORDS</u>	
5221	Special Education Tutoring Reports	10 years
5222	Individualized Education Program (IEP)	Permanent***
5223	Psychological Records (Restricted)	Permanent***

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	<u>TRANSPORTATION RECORDS</u>	
5340	Driver Physical	2 Years After Termination
5341	Fuel Consumption Data	4 Years**
5342	Transportation Records	4 Years**
5343	Field Trip Forms and Volunteer Driver Forms	Fiscal Year Plus 2 Years
5441	Accident Reports	3 Years Provided No Action Pending
5442	Vehicle Registration	Life of Vehicle
5443	Vehicle License	1 Year After Termination
5445	Driver Certifications	1 Year After Termination
5446	Supplies Inventory	Until Superseded**
5447	Vehicle Defect Report	Life of Vehicle
	<u>FOOD SERVICE RECORDS</u>	
5561	Food Service Records	4 Years**
	Menus	
	Food Production	
	Milk Sold	
	Students Served	
5562	Lunchroom Records	4 Years**
	Cash Register Tapes	
	Cashier's Daily Reports	
5563	Lunchroom Reports (Free and Reduced)	4 Years**
5564	Inventories	Until Superseded**
5565	Lunchroom License	1 Year After Expiration
6000	<u>FINANCIAL RECORDS</u>	
6101	Annual Financial Reports	5 Years**
	Appropriation Ledgers	
	Budget Ledgers	
	Revenue Journals	
	Vendor Listing	
	Check Register	
	Purchase Order Listing	
	Invoice List	
	Account Reports	
	Financial Summary	
	Details Reports	
6102	Activity Fund Cash Journal and Ledger	5 Years**
6103	Bond Register	20 Years After Issue Expires
6104	Securities	Permanent***

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6201	Investment Ledger	5 Years**
6202	Foundation Distribution	5 Years**
6203	Tax Settlements (Semi-Annual) and Advances	5 Years**
6204	Budgets (Annual)	5 Years**
6205	Insurance Policies	15 Years After Expiration Provided All Claims Settled
6206	Contracts	15 Years After Expiration
6207	Bonds and Coupons	Until Redeemed**
6208	Accounts Payable Ledgers	5 Years**
6209	Accounts Receivable Ledgers	5 Years**
6210	Budget Work Papers	5 Years**
6211	Vouchers, Invoices and Purchase Orders	10 Years**
6212	State Program Files	10 Years**
	Aux. Services, DPPF, Adult Vocational,	
	Excess Lottery, Data Processing,	
	Public/Private Grants, etc.	
6213	Federal Program Files	10 Years**
	Title I, II, III, IV-B, IV-C & VI-B;	
	Chapter 1, 2; Drug Free, etc.	
6214	Travel Expense Vouchers	10 Years**
6215	Tax Anticipation Notes	10 Years**
	(Records Borrowing Against Future Tax Collections)	
6216	State Reimbursement Settlement Sheets	5 Years**
6217	Unemployment Claims	5 Years
6218	Employee Bonds, Board Member Bonds	5 Years
6219	Certificate of Estimated Resources	15 Years After Expiration
6220	Appropriation Resolutions	5 Years
6222	Tax Apportionments (Semi-annual)	5 Years
6301	Canceled Checks and Bank Settlements	4 Years**
6302	Publication Notice	4 Years**
6303	Tuition Fees and Payments	4 Years**
6304	School Finance (S.F.) Monthly Statements	4 Years**
6305	Investment Records	4 Years**
	(May Include Individual Record of Investments,	
	Bank Confirmation, Wire Transfers,	
	Copy of CD, etc.)	
6306	Travel Expense Reports	10 Years**
6307	State Sales Tax Reports	4 Years**
6308	Student Activity Fund	4 Years**
	(Pay-Ins, Pay-Outs, Receipts/Deposits, Reports)	

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6309	Check Registers	4 Years**
6310	Deposit Slips/Cash Proofs	4 Years**
6311	Bids and Specifications (Unsuccessful)	1 Year**
6312	Bids and Specifications (Successful)	4 Years After Completion of Project**
6313	Receipt Books	4 Years**
6314	Extra Trip Records	4 Years**
6315	Monthly Financial Reports	4 Years**
6316	Accounting Data	4 Years**
6317	Service Contracts	4 Years**
6318	State Subsidy Reports	3 Years**
	Applications for Driver Education, Pupil Transportation, Special Education, etc.	
6319	Delivery/Packing Slips	1 Year**
6401	Requisitions	1 Year*
7000	<u>PAYROLL RELATED RECORDS</u>	
7001	Payroll Ledgers	Permanent***
	Bi-Weekly Payroll Reports	
	Quarterly Payroll Reports	
7102	Earnings Registers	Permanent***
	By Staff Member	
	By Calendar Year	
7103	Monthly Payroll Reports	Permanent***
	Leave Usage and Accumulation, Retirement Service, etc.	
7201	Bureau of Employment Service Quarterly Reports	7 Years
7301	W-2's, W-4's (Employer Copy)	6 Years and Current**
7302	Federal Income Tax (Quarterly/Annual)	6 Years and Current**
7303	Ohio Income Tax (Monthly/Annual)	6 Years and Current**
7304	City Income Tax (Monthly/Annual)	6 Years and Current**
7305	School Income Tax (Monthly/Annual)	6 Years and Current**
7306	Payroll Reports	4 Years**
	Reports Used for Each Payroll – Computer Generated	
7307	Payroll Update Listing	4 Years**
7308	Payroll Calculations	4 Years**
7309	State Teachers System and School Employees Retirement System Waivers	Permanent***
7310	State Employees Retirement System (SERS) Reports	4 Years**
7311	State Teachers Retirement System (STRS) Reports	4 Years**
7312	Annuity Reports	4 Years**

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7313	Benefit Folders/Reports	4 Years**
7314	Employee Request and/or Authorization for Leave Forms	4 Years**
	(Sick, Vacation, Personal, or Other Leave)	
7315	Deduction Reports	4 Years**
	Voluntary Payroll Deductions	
7316	Employee Vacation/Sick Leave Records	4 Years**
7317	Time Sheets	6 Years**
7318	Overtime Authorization	6 Years
7319	Employee Insurance Bills	4 Years**
	Medical	
	Dental	
	Life	
7323	Paycheck Register	4 Years**
7324	Payroll Bank Statement	4 Years**
7401	Deduction Authorization	Until Superseded or Employee Terminated
8000	REPORTS	
8201	State Audit Reports	5 Years
8202	#59, #659 and #4502	5 Years
8203	#25 and #625	5 Years
8204	School Finance (S.F.) Reports - Annual	5 Years
8205	Special Education (S.E.) Reports - Annual	7 Years
8206	Vocation Education (V.E.) Reports - Annual	5 Years
8207	Ohio Common Core Data (OCCD) Reports	5 Years
8208	Drivers Education Reports	5 Years
8209	Ohio Department of Education (ODE) Reports	5 Years
8211	Civil Rights Reports	Permanent***
8212	Title IX Reports	10 Years
8213	SM-1 & SM-2 (Annual and Quarterly)	10 Years
8214	State Minimum Standards	10 Years
8301	Personnel State Reports (Currently SF-1, CS-1)	4 Years**
8302	Workers Comp. Wage Reports (Co. Auditor)	5 Years
8303	Bank Balance Certification (Co. Auditor)	5 Years
8304	Transportation Reports	4 Years**
9000	OTHER	
9101	Personnel Directory	10 Years
9102	Employment Record (By Grade and Building)	Permanent***
9202	School Calendars	5 Years
9203	Building, Boiler & Maintenance Reports	2 Years*

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9402	Employee Handbooks	Until Superseded
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	Until Superseded
9404	Attendance Records	Until Superseded

*After End of Fiscal Year

**Provided Audited

***Hard Copy maintained for 5 years, then microfilmed or otherwise reproduced and retained

Adopted _____



INSTRUCTIONS - FORM RC-1 (Use only for records no longer created and maintained)

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from the Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Table of Records to be Disposed

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series for which a one-time disposal is being requested. List the beginning and ending months and years covered by the records series. For example: April 1945 to May 1992.
- 3) Include the media format of the records proposed for disposal.
- 4) If retaining records in an alternate media format, include the new format. For example, if you are disposing of paper originals and retaining a certified microfilm copy, list "Microfilm" here.
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact OHS-LGRP at: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-1 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only	
Date Received:	
Date Reviewed:	
Items requested for transfer:	YES NO
<i>If YES, attach copy of transfer form</i>	

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

_____ (local government entity)

_____ (unit)

_____ (signature of responsible official)

_____ (name)

_____ (title)

_____ (date)

Section B: Records Commission

_____ Records Commission

_____ (telephone number)

_____ (address)

_____ (city)

_____ (zip code)

_____ (county)

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

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 Signature

_____ Date

Section C: Ohio Historical Society - State Archives

_____ Signature

_____ Title

_____ Date

Section D: Auditor of State

_____ Signature

_____ Date

Please Note: The State Archives retains RC-1 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43211-2497

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only		
Date Received:		
Date Reviewed:		
Items requested for transfer:	YES	NO
If YES, attach copy of transfer form		

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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 Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

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.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43211-2497

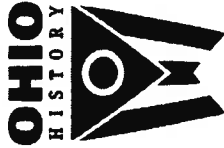
RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

(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



INSTRUCTIONS - FORM RC-3

USE OF FORM:

Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-1 or RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC. Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.

WHEN TO USE: CERTIFICATION:

This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.

SUBMISSION:

Send the original RC-3 to: localrecs@ohiohistory.org or
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

Retain a permanent copy for your office files and send an additional copy to your records commission.

NOTE: Your office or records commission will not receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

Page 2

(1) RECORD SERIES TITLE:

Record series title as shown on your retention schedule (RC-2) or one-time disposal (RC-1). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.

(2) AUTHORIZATION FOR DISPOSAL:

Schedule number as shown on your approved RC-1 or RC-2 and the date it was approved *by your local records commission*.

(3) MEDIA TYPE (DESTROYED):

Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.

(4) OTHER MEDIA TYPE (RETAINED)

If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.

(5) INCLUSIVE DATES OF RECORDS

Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.

(6) PROPOSED DATE OF DISPOSAL

Enter the proposed disposal date; the OHS-LGRP has fifteen business days to review the disposal form. It is recommended that a few extra days for mail delivery be included.

(7) FOR USE BY OHS-LGRP

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>.

Never use a microfilm master negative except to create a use copy from it.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

(local government entity)	(unit)	(contact person)	(telephone number)	(location of records)
(address)	(city)	(zip code)	(county)	(date mailed to LGRP)
(signature of responsible official) _____ (title) _____ (telephone number) _____				

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2) or Application for One-Time Records Disposal (RC-1)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

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

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.



Ohio Historical Society
State Archives of Ohio
Local Government Records Program
 1982 Velma Avenue
 Columbus, Ohio 43211-2497

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
 See instructions before completing this form. Must be submitted with PART 1.

(1) Records Series Title		(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
						From	To		
(political subdivision name)									
		Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission						