



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

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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 indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They 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 and 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. Please provide information about the content and use of the records 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. OHS-LGRP will mark the records series that will need an RC-3 prior to disposal.

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
800 E. 17th 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.

* **Optical Disk – Network Attached Storage Drive**

SAO/LGRP-RC2-(Inst.) Revised February 2012



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OHIO HISTORY CONNECTION

NOV 23 2020

STATE AND LOCAL
GOVERNMENT RECORDS

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RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Napoleon Area City School District
(local government entity)

Board of Education
(unit)


(signature of responsible official)

Michael R. Bostelman
(name)

Treasurer
(title)

October 21, 2020
(date)

Section B: Records Commission

Napoleon Area City School District
Records Commission

419-599-7015
(telephone number)

701 Briarheath Ave., Suite 108
(address)

Napoleon
(city)

43545
(zip code)

Henry
(county)

To have this form returned to the Records Commission electronically, include an email address: treasurer@napoleonareaschools.org

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.



11/20/20

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Amanda Rindler

Digitally signed by Amanda
Rindler
Date: 2020.12.09 14:29:23 -05'00'

Local Government Records Archivist

12/9/2020

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
Date: 2020.12.16 09:59:25 -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

Napoleon Area City Schools

(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	(6) RC-3 Required by OHS- LGRP
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				
1101	Board of Education Meeting Minutes: (Original/Record Copy held by Treasurer) <i>Historical record of Board Actions</i>	Permanent	Paper, CD-ROM, Optical Disk*		<input checked="" type="checkbox"/>
1101.1	Audio Tapes: (Original/Record Copy held by Treasurer) <i>Historical record of meetings elected to be recorded</i>	2 Years	Cassette Tapes, CD-ROM		<input type="checkbox"/>
1102	Blue Prints, Plans, Maps: (Original/Record Copy held by Maintenance Supervisor) <i>Provide detailed description of facilities and property.</i>	5 Years after no longer owned or operated by District	Paper, Optical Disk*		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases: (Original/Record Copy held by Treasurer) <i>Record of legal documents showing the District's ownership or responsibilities.</i>	Permanent or until sold	Paper, CD-ROM		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies: (Original/Record Copy held by Superintendent & Secretary) <i>A general, written statement by the governing board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.</i>	1 Year After Superseded	Paper Bound Volumes, Optical Disk*		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1105	Administrative Regulations: (Original/Record Copy held by Superintendent & Secretary) <i>A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.</i>	1 Year After Superseded	Paper, Optical Disk*		<input type="checkbox"/>
1106	Court Decisions: (Original/Record Copy held by Treasurer) <i>Record of Court Decisions in which the District was involved.</i>	Permanent	Paper, Optical Disk*		<input checked="" type="checkbox"/>
1107	Claims and Litigation: (Original/Record Copy held by Treasurer) <i>Record of Claims and Litigation in which the District was involved.</i>	Permanent	Paper, Optical Disk*		<input checked="" type="checkbox"/>
1108	Grievance Files/Settlements/Arbitrations: (Original/Record Copy held by Superintendent & Secretary) <i>Record of Grievances filed by Local Collective Bargaining Groups and documentation of settlements and arbitrations.</i>	10 Years After Expiration	Paper, Optical Disk*		<input type="checkbox"/>
1201	Elections: (Original/Record Copy held by Treasurer) <i>Record of outcome of local elections in regards to the financial support of the District.</i>	10 Years	Paper, Optical Disk*		<input type="checkbox"/>
1202	Record Retention and Disposition Forms: (Original/Record Copy held by Treasurer) <i>Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office.</i>	Permanent	Paper, Optical Disk*		<input type="checkbox"/>
1203	Bargaining Agreements & Notes: (Original/Record Copy held by Superintendent & Secretary) <i>Record of Agreements between the Board and recognized local Associations of certified and classified staff and the notes taken during the negotiation phase of the process.</i>	10 Years After Expiration	Paper, Optical Disk*		<input type="checkbox"/>
1301	Worker's Compensation Claims: (Original/Record Copy held by Treasurer) <i>Record of employee claims of on the job injury</i>	10 Years After Financial Payment Made	Paper, Optical Disk*		<input type="checkbox"/>

* Optical Disk – Network Attached Storage Drive



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1304	Board Meeting Notes: (Original/Record Copy held by Treasurer) <i>Notes taken during the Open Board Meetings used to formulate the Board Minutes.</i>	1 Year	Paper, Optical Disk*		<input type="checkbox"/>
1305	Agendas: (Original/Record Copy held by Treasurer) <i>Record of items to be presented and approved at the Board Meetings.</i>	1 Calendar Year Provided Audited	Paper, Optical Disk*	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"/>
1306	Monthly Administrative Reports & Supporting Documentation: (Original/Record Copy held by Superintendent Secretary) <i>Monthly reports submitted by Administrators and Supervisors on current activity in District and supporting documentation associated with the Board Agenda</i>	1 Calendar Year	Paper, Optical Disk*		
1307	Administrative Council Notes: (Original/Record Copy held by Superintendent Secretary) <i>Notes from Administrative Council meetings held prior to Board Meeting to review Board Agenda and current activity in the District</i>	1 Calendar Year	Paper, Optical Disk*		
1401	Adopted Courses of Study: (Original/Record Copy held by Superintendent & Secretary) <i>A comprehensive instructional program to serve the educational needs of the students of this District.</i>	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1402	Adopted Special Education Programs: (Original/Record Copy held by Special Education Coordinator and Secretary) <i>A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules, and regulations. Programs also satisfy the requirements of the Operating Standards for Ohio Educational Agencies Serving Children with Disabilities ("Ohio Operating Standards"), the Board of Education adopts the model policies and procedures promulgated by the Ohio Department of Education's Office of Exceptional Children (ODE-OEC), which is incorporated by reference into this policy.</i>	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
1403	Adopted Special Programs: (Original/Record Copy held by Superintendent & Secretary) <i>A record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities.</i>	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
<u>2000</u>	<u>EMPLOYEE FILES</u> (Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts, retirement/resignation letters and any other documents, which become part of the file.) Health Immunizations and Training Records, if required – <i>Maintained by District Nurse</i>				<input type="checkbox"/>
2101	Certified Active Employee Files: (Original/Record Copy held by Superintendent/Treasurer/Superintendent Secretary/Payroll Clerk)	Permanent	Paper, Optical Disk*		<input type="checkbox"/>
2102	Classified Active Employee Files: (Original/Record Copy held by Superintendent/Treasurer/Superintendent Secretary/Payroll Clerk)	Permanent	Paper, Optical Disk*		<input type="checkbox"/>



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2103	Certified Inactive Employee Files: (Original/Record Copy held by Superintendent/Treasurer/Superintendent Secretary/Payroll Clerk)	Permanent Hard Copy for 3 Years after termination / separation then stored for 40 Years	Paper, Optical Disk*		<input type="checkbox"/>
2104	Classified Inactive Employee Files: (Original/Record Copy held by Superintendent/Treasurer/Superintendent Secretary/Payroll Clerk)	Permanent Hard Copy for 3 Years after termination / separation then stored for 40 Years	Paper, Optical Disk*		<input type="checkbox"/>
2105	Civil Rights, Civil Services and Disciplinary Reports: (Original/Record Copy held by Superintendent/Treasurer/Superintendent Secretary)	Permanent Hard Copy for 3 Years after Action / Decision then stored on CD	Paper, CD Rom, Optical Disk*		<input checked="" type="checkbox"/>
2108	Substitute / Extra Curricular / Advisers / Coaches, etc. Records/Files: (Original/Record Copy held by Superintendent/Treasurer/Superintendent Secretary/Payroll Clerk)	35 Years	Paper, Optical Disk*		<input type="checkbox"/>
2304	Staff Profile: (Original/Record Copy held by Superintendent & Secretary) <i>Certified Staff Listing that includes Current Position, Licensure, Degree, Retirement Credit, and Contract Information</i>	5 Calendar Years	Paper, Optical Disk*		
2306	Applications (not hired): (Original/Record Copy held by Superintendent & Secretary)	2 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>



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2307	Schedules of Employees (Work Calendar): (Original/Record Copy held by Superintendent & Secretary – Treasurer/Payroll Clerk)	Fiscal Year Plus 2 Years	Paper, Optical Disk*		<input type="checkbox"/>
2308	Student Worker Applications: (Original/Record Copy held by Superintendent & Secretary)	2 Years	Paper, Optical Disk*		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms: (Original/Record Copy held by Superintendent & Secretary)	Termination of Employment Plus 1 Year	Paper, Optical Disk*		<input type="checkbox"/>
2311	FBI/BCI Documentation	Termination of Employment Plus 5 Years	Paper, Optical Disk*		
2401	Job Description: (Original/Record Copy held by Superintendent & Secretary)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
2402	LPDC Licensure Records: (Original/Record Copy held by Superintendent & Secretary)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
2402.1	LPDC Staff Summary Report: (Original/Record Copy held by Superintendent & Secretary) <i>Monthly Summary of LPDC Activity</i>	Until Superseded	Paper, Optical Disk*		
2403	LPDC Meetings Minutes: (Original/Record Copy held by Superintendent & Secretary)	10 Years	Paper, Optical Disk*		<input type="checkbox"/>



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<u>3000</u>	<u>STUDENT RECORDS</u>				
3101	Student Records Folders: Enrollment/Withdrawal Information Grades/Transcripts - Final Activities Records Attendance Records Individual Test Results Standardized Aptitude, etc. Intervention Reports (IAT) Foreign Exchange Records ETR 504 Plans Suspensions/Expulsions – In-School & Out of School Home Schooled Student Record (Original/Record Copy held by Principal/Secretary)	Permanent Hard Copy for 1 Year After Student Leaves System then stored on Server	Paper, Optical Disk*		<input type="checkbox"/>
3102	Student Schedules/Contact Information: (Original/Record Copy held by Principal/Secretary)	Graduation or Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
3201	Health/Medical Records: (Original/Record Copy held by District Nurse) - <i>Visual Screening</i> - <i>Hearing Screening</i> - <i>Immunization Records</i> – <i>Head Lice Inspections</i>	5 Years After Graduation	Paper, Optical Disk*		<input type="checkbox"/>
3202	Discipline Records: (Original/Record Copy held by Building Secretary, Principal / Teacher) <i>Letter to Parents</i> - <i>Office Discipline</i> – <i>Saturday</i> <i>School</i> - <i>Classroom Discipline</i>	1 Year After Student Leaves Building	Paper, Optical Disk*		<input type="checkbox"/>



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3203	Psychological Records (Restricted): (Original/Record Copy held by Special Ed Secretary / Nurse)	Permanent Hard Copy for 5 Years After Student Leaves System then stored on Server	Paper, Optical Disk*		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters: (Original/Record Copy held by Building Secretary/Guidance Counselors)	Through Graduation	Paper, Optical Disk*		<input type="checkbox"/>
3205	Custody Court Documents: (Original/Record Copy held by Building Secretary)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
3301	Teacher Grade Books / Records: (Original/Record Copy held by Building Secretary / Tech Coordinator)	3 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
3302	Pre-School / Kindergarten Screening Profiles: (Original/Record Copy held by Building Secretary)	3 Years	Paper, Optical Disk*		<input type="checkbox"/>
3302.1	ETR-Pre-School Non-Qualifying	Permanent	Optical Disk*		
3303	Age and Schooling Records (Work Permits): (Original/Record Copy held by Building Secretary)	3 Years	Paper, Optical Disk*		<input type="checkbox"/>
3304	Student Accident Report – Original White Copy: (Original/Record Copy held by District Nurse/Building Secretary)	5 Years Provided No Action Pending	Paper, Optical Disk*		<input type="checkbox"/>

* **Optical Disk – Network Attached Storage Drive**
 SAO/LGRP-RC2-(Inst.) Revised February 2012



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
3305	FINAL Individual Educational Plan (IEP): (Original/Record Copy held by Building Secretary / Special Ed Secretary)	Hard Copy for 1 Year after Grad or Exit, then Permanent stored on CD	Paper, Optical Disk*		<input type="checkbox"/>
3305.1	All Superseded Individual Educational Plan (IEP): (Original/Record Copy held by Building Secretary / Special Ed Secretary)	25 Years	Paper, Optical Disk*		
3305.2	Special Education Tutoring Reports: (Original/Record Copy held by Special Education Supervisor/Secretary)	10 Years	Paper, Optical Disk*		<input type="checkbox"/>
3305.3	IEP/504 Plans/ETR Withdrawn Student	Permanent	Optical Disk*		
3306	Free/Reduced Lunch Applications & Fee Waiver Forms: (Original/Record Copy held by Lunch Room Supervisor)	4 Years	Paper, Optical Disk*		<input type="checkbox"/>
3307	Interim Grade Reports: (Original/Record Copy held by Principal/Guidance Secretary) <i>Mid-term status report of student performance with teacher comments not part of permanent record.</i>	End of Current School Year	Paper, Optical Disk*		<input type="checkbox"/>
3308	Attendance Records & Support Data: (Original/Record Copy held by Principal/Building Secretary) <i>Daily Office Call Sheets/Dr. & Parents' Notes EMIS Count Week Data</i>	2 Years Provided Audited	Paper		<input type="checkbox"/>



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<u>(1)</u> Schedule Number	<u>(2)</u> Record Title and Description	<u>(3)</u> Retention Period	<u>(4)</u> Media Type	<u>(5)</u> For use by Auditor of State or OHS-LGRP	<u>(6)</u> RC-3 Required by OHS- LGRP
3309	Teacher Lesson Plan Books: (Original/Record Copy held by Principal/Teacher)	End of Current School Year or Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
3310	Cumulative Photo Records: (Original/Record Copy held by Building Secretary)	Through Graduation	Paper, Optical Disk*		<input type="checkbox"/>
3311	Federal Programs – Student Progress Reports (Title I, etc.): (Original/Record Copy held by Building Secretary / Federal Program Teacher)	10 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
3401	Emergency Contact Information: (Original/Record Copy held by District Nurse / Building Secretary)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
<u>4000</u>	<u>BUILDING RECORDS</u>				
4100	Substitute Work Calendars	4 Years	Paper, Optical Disk*		
4202	Tornado, Fire and Safety Drill Records: (Original/Record Copy held by Principal/Building Secretary)	1 Year After End of Fiscal Year	Paper		<input type="checkbox"/>
4203	Building Health Inspections: (Original/Record Copy held by Maintenance Supervisor /Principal/Building Secretary)	2 Year After End of Fiscal Year	Paper		<input type="checkbox"/>



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(1) <u>Schedule Number</u>	(2) <u>Record Title and Description</u>	(3) <u>Retention Period</u>	(4) <u>Media Type</u>	(5) <u>For use by Auditor of State or OHS-LGRP</u>	(6) <u>RC-3 Required by OHS- LGRP</u>
4301	Student Activity Records: (Original/Record Copy held by Student Activity Advisor) <i>Records consist of: Pay-in Forms, Pay-out Forms, Account Forms, Budget Forms, Requisitions, Purchase Orders, Ticket Sale Reports, Sales/Service Project Reports & Member Rosters</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
4302	Receipts/Deposit Slips – Detail Information: (Original/Record Copy held by Principal/Building Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
4303	Budget / Appropriation Records: (Original/Record Copy held by Principal/Building Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
4304	Requisition / Purchase Orders (Building Copy): (Original/Record Copy held by Principal/Building Secretary)	1 Year Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
4401	Textbook Inventories: (Original/Record Copy held by Principal/Building Secretary/Curriculum Director)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
4402	Supplies Inventory: (Original/Record Copy held by Principal/Building Secretary)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
4403	Student Handbooks: (Original/Record Copy held by Principal/Building Secretary)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
4404	Unpaid Student Fees: (Original/Record Copy held by Principal/Building Secretary)	Through Graduation	Paper, Optical Disk*		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
4405	Building Security & Surveillance Videos: (Original/Record Copy held by Building Principal)	3 Days	Cassette, CD Rom		<input type="checkbox"/>
4406	OHSAA Membership: (Original/Record Copy held by Athletic Director)	Until Superseded	Paper		<input type="checkbox"/>
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>				
	<u>Administrative Offices</u>				
5201	School Calendars: (Original/Record Copy held by Superintendent Secretary)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5302	Prevailing Wage Records: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5303	Rental Information (Use of Facilities): (Original/Record Copy held by Superintendent & Secretary) <i>Building Permits submitted to use facilities by school or community individuals, athletics teams or groups</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5304	Work Orders: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>



(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
5305	Environmental Reports and Data (Asbestos, etc.): (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5306	Vandalism Reports: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5307	Student Activity Purpose Clauses: (Original/Record Copy held by Business Office and Student Activity Advisor)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities): (Original/Record Copy held by Business Office and Student Activity Advisor)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5311	Contractor Files: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary) <i>Files include Resolutions, additions, drawings, Statement of Qualifications</i>	Until Project Complete, if No Action Pending & Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5401	Preventive Maintenance Reports: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	Fiscal Year Plus 2 Years	Paper, Optical Disk*		<input type="checkbox"/>
5402	Warranty/Guarantee: (Original/Record Copy held by Maintenance Supervisor / Business Office and Secretary)	Life / Warranty of Equipment	Paper, Optical Disk*		<input type="checkbox"/>
5403	Building/Facilities & Equipment Inventory: (Original/Record Copy held by Business Office and Secretary)	Until Superseded Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>



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5404	Public Record Requests: (Original/Record Copy held by Business Office) Requests received for records & documentation that requests were fulfilled	4 Years	Paper, Optical Disk*		<input type="checkbox"/>
	<u>Transportation Department</u>				
5340	Driver Physical: (Original/Record Copy held by Transportation Supervisor / Secretary)	2 Years After Termination	Paper, Optical Disk*		<input type="checkbox"/>
5341	Fuel Consumption Data: (Original/Record Copy held by Transportation Supervisor / Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5342	Transportation Records: (Original/Record Copy held by Transportation Supervisor / Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5343	Field Trip Forms & Volunteer Driver Forms: (Original/Record Copy held by Transportation Supervisor / Secretary)	Fiscal Year Plus 2 Years	Paper, Optical Disk*		<input type="checkbox"/>
5441	Accident Reports: (Original/Record Copy held by Transportation Supervisor / Secretary)	3 Years Provided No Action Pending	Paper, Optical Disk*		<input type="checkbox"/>
5442	Vehicle Registration: (Original/Record Copy held by Transportation Supervisor / Secretary)	Life of Vehicle	Paper, Optical Disk*		<input type="checkbox"/>
5443	Vehicle License: (Original/Record Copy held by Transportation Supervisor)	1 Year After Termination	Paper, Optical Disk*		<input type="checkbox"/>
5444	Driver Abstract: (Original/Record Copy held by Transportation Supervisor / Secretary)	1 Year	Paper, Optical Disk*		<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
5445	Driver Certifications: (Original/Record Copy held by Transportation Supervisor / Secretary)	1 Year After Termination	Paper, Optical Disk*		<input type="checkbox"/>
5446	Supplies Inventory: (Original/Record Copy held by Transportation Supervisor / Secretary)	Until Superseded Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5447	Vehicle Defect Report: (Original/Record Copy held by Transportation Supervisor / Secretary)	Life of Vehicle	Paper, Optical Disk*		<input type="checkbox"/>
5448	Bus On Board Security & Surveillance Videos: (Original/Record Copy held by Transportation Supervisor)	1 1/2 Days (Approximately 3 regular routes/7 hours)	Cassette, CD Rom, Optical Disk*		<input type="checkbox"/>
5449	Extra Trip Records: (Original/Record Copy held by Transportation Supervisor)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
	<u>Food Service Department</u>				<input type="checkbox"/>
5561	Food Service Records: (Original/Record Copy held by Lunchroom Supervisor) <i>Menus - Food Production - Milk Sold - Students Served</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5562	Lunchroom Records: (Original/Record Copy held by Lunchroom Supervisor) <i>Cash Register Tapes - Cashier's Daily Reports</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5563	Lunchroom Reports: (Original/Record Copy held by Lunchroom Supervisor) <i>Free and Reduced</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
5564	Inventories: (Original/Record Copy held by Lunchroom Supervisor)	Until Superseded Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>



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5565	Lunchroom License: (Original/Record Copy held by Lunchroom Supervisor)	1 Year After Expiration	Paper, Optical Disk*		<input type="checkbox"/>
6000	<u>FINANCIAL RECORDS</u>				
6101	Annual Financial Reports: (Original/Record Copy held by Treasurer) <i>APPSUM, APPTOT, AUDITS, BALCHK, BUDSUM, BUDTOT, CHEKPY, CHKREG, CSHREC, FINDET, FINSUM, PODETL, REVSUM, REVTOT, VENSUM, et al</i>	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger: (Original/Record Copy held by Treasurer) BUDLED, FUNDSUMM	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6103	Bond Register: (Original/Record Copy held by Treasurer)	20 Years After Issue Expires	Paper, Optical Disk*		<input type="checkbox"/>
6104	Securities: (Original/Record Copy held by Treasurer)	Permanent Hard Copy For 3 Years After Audit – Then Stored on CD	Paper, Optical Disk*		<input type="checkbox"/>
6201	Investment Ledger: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6202	Foundation Distribution: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6203	Tax Abatement Compensation, Tax Settlement (Semi-Annual) & Advances: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6204	Budget (Annual) & Tax Budget etc.: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6205	Insurance Policies: (Original/Record Copy held by Treasurer)	15 Years After Expired Provided All Claims Settled	Paper, Optical Disk*		<input type="checkbox"/>

* **Optical Disk – Network Attached Storage Drive**
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6206	Contracts: (Original/Record Copy held by Treasurer)	15 Years After Expiration	Paper, Optical Disk*		<input type="checkbox"/>
6207	Bonds & Coupons: (Original/Record Copy held by Treasurer)	Until Redeemed Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6208	Accounts Payable Ledgers: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6209	Accounts Receivable Ledgers: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6210	Budget Work Papers: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders: (Original/Record Copy held by Treasurer)	10 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6212	State Program Files: (Original/Record Copy held by Treasurer) <i>Auxiliary Services – EMIS - Grants, etc.</i>	10 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6213	Federal Program Files: (Original/Record Copy held by Treasurer) <i>Title I, II, III, IV-B, IDEA, IV-C & VI-B; Drug Free, E-Rate, etc.</i>	10 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6214	Travel Expense Vouchers & Reports: (Original/Record Copy held by Treasurer)	10 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6215	Tax Anticipation Notes: (Original/Record Copy held by Treasurer) <i>Records borrowing against future tax collections</i>	10 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6216	State Reimbursement Settlement Sheets: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>

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6217	Unemployment Claims: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
6219	Certificate of Estimated Resources: (Original/Record Copy held by Treasurer)	5 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6220	Appropriation Resolutions: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
6223	5 Year Forecast: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
6301	Canceled Checks and Bank Settlements: (Original/Record Copy held by Treasurer)	Originals at Bank until Destroyed; Images for 4 Years	Paper, Optical Disk*		<input type="checkbox"/>
6301.1	Non-Sufficient Fund Checks Documentation & Notifications: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6302	Publication Notice: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6303	Tuition Fees & Payments (including Pre-School): (Original/Record Copy held by Treasurer or Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6304	School Finance (S.F.): (Original/Record Copy held by Treasurer) <i>Monthly Statements</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>



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6305	Investment Records: (Original/Record Copy held by Treasurer) <i>May include individual record of investments, bank confirmations, wire transfers, copy of CD, etc.</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6307	State Sales Tax Reports: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6309	Check Registers: (Original/Record Copy held by Treasurer) CHKREG	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6311	Bids and Specifications (Unsuccessful): (Original/Record Copy held by Treasurer)	1 Year Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6312	Bids and Specifications (Successful): (Original/Record Copy held by Treasurer)	4 Years After Completion of Project Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6313	Receipt Books/Receipts (Including Pre-School): (Original/Record Copy held by Treasurer or Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6315	Monthly Financial Reports: (Original/Record Copy held by Treasurer)) APPSUM, APPTOT, AUDITS, BALCHK, BUDSUM, BUDTOT, CHEKPY, CHKREG, CSHREC, FINDET, FINSUM, POETL, REVSUM, REVTOT, VENSUM, et al	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6316	Accounting Data: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6317	Service Contracts: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>

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6318	State Subsidy Reports: (Original/Record Copy held by Treasurer) <i>Applications for Driver Education - Pupil Transportation - Special Education, etc.</i>	3 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6319	Delivery/Packing Slips: (Original/Record Copy held by Building Secretary/Requisitioner)	1 Year Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6401	Requisitions: (Original/Record Copy held by Treasurer)	1 Year Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
6402	Vendor Data: (Original/Record Copy held by Treasurer) <i>W-9 & 1099 documents maintained as long as active vendor then retention period.</i>	6 Years & Current Provided Audited	Paper, Optical Disk*		
6405	Credit Cards	Destroy after Expiration	Card		
<u>7000</u>	<u>PAYROLL RELATED</u>				
7001	Payroll Ledgers: (Original/Record Copy held by Treasurer) – <i>BUDDDET, BUDDIS, CHKFORM, CHKSTS, CURPAY, DEDRPT, DEDTOT, DIRCHK, PAYRPT, PAYSUM, EMPMST, ODJFSRPT, QRTTRPT et al</i>	Permanent Hard Copy for 5 Years, then stored on CD	Paper, Optical Disk*		<input type="checkbox"/>
7102	Earnings Registers: (Original/Record Copy held by Treasurer) - <i>By Staff Member - By Calendar Year ERNREG</i>	Permanent Hard Copy for 5 Years, then stored on CD	Paper, Optical Disk*		<input type="checkbox"/>
7103	Monthly Payroll Reports: (Original/Record Copy held by Treasurer) - <i>Leave Usage – Accumulation – Retirement – Service – ABSI01, BENACC, BENRPT, CHKSTS, SERSREG etc.</i>	Permanent Hard Copy for 5 Years, then stored on CD	Paper, Optical Disk*		<input type="checkbox"/>
7201	Bureau of Employment Service Quarterly Reports: (Original/Record Copy held by Treasurer)	7 Years	Paper, Optical Disk*		<input type="checkbox"/>



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7301	W-2's, W-4's (Employer Copy): (Original/Record Copy held by Treasurer)	6 Years & Current Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual): (Original/Record Copy held by Treasurer)	6 Years & Current Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual): (Original/Record Copy held by Treasurer)	6 Years & Current Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual): (Original/Record Copy held by Treasurer)	6 Years & Current Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual): (Original/Record Copy held by Treasurer)	6 Years & Current Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7306	Payroll Reports: (Original/Record Copy held by Treasurer) - <i>Reports used for each payroll – Computer Generated</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7306.1	Payroll Reports – Monthly or Calendar Year End: (Original/Record Copy held by Treasurer) - <i>Reports used for each payroll – Reports not listed under other Schedule Numbers</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7307	Payroll Update Listing: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7308	Payroll Calculations: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7309	State Teachers System and School Employees Retirement System Waivers: (Original/Record Copy held by Treasurer)	Permanent Hard Copy for 5 Years, then stored on CD	Paper, Optical Disk*		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Reports: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>

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7311	State Teachers Retirement System (STRS) Reports: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7312	Annuity Reports: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7313	Benefit Folders/Reports: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms: (Original/Record Copy held by Treasurer) <i>Sick, Vacation, Personal or Other Leave – FMLA documentation</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7314.1	Employee Request and/or Authorization for Leave Forms: (Duplicate Record Copy held by Principal/Building Secretary) <i>Sick, Vacation, Personal or Other Leave</i>	1 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7315	Deduction Reports: (Original/Record Copy held by Treasurer) - <i>Voluntary Payroll Deductions</i>	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7316	Employee Vacation/Sick Leave Records: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7317	Time Sheets: (Original/Record Copy held by Treasurer)	6 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7318	Overtime Authorization: (Original/Record Copy held by Treasurer/Principal/Building Secretary)	6 Years	Paper, Optical Disk*		<input type="checkbox"/>
7319	Employee Insurance Bills: (Original/Record Copy held by Treasurer) – Medical- Dental – Life – Vision	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>



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7320	Court Ordered Garnishments: (Original/Record Copy held by Treasurer) <i>Request and Record of Withholding</i>	4 Years after Cause Fully Paid	Paper, Optical Disk*		<input type="checkbox"/>
7323	Paycheck Register: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7324	Payroll Bank Statement: (Original/Record Copy held by Treasurer)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
7401	Deduction Authorization: (Original/Record Copy held by Treasurer)	Until Superseded or Employee Terminated	Paper, Optical Disk*		<input type="checkbox"/>
<u>8000</u>	<u>REPORTS</u>				
8201	State Audit / GAAP Reports: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
8202	#4502: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
8204	School Finance (S.F.) Reports – annual: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
8205	Special Education (S.E.) Reports – annual: (Original/Record Copy held by Special Education Secretary / Superintendent Secretary)	7 Years	Paper, Optical Disk*		<input type="checkbox"/>
8206	Vocational Education (V.E.) Reports – annual: (Original/Record Copy held by Vocational Secretary / Superintendent)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports: (Original/Record Copy held by Superintendent Secretary)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>



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8209	Ohio Department of Education (ODE) Reports: ex. Open Enrollment Report: (Original/Record Copy held by Superintendent Secretary)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
8210	EMIS Reports: (Original/Record Copy held by EMIS Coordinator)	7 Years	Paper, Optical Disk*		<input type="checkbox"/>
8211	Civil Rights Reports: (Original/Record Copy held by Superintendent/ Treasurer & Personnel Secretary)	Permanent Hard Copy for 3 Years after Action / Decision then stored on CD	Paper, Optical Disk*		<input checked="" type="checkbox"/>
8212	Title IX Reports: (Original/Record Copy held by Superintendent)	10 Years	Paper, Optical Disk*		<input checked="" type="checkbox"/>
8213	SM-1 & SM-2 (Annual & Quarterly): (Original/Record Copy held by Treasurer)	10 Years	Paper, Optical Disk*		<input type="checkbox"/>
8214	State Minimum Standards: (Original/Record Copy held by Superintendent / Secretary)	10 Years	Paper, Optical Disk*		<input checked="" type="checkbox"/>
8301	Personnel State Reports (Currently SF-1, CS-1): (Original/Record Copy held by Personnel Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
8302	Worker's Comp Wage Reports (County Auditor): (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>
8302.1	Worker's Comp Payroll Reports: (Original/Record Copy held by Treasurer)	5 Years	Paper, Optical Disk*		<input type="checkbox"/>



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8304	Transportation Reports (T-Reports): (Original/Record Copy held by Transportation Secretary)	4 Years Provided Audited	Paper, Optical Disk*		<input type="checkbox"/>
<u>9000</u>	<u>OTHER</u>				
9101	Personnel Directory: (Original/Record Copy held by Superintendent Secretary)	10 Years	Paper, Optical Disk*		<input type="checkbox"/>
9102	Enrollment Record (by grade and building): (Original/Record Copy held by EMIS Coordinator)	Permanent Hard Copy for 5 Years, then stored on CD	Paper, Optical Disk*		<input checked="" type="checkbox"/>
9103	Health Room Log: (Original/Record Copy held by District Nurse) <i>Sign-in and sign-out forms and summary of actions taken by nurse not included in student files.</i>	5 Years After Graduation	Paper, Optical Disk*		
9203	Building, Boiler, Maintenance Reports: (Original/Record Copy held by Maintenance Supervisor/Business Office & Secretary)	2 Years after end of Fiscal Year	Paper, Optical Disk*		<input type="checkbox"/>
9402	Employee Handbooks: (Original/Record Copy held by Building Secretary / Principal)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies: (Original/Record Copy held by All Secretaries)	Until Superseded	Paper, Optical Disk*		<input type="checkbox"/>



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9500	Transient Correspondence: (Original/Record Copy held by All Employees) <i>Communications which convey information of temporary importance in lieu of oral communication i.e. drafts, meeting notices etc. referral letters, request for routine information or publications provided to the public by the District which are answered by standard form letters.</i>	Until No Longer of Administrative Value	Paper, Optical Disk*		<input type="checkbox"/>
9500.01	General Correspondence: (Original/Record Copy held by All Employees) <i>Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.</i>	2 Years	Paper, Optical Disk*		<input type="checkbox"/>
9500.02	Executive Correspondence: (Original/Record Copy held by Administrative Employees) <i>Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.</i>	5 Years	Paper, Optical Disk*		<input type="checkbox"/>

REVISION: 10/21/2020

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