



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474

614.297.2553
 localrecs@ohiohistory.org
 www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

Canfield Local School District

(Local Government Entity)

(Unit)

Patricia L. Prince

Patricia L. Prince

Treasurer

4/30/2021

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Canfield Local School District

Records Commission

(330) 533-3303

(Local Government Entity)

(Telephone Number)

100 Wadsworth Street

Canfield

44406 Mahoning

(Address)

(City)

(Zip Code)

(County)

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

pprince@canfieldschools.net

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.

J. Hall
 Records Commission Chair Signature

4/30/2021

Date

Section C: Ohio History Connection - State

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

RECORDS RA29:E52ETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
	BOARD RECORDS (100)				
21-101	Minutes	Permanent	Paper		☐
21-102	Audio Tapes	2 Years	Tape		☐
21-103	Blue Prints, Plans, Maps	Permanent	Paper		☐
21-104	Deeds, Easements, Leases	Permanent	Paper		☐
21-105	Board Policy Books and Other Adopted Policies	1 Year After Superseded	Paper		☐
21-106	Administrative Regulations	1 Year After Superseded	Paper		☐
21-107	Court Decisions	Permanent	Paper		☐
21-108	Claims and Litigations	Permanent	Paper		☐
21-109	Elections	10 Years	Paper		☐
21-110	Record Disposal Forms (RC-3)	10 Years	Paper		☐
21-111	Bargaining Agreements	10 Years After Expiration	Paper		☐
21-112	Budget Policy Files	5 Years	Paper		☐
21-113	Workers Compensation Claims	10 Years After Financial Payment Made	Paper		☐
21-114	Bank Depository Agreements	4 Years After Completion	Paper		☐
21-115	Organization Reports	2 Years**	Paper		☐
21-116	Board Meeting Notes	1 Year	Paper		☐
21-117	Agendas	1 Calendar Year**	Paper		☐
21-118	Adopted Courses of Study	Until Superseded	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-119	Adopted Special Education Programs	Until Superseded	Paper		☐
21-120	Adopted Special Programs	Until Superseded	Paper		☐
21-121	Employee Files (employment Applications, Resumes, Contracts/Salary Notices, Evaluations, Personnel Actions, Absence Certification, Transcripts and Any Other Documents Which Become Part of the File)	Permanent	Paper		☐
21-122	Certified Active Employees	Permanent	Paper		☐
21-123	Classified Active Employees	Permanent	Paper		☐
21-124	Certified Inactive Employees	Permanent	Paper		☐
21-125	Classified Inactive Employees	Permanent	Paper		☐
21-126	Civil Rights, Civil Services, and Disciplinary Reports	Permanent	Paper		☐
21-127	Retirement Letters	Permanent	Paper		☐
21-128	Substitute Records	25 Years	Paper		☐
21-129	Employee Contracts	4 Years After Termination	Paper		☐
21-130	Professional Conference Applications	2 Years**	Paper		☐
21-131	Irregular Employee Contracts (Substitutes, etc.)	4 Years After Contract Expiration	Paper		☐
21-132	Unemployment Claims	5 Years	Paper		☐
21-133	Unemployment	5 Years	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-134	Applications (Not Hired)	2 Years**	Paper		☐
21-135	Schedules of Employees	Fiscal Year Plus 2 Years	Paper		☐
21-136	Student Helper Applications	2 Years	Paper		☐
21-137	Teacher Personnel Reports (Internal)	Fiscal Year Plus 1 Year	Paper		☐
21-138	I-9 Immigration Verification Forms	Termination of Employment Plus 1 Year	Paper		☐
21-139	Job Description	Until Superseded or Obsolete	Paper		☐
	STUDENT RECORDS (200)				☐
21-201	Student Record Folders (Enrollment/Withdrawal, Information, Grades/Transcripts, Activities Records, Attendance Records, Individual Test Results (Standardized, Competency, Proficiency, Aptitude), Intervention Records, Foreign Exchange Records, Suspension/Expulsions, Home Schooled Student Records)	Permanent	Paper		☐
21-202	Office Record Card (K-9)	Permanent	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-203	Health/Medical Records (Visual/Hearing Screenings, Immunization Records)	7 Years After Graduation	Paper		☐
21-204	Discipline Records (Letters to Parents, Office Discipline)	1 Year After Student Leaves School	Paper		☐
21-205	Psychological Records (Restricted)	Permanent	Paper		☐
21-206	Child Abuse/Neglect Records (Referral Letters)	7 Years After Graduation	Paper		☐
21-207	Teacher Grade Books/Records	3 Years**	Paper		☐
21-208	Pre-School Screening Profiles	3 Years	Paper		☐
21-209	Age and Schooling Records (Work Permits)	3 Years	Paper		☐
21-210	Accident Reports	5 Years Provided No Action Pending	Paper		☐
21-211	Individual Education Plan (IEP)	Permanent	Paper		☐
21-212	Free/Reduced Price Lunch Application	4 Years	Paper		☐
21-213	Emergency Information	Until Superseded	Paper		☐
21-214	Court Orders on Guardianship or Parental Rights/Responsibilities	Until Superseded	Paper		☐
	BUILDING RECORDS (300)				☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-301	Tornado and Fire Drill Records	1 Year*	Paper		☐
21-302	Building Health Inspections	2 Years*	Paper		☐
21-303	Student Activity Records (Pay- in Forms, Pay-out Forms, Account Forms/District, Budget Forms, Requisitions, Purchase Orders, Ticket Sale Reports)	2 Years**	Paper		☐
21-304	Receipts/Deposit Slips	4 Years**	Paper		☐
21-305	Budget/Appropriation Records	4 Years**	Paper		☐
21-306	Requisitions/Purchase Orders	10 Years**	Paper		☐
21-307	Textbook Inventories	Until Superseded	Paper		☐
21-308	Supplies Inventories	Until Superseded	Paper		☐
21-309	Student Handbooks	Until Superseded	Paper		☐
	ADMINISTRATIVE RECORDS (400)				☐
21-401	School Calendars	5 Years	Paper		☐
21-402	Repair, Installation, and Maintenance Records	4 Years**	Paper		☐
21-403	Prevailing Wage Records	4 Years**	Paper		☐
21-404	Rental Information (Use of Facilities)	4 Years**	Paper		☐
21-405	Work Orders	4 Years**	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-406	Environmental Reports and Data (Asbestos, etc.)	4 Years**	Paper		☐
21-407	Vandalism Reports	4 Years**	Paper		☐
21-408	Student Activity Purpose Clauses	4 Years**	Paper		☐
21-409	Sales Potential Forms (Student Activities)	4 Years**	Paper		☐
21-410	Bids and Specifications (Unsuccessful)	1 Year**	Paper		☐
21-411	Bids and Specifications (Successful)	4 Years After Project Completion**	Paper		☐
21-412	Contractor Files (Resolutions, Additions, Drawings, etc.)	Until Project Completion, if No Action Pending**	Paper		☐
21-413	Preventive Maintenance Reports	Fiscal Year Plus 2 Years	Paper		☐
21-414	Warranty/Guarantee	Life/Warrant of Equipment	Paper		☐
21-415	Plant and Equipment Inventory	Until Superseded**	Paper		☐
21-416	Textbook/Workbook Inventory	Until Superseded**	Paper		☐
21-417	Supplies Inventory	Until Superseded**	Paper		☐
	SPECIAL EDUCATION RECORDS (500)				☐
21-501	Special Education Tutoring Reports	10 Years	Paper		☐
21-502	Individual Educational Plan (IEP)	Permanent	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-503	Psychological Records (Restricted)	Permanent	Paper		☐
	TRANSPORTATION RECORDS (600)				☐
21-601	Driver Physicals	2 Years After Termination	Paper		☐
21-602	Fuel Consumption Data	4 Years**	Paper		☐
21-603	Transportation Records	4 Years**	Paper		☐
21-604	Field Trip Forms and Volunteer Driver Forms	Fiscal Year Plus 2 Years	Paper		☐
21-605	Accident Reports	3 Years Provided No Action Pending	Paper		☐
21-606	Vehicle Registration	Life of Vehicle	Paper		☐
21-607	Vehicle License	1 Year After Termination	Paper		☐
21-608	Driver Certifications	1 Year After Termination	Paper		☐
21-609	Supplies Inventory	Until Superseded**	Paper		☐
21-610	Vehicle Defect Report	Life of Vehicle	Paper		☐
	FOOD SERVICE RECORDS (700)				☐
21-701	Food Service Records (Menus, Food Production, Milk Sold, Students Served)	4 Years**	Paper		☐
21-702	Lunchroom Records (Cash Register Tapes, Cashier's Daily Reports)	4 Years**	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-703	Lunchroom Reports (Free and Reduced)	4 Years**	Paper		☐
21-704	Inventories	Until Superseded**	Paper		☐
21-705	Lunchroom License	1 Year After Expiration	Paper		☐
	FINANCIAL RECORDS (800)				☐
21-801	Annual Financial Reports (Appropriation Ledgers, Budget Ledgers, Revenue Ledgers, Vendor Listing, Check Register, Purchase Order Listing, Invoice List, Account Reports, Financial Summary, Detail Reports)	5 Years**	Paper		☐
21-802	Activity Fund Cash Journal and Ledger	5 Years**	Paper		☐
21-803	Bond Register	20 Years After Issue Expires	Paper		☐
21-804	Securities	Permanent	Paper		☐
21-805	Investment Ledger	5 Years**	Paper		☐
21-806	Foundation Distributions	5 Years**	Paper		☐
21-807	Tax Settlements (Semi-Annual) and Advances	5 Years**	Paper		☐
21-808	Budgets (Annual)	5 Years**	Paper		☐
21-809	Insurance Policies	15 Years After Expiration Provided All Claims Settled	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-810	Contracts	15 Years After Expiration	Paper		☐
21-811	Bonds and Coupons	Until Redeemed**	Paper		☐
21-812	Accounts Payable Ledgers	5 Years**	Paper		☐
21-813	Accounts Receivable Ledgers	5 Years**	Paper		☐
21-814	Budget Work Papers	5 Years**	Paper		☐
21-815	Vouchers, Invoices, and Purchase Orders	10 Years**	Paper		☐
21-816	State Program Files (Auxiliary Services, DPPF, Excess Lottery, Data Processing, Public/Private Grants, etc.)	10 Years**	Paper		☐
21-817	Federal Program Files (Title I, II, III, IV-B, IV-C, and VI-B, Chapter 1, 2, Drug Free, Etc.)	10 Years**	Paper		☐
21-818	Travel Expense Vouchers	10 Years**	Paper		☐
21-819	Tax Anticipation Notes (Records Borrowing Against Future Tax Collections)	10 Years**	Paper		☐
21-820	State Reimbursement Settlement Sheets	5 Years**	Paper		☐
21-821	Unemployment Claims	5 Years	Paper		☐
21-822	Employee Bonds, Board Member Bonds	5 Years	Paper		☐
21-823	Certificate of Estimated Resources	15 Years After Expiration	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-824	Appropriation Resolutions	5 Years	Paper		☐
21-825	Tax Appropriations (Semi-Annual)	5 Years	Paper		☐
21-826	Canceled Checks and Bank Statements	4 Years**	Paper		☐
21-827	Publication Notice	4 Years**	Paper		☐
21-828	Tuition Fees and Payments	4 Years**	Paper		☐
21-829	School Finance (S.F.) Monthly Statements	4 Years**	Paper		☐
21-830	Investment Records (May Include Individual Record of Investments, Bank Confirmation, Wire Transfers, Copy of CD, etc.)	4 Years**	Paper		☐
21-831	Travel Expense Reports	10 Years**	Paper		☐
21-832	State Sales Tax Reports	4 Years**	Paper		☐
21-833	Student Activity Fund (Pay-ins, Pay-outs, Receipts, Deposits, Reports)	4 Years**	Paper		☐
21-834	Check Registers, Deposit Slips/Cash Proofs	4 Years**	Paper		☐
21-835	Bids and Specifications (Unsuccessful)	1 Year**	Paper		☐
21-836	Bids and Specifications (Successful)	4 Years After Completion of Project**	Paper		☐
21-837	Receipt Books	4 Years**	Paper		☐
21-838	Extra Trip Records	4 Years**	Paper		☐
21-839	Monthly Financial Reports	4 Years**	Paper		☐
21-840	Accounting Data	4 Years**	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-841	Service Contracts	4 Years**	Paper		☐
21-842	State Subsidy Reports (Application Driver Education, Student Transportation, Special Education, etc.)	3 Years**	Paper		☐
21-843	Delivery/Packing Slips	1 Year**	Paper		☐
21-844	Requisitions	1 Year*	Paper		☐
21-845	Payroll Ledgers (Bi-Weekly Payroll Reports, Quarterly Payroll Reports)	Permanent	Paper		☐
21-846	Earnings Registers (by staff, by calendar year)	Permanent	Paper		☐
21-847	Monthly Payroll Reports (Leave Usage/Accumulation, Retirement Service, etc.)	Permanent	Paper		☐
21-848	Bureau of Employment Service Quarterly Reports	7 Years	Paper		☐
21-849	W-2s, W-4s (Employer Copies)	6 Years and Current**	Paper		☐
21-850	Federal Income Tax (Biweekly/Quarterly/Annual)	6 Years and Current**	Paper		☐
21-851	Ohio Income Tax (Biweekly/Quarterly/Annual)	6 Years and Current**	Paper		☐
21-852	City Income Tax (Monthly/Annual)	6 Years and Current**	Paper		☐
21-853	School Income Tax (Monthly/Annual)	6 Years and Current**	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-854	Payroll Reports (Reports Used for Each Payroll-Computer Generated)	4 Years**	Paper		☐
21-855	Payroll Update Listing	4 Years**	Paper		☐
21-856	Payroll Calculations	4 Years**	Paper		☐
21-857	State Teachers Retirement System and School Employees Retirement System Waivers	Permanent	Paper		☐
21-858	School Employees Retirement System (SERS) Reports	4 Years**	Paper		☐
21-859	State Teachers Retirement System (STRS) Report	4 Years**	Paper		☐
21-860	Annuity Reports	4 Years**	Paper		☐
21-861	Benefit Folders/Reports	4 Years**	Paper		☐
21-862	Employee Request and/or Authorization for Leave Forms (Sick, Personal, or Other Leave)	4 Years**	Paper		☐
21-863	Deduction Reports (Voluntary Payroll Deduction)	4 Years**	Paper		☐
21-864	Employee Vacation/Sick Leave Records	4 Years**	Paper		☐
21-865	Time Sheets	6 Years**	Paper		☐
21-866	Overtime Authorization	6 Years	Paper		☐
21-867	Employer Insurance Bills (Medical/Dental/Vision/Life)	4 Years**	Paper		☐
21-868	Paycheck Register	4 Years**	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-869	Payroll Bank Statement	4 Years**	Paper		☐
21-870	Deduction Authorization	Until Superseded or Employee Terminated	Paper		☐
	REPORTS (900)				☐
21-901	State Audit Reports	5 Years	Paper		☐
21-902	#59, #659, and #4502 Reports	5 Years	Paper		☐
21-903	#25 and #625 Reports	5 Years	Paper		☐
21-904	School Finance (S.F.) Annual Reports	5 Years	Paper		☐
21-905	Special Education (S.E.) Annual Reports	7 Years	Paper		☐
21-906	Vocation Education (V.E.) Annual Reports	5 Years	Paper		☐
21-907	Ohio Common Core Data (OCCD) Annual Reports	5 Years	Paper		☐
21-908	Drivers Education Reports	5 Years	Paper		☐
21-909	Ohio Department of Education (ODE) Reports	5 Years	Paper		☐
21-910	Civil Rights Reports	Permanent	Paper		☐
21-911	Title IX Reports	10 Years	Paper		☐
21-912	SM-1 and SM-2 Reports (Annual and Quarterly)	10 Years	Paper		☐
21-913	State Minimum Standards Reports	10 Years	Paper		☐
21-914	Personnel State Reports (Currently SF-1, CS-1)	4 Years**	Paper		☐

RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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

Section E: Table of Records to be Disposed

Canfield Local School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Require d by LGRP
21-915	Workers Comp Wage Reports (C. Auditor)	5 Years	Paper		☐
21-916	Bank Balance Certification (Co. Auditor)	5 Years	Paper		☐
21-917	Transportation Reports	4 Years**	Paper		☐
	OTHER RECORDS (1000)				☐
21-1001	Personnel Directory	10 Years	Paper		☐
21-1002	Employment Record (By Grade and Building)	Permanent	Paper		☐
21-1003	School Calendars	5 Years	Paper		☐
21-1004	Building, Boiler, Maintenance Reports	2 Years*	Paper		☐
21-1005	Employee Handbooks	Until Superseded	Paper		☐
21-1006	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	Until Superseded	Paper		☐
21-1007	Attendance Records	Until Superseded	Paper		☐

* - After End of Fiscal Year

** - Provided Audited