

Book	Administrative Guideline Manual
Section	8000 Operations
Title	PUBLIC RECORDS
Code	ag8310A
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### 8310A - **PUBLIC RECORDS**

The School District's public records are available for public inspection and/or copying in accordance with State law.

#### **Designation of Officers**

The Treasurer shall be the District Records Officer (DRO).

#### **Definitions**

"Public record" includes 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" includes any record having been created, generated, sent, communicated, received, or stored by electronic means.

"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."

#### **Location and Time**

Public records are to be available for inspection during regular business hours, with the exception of published holidays. The District shall organize and maintain public records in a manner such that they are promptly made available for inspection or copying. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. No record shall be removed from such location. A member of the staff must be present throughout the inspection and copying of such record.

While requests to inspect and/or obtain copies of records are best made in person, telephone and written requests are permitted.

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 the request or to respond to requests for information when the information requested is not contained in a public record.

While personnel files contain public records, some specific information and/or records contained in such files may be confidential and not subject to disclosure (see AG 8320).

#### **Procedures**

The following procedures shall be followed in connection with requests to inspect and secure copies of School District's public records:

- A. Requests to inspect and/or obtain copies of public records shall be submitted to the Treasurer/CFO. A public records request must at least identify the records requested with sufficient clarity to allow the District to identify, retrieve, and review the records. If it is not clear what records are being sought, the DRO shall contact the requester for clarification.
- B. Individuals requesting to inspect and/or obtain copies of public records do not have to put records requests in writing and do not have to provide his/her identity or the intended use of the requested public record(s).

Each request shall be evaluated for an estimated length of time required to gather the records. Routine request for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both draft and final form), budgets, salary information, forms and applications, 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, these should be made as quickly as equipment allows.

All requests for public records must either be satisfied (as above) or be acknowledged in writing by the DRO promptly following the District's receipt of the request. If the request for records was in writing, the acknowledgment shall also be in writing.

With respect to public records that are determined to be available, the Treasurer will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee.

Any denial of public records requested 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, each redaction must be accompanied by a supporting explanation, including legal authority.

With respect to records that are determined not to be available, the Treasurer/CFO will notify the requester of same, noting the reason for unavailability on the request form if one is submitted, and return one (1) copy of the form to the requestor. The Treasurer/CFO shall also notify the requester of the estimated time necessary to process and fulfill the request, make arrangements with the requester for delivery of the requested records, and arrange a method of communication between the requester and the School District in the event that further information is needed by the District to fulfill the request.

## **Fees**

Upon request, copies of public records will be provided at the actual cost of making copies:

- A. The charge for paper copies is five cents (\$.05) per page.
- B. The charge for downloaded computer files to a USB drive is five dollars (\$5.00).
- C. There is no charge for documents e-mailed.

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 mailing supplies.

## **Electronic Mail**

Documents in electronic mail format 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 same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") 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 - "Public Records" or this guideline, they may fall under Policy 8315 - "Information Management" or AG 8315 - "Litigation Hold Procedure."

**RETENTION OF RECORDS**

The District Records Commission is responsible for completing an "Application for One-time Disposal of Obsolete Records" Form RC- 1, and for developing the District's "Schedule of Records Retention and Disposition" – Form RC-2. Both forms must be submitted to and approved by the Ohio History Connection and the State Auditor. Subsequent revisions to the RC-2 Form must also be approved using this same process. Only in conformance with the approved "Application for One-time Disposal of Obsolete Records – Form RC- 1" or the "Schedule of Records Retention and Disposition - Form RC-2" may the District's Records Commission review applications for the disposal of obsolete records. The District Records Commission will utilize the "Certificate of Disposal Form" RC-3 when required as indicated by the Ohio History Connection on the approved RC-2 form.

To facilitate the development, updating and/or revision of the Schedule of Records Retention and Disposition, 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.

This schedule lists records commonly created by school districts, educational service centers, and career technical schools. The retention periods specified herein are either required by statute or have been determined by best practice. Local Records Commissions may edit retention periods based on the administrative, fiscal, legal, and historical value of the records.

The local school district, education service center, or career technical school should also notate the media type of the records on the schedule in column 4. The records can be maintained on separate formats (i.e. paper and electronic) for different amounts of time.

Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

Before this records retention schedule is considered in effect for a particular school district it must first be signed by a local responsible official and local records commission chair, the State Archives, and the State Auditor’s Office.

**RECORDS RETENTION SCHEDULE (RC-2)**

(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP
<b>1000 BOARD AND ADMINISTRATIVE RECORDS</b>					
1101	Minutes	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
1101.1	Audio Tapes and DVDs	Treasurer	2 Years*	Electronic	<input type="checkbox"/>
1102	Blueprints, Plans, Maps	Business Office and Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
1103	Deeds, Easements, Leases	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	1 Year After Superseded	Paper or Electronic	<input type="checkbox"/>
1105	Administrative Regulations	Superintendent and Secretary	1 Year After Superseded	Paper or Electronic	<input type="checkbox"/>
1106	Court Decisions	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>

1107	Claims and Litigation	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
1201	Elections	Treasurer	10 Years	Paper or Electronic	<input type="checkbox"/>
1202	Record Disposal Forms (RC-3)	Treasurer	10 Years	Paper or Electronic	<input type="checkbox"/>
1203	Bargaining Agreements	Treasurer	10 Years after Expiration	Paper or Electronic	<input type="checkbox"/>
1204	Budget Policy Files	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
1301	Worker's Compensation Claims	Treasurer	10 Years after Financial Payment made	Paper or Electronic	<input type="checkbox"/>
1302	Bank Depository Agreements	Treasurer	4 Years after Completion	Paper or Electronic	<input type="checkbox"/>
1303	Organization Reports	Treasurer	2 Years**	Paper or Electronic	<input type="checkbox"/>
1304	Board Meeting Notes	Treasurer	1 Year	Paper or Electronic	<input type="checkbox"/>
1305	Agendas	Treasurer	1 Calendar Year**	Paper or Electronic	<input type="checkbox"/>
1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded	Paper or Electronic	<input type="checkbox"/>
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded	Paper or Electronic	<input type="checkbox"/>
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded	Paper or Electronic	<input type="checkbox"/>
<b>2000</b>	<b>EMPLOYEE RECORDS</b>				
	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)				
2101	Certified Active Employees	HR Dir. Personnel Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
2102	Classified Active Employees	HR Dir. Personnel Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
2103	Certificated Inactive Employees	HR Dir. Personnel Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
2104	Classified Inactive Employees	HR Dir. Personnel	Permanent	Paper or Electronic	<input type="checkbox"/>

		Secretary			
2105	Civil Rights, Civil Service, and Disciplinary Reports	HR Dir. Personnel Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
2107	Retirement Letters	HR Dir. Personnel Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
2108	Substitute Records	HR Dir. Personnel Secretary	25 Years	Paper or Electronic	<input type="checkbox"/>
2301	Employee Contracts Salary Notices	Treasurer	4 years after termination from employment	Paper or Electronic	<input type="checkbox"/>
2302	Professional Conference Applications	HR Dir. Personnel Secretary	2 Years**	Paper or Electronic	<input type="checkbox"/>
2304	Unemployment Claims	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
2305	Unemployment Records	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
2306	Applications (not hired)	HR Dir. Personnel Secretary	2 Years**	Paper or Electronic	<input type="checkbox"/>
2307	Schedules of Employees	HR Dir. Personnel Secretary	Fiscal Year plus 2 Years	Paper or Electronic	<input type="checkbox"/>
2308	Student Helper Applications	HR Dir. Personnel Secretary	2 Years	Paper or Electronic	<input type="checkbox"/>
2309	Teacher Personnel Reports (internal)	HR Dir. Personnel Secretary	Fiscal Year plus 1 Year	Paper or Electronic	<input type="checkbox"/>
2310	I-9 Immigration Verification Forms	HR Dir. Personnel Secretary	Termination of Employment plus 1 Year	Paper or Electronic	<input type="checkbox"/>
2401	Job Descriptions	HR Dir. Personnel Secretary	Until superceded or obsolete	Paper or Electronic	<input type="checkbox"/>
<b>3000</b>	<b>STUDENT RECORDS</b>				
3101	Student Record Folders  Enrollment/Withdrawal Information  Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized	Building Secretary	Permanent	Paper or Electronic/Microfilm	<input type="checkbox"/>

	Competency/Proficiency Aptitude Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records				
3102	Office Record Card (K-9)	Building Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
3104	Home Tutoring Documents	Building Secretary	2 years	Paper or Electronic	<input type="checkbox"/>
3201	Health/Medical Records  Visual Screening Hearing Screening Immunization Records	Nurse/Bldg. Secretary	7 Years after Graduation	Paper or Electronic	<input type="checkbox"/>
3202	Discipline Records Letters to Parents Office Discipline	Building Secretary	1 Year after Student leaves School	Paper or Electronic	<input type="checkbox"/>
3203	Psychological Records (Restricted)	Special Ed Sec./Nurse	Last one permanent  All others 2 yrs after graduation	Paper or Electronic	<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Building Secretary	Through graduation or 7 yrs after student withdrew from district	Paper or Electronic	<input type="checkbox"/>
3301	Teacher Grade Books/Records	Building Secretary	3 Years**	Paper or Electronic	<input type="checkbox"/>
3302	Pre-School Screening Profiles	Building Secretary	3 Years	Paper or Electronic	<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits)	Building Secretary	3 Years	Paper or Electronic	<input type="checkbox"/>
3304	Accident Reports	Nurse/Bldg. Secretary	5 years provided no action pending	Paper or Electronic	<input type="checkbox"/>
3305	Individual Educational Plan (IEP) Evaluation Team Report (ETR) 504 Plans	Building Secretary Special Ed. Secretary	Last one permanent  All others 2 yrs after graduation	Paper or Electronic	<input type="checkbox"/>
3306	Free/Reduced Price Lunch Applications	Building Secretary	4 Years	Paper or Electronic	<input type="checkbox"/>
3401	Emergency Information	Building Secretary	Until superceded	Paper or Electronic	<input type="checkbox"/>
<b>4000</b>	<b>BUILDINGS RECORDS</b>				
4202	Tornado and Fire Drill Records	Building Secretary	1 Year*	Paper or Electronic	<input type="checkbox"/>
4203	Building Health Inspections	Building Secretary	2 Years*	Paper or Electronic	<input type="checkbox"/>

4301	Student Activity Records Pay-in Forms Pay-out Forms Account Forms/Dist. Budget Forms Requisitions Purchase Order Ticketed Sale Reports	Building Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
4302	Receipts/Deposit Slips	Building Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
4303	Budget/Appropriation Records	Building Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
4304	Requisitions/Purchase Orders	Building Secretary	10 Years**	Paper or Electronic	<input type="checkbox"/>
4401	Textbook Inventories	Building Secretary	Until Superseded	Paper or Electronic	<input type="checkbox"/>
4402	Supplies Inventory	Building Secretary	Until Superseded	Paper or Electronic	<input type="checkbox"/>
4403	Student Handbooks	Building Secretary	Until Superseded	Paper or Electronic	<input type="checkbox"/>
<b>5000</b>	<b>CENTRAL DEPARTMENTAL RECORDS</b>				
	<b>Administrative Offices</b>			Paper or Electronic	<input type="checkbox"/>
5201	School Calendars	Supt. Secretary	5 Years	Paper or Electronic	<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5302	Prevailing Wage Records	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5304	Work Orders	Maintenance Supv./Sec.	4 Years**	Paper or Electronic	<input type="checkbox"/>
5305	Environmental Reports and Data (Asbestos, etc.)	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5306	Vandalism Reports	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5307	Student Activity Purpose Clauses	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities)	Business Office and Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)	Business Office and Secretary	1 Year**	Paper or Electronic	<input type="checkbox"/>

5310	Bids and Specifications (Successful)	Business Office and Secretary	4 years after completion of project**	Paper or Electronic	<input type="checkbox"/>
5311	Contractor Files, (Resolutions, Additions, Drawings, etc.)	Business Office and Secretary	Until Project Complete, if No Action Pending **	Paper or Electronic	<input type="checkbox"/>
5401	Preventative Maintenance Reports	Business Office and Secretary	Fiscal Year Plus 2 Years	Paper or Electronic	<input type="checkbox"/>
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment	Paper or Electronic	<input type="checkbox"/>
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**	Paper or Electronic	<input type="checkbox"/>
5404	Textbook/Workbook Inventory	Curriculum Director and Secretary	Until Superseded**	Paper or Electronic	<input type="checkbox"/>
5405	Supplies Inventory	Business Office and Secretary	Until Superseded**	Paper or Electronic	<input type="checkbox"/>
5340	Driver Physical	Trans. Secretary	2 Years after Termination	Paper or Electronic	<input type="checkbox"/>
5341	Fuel Consumption Data	Trans. Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5342	Transportation Records	Trans. Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
5343	Field Trip Forms and Volunteer Driver Forms	Trans. Secretary	Fiscal Year Plus 2 Years	Paper or Electronic	<input type="checkbox"/>
5441	Accident Reports	Trans. Secretary	3 Years Provided No Action Pending	Paper or Electronic	<input type="checkbox"/>
5442	Vehicle Registration	Business Office and Secretary	Life of Vehicle	Paper or Electronic	<input type="checkbox"/>
5443	Vehicle License	Business Office and Secretary	1 Year after termination	Paper or Electronic	<input type="checkbox"/>
5445	Driver Certifications	Trans. Secretary	1 Year after termination	Paper or Electronic	<input type="checkbox"/>
5446	Supplies Inventory	Trans. Secretary	Until Superseded**	Paper or Electronic	<input type="checkbox"/>
5447	Vehicle Defect Report	Trans. Secretary	Life of Vehicle	Paper or Electronic	<input type="checkbox"/>
<b>Food Service Department</b>					
5561	Food Service Records Menus Food Production Milk Sold Students Served	Cafeteria Supervisor	4 Years**	Paper or Electronic	<input type="checkbox"/>

5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	Cafeteria Supervisor	4 Years**	Paper or Electronic	<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced)	Cafeteria Supervisor	4 Years**	Paper or Electronic	<input type="checkbox"/>
5564	Inventories	Cafeteria Supervisor	Until Superseded**	Paper or Electronic	<input type="checkbox"/>
5565	Lunchroom License	Cafeteria Supervisor	1 Year after expiration	Paper or Electronic	<input type="checkbox"/>
<b>6000</b>	<b>FINANCIAL RECORDS</b>				
6101	Annual Financial Reports  Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6103	Bond Register	Treasurer	20 Years after Issue Expires	Paper or Electronic	<input type="checkbox"/>
6104	Securities	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
6201	Investment Ledger	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6202	Foundation Distribution	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6204	Budgets (Annual)	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6205	Insurance Policies	Treasurer	15 Years After Expiration Provided all Claims Settled	Paper or Electronic	<input type="checkbox"/>
6206	Contracts	Treasurer	15 Years After Expiration	Paper or Electronic	<input type="checkbox"/>
6207	Bonds and Coupons	Treasurer	Until Redeemed**	Paper or Electronic	<input type="checkbox"/>
6208	Accounts Payable Ledgers	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>

6209	Accounts Receivable Ledgers	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6210	Budget Work Paper or Electronics	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders	Treasurer	10 Years**	Paper or Electronic	<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	Treasurer	10 Years**	Paper or Electronic	<input type="checkbox"/>
6213	Federal Program Files Title I, II, III IV-B, IV-C, VI-B; Chapter 1,2; Drug Free, etc.	Treasurer	10 Years**	Paper or Electronic	<input type="checkbox"/>
6214	Travel Expense Vouchers	Treasurer	10 Years**	Paper or Electronic	<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 Years**	Paper or Electronic	<input type="checkbox"/>
6216	State Reimbursement Settlement Sheets	Treasurer	5 Years**	Paper or Electronic	<input type="checkbox"/>
6217	Unemployment Claims	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
6219	Certificate of Estimated Resources	Treasurer	15 Years after Expiration	Paper or Electronic	<input type="checkbox"/>
6220	Appropriation Resolutions	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual)	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
6301	Canceled Checks and Bank Statements	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6302	Publication Notice	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6303	Tuition Fees and Payments	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6304	School Finance (S.F.) Monthly Statement	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6305	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc.)	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>

6306	Travel Expense Reports	Treasurer	10 Years**	Paper or Electronic	<input type="checkbox"/>
6307	State Sales Tax Reports	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6309	Check Registers	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6311	Bids and Specifications (Unsuccessful)	Treasurer	1 Year**	Paper or Electronic	<input type="checkbox"/>
6312	Bids and Specifications (Successful)	Treasurer	4 Years After Completion of Project**	Paper or Electronic	<input type="checkbox"/>
6313	Receipt Books	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6314	Extra Trip Records	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6315	Monthly Financial Reports	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6316	Accounting Data	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6317	Service Contracts	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
6318	State Subsidy Requests Applications for Driver Education, Student Transportation, Special Education, etc.	Treasurer	3 Years**	Paper or Electronic	<input type="checkbox"/>
6319	Delivery/Packing Slips	Treasurer	1 Year**	Paper or Electronic	<input type="checkbox"/>
6401	Requisitions	Treasurer	1 Year**	Paper or Electronic	<input type="checkbox"/>
7000	<b>PAYROLL RELATED</b>				
7001	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
7102	Earnings Registers (Individual earnings report) By Staff Member By Calendar Year	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
7103	Monthly Payroll Reports	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>

	Leave usage and accumulation, retirement service, etc.				
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 Years	Paper or Electronic	<input type="checkbox"/>
7301	W-2's, W-4's (Employer Copy)	Treasurer	6 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annually)	Treasurer	6 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual)	Treasurer	6 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual)	Treasurer	6 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7306	Payroll Reports Reports Used for Each Payroll - Computer Generated	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7307	Payroll Update Listing	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7308	Payroll Calculations	Treasurer	Permanent	Paper or Electronic	<input type="checkbox"/>
7309	State Teachers Retirement System and School Employees Retirement System Waivers	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7310	School Employees Retirement System (SERS) Reports	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7312	Annuity Reports	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7313	Benefit Folders/Reports	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal or Other Leave)	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7315	Deduction Reports Voluntary Payroll Deductions	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7316	Employee Vacation/ Sick Leave Records	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7317	Time Sheets	Treasurer	6 Years**	Paper or Electronic	<input type="checkbox"/>

7318	Overtime Authorization	Treasurer	6 Years	Paper or Electronic	<input type="checkbox"/>
7319	Employee Insurance Bills Medical, Dental, Life	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7323	Paycheck Register	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7324	Payroll Bank Statement	Treasurer	4 Years**	Paper or Electronic	<input type="checkbox"/>
7401	Deduction Authorization	Treasurer	Until Superseded or Employee Termination	Paper or Electronic	<input type="checkbox"/>
8000	<b>REPORTS</b>				
8201	State Audit Reports	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
8204	School Finance (S.F.) Reports - annual	Treasurer	5 Years	Paper or Electronic	<input type="checkbox"/>
8205	Special Education (S.E.) Reports - annual	Sp Ed/Supt Secretary	7 Years	Paper or Electronic	<input type="checkbox"/>
8206	Vocational Education (V.E.) Reports	Voc/Supt Secretary	5 Years	Paper or Electronic	<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports	Supt. Sec.	5 Years	Paper or Electronic	<input type="checkbox"/>
8208	Drivers Education Reports	Trease	5 years	Paper or Electronic	<input type="checkbox"/>
8209	Ohio Dept. of Education (O.D.E.) Reports	Bldg Sec.	5 years	Paper or Electronic	<input type="checkbox"/>
8211	Civil Rights Reports	Supt. Sec.	Permanent	Paper or Electronic	<input type="checkbox"/>
8212	Title IX Reports	Supt. Sec.	10 Years	Paper or Electronic	<input type="checkbox"/>
8213	SM-1 & SM-2 (Annual and Quarterly)	Treasurer	10 Years	Paper or Electronic	<input type="checkbox"/>
8214	State Minimum Standards	Supt. Sec.	10 Years	Paper or Electronic	<input type="checkbox"/>
8301	Personnel State Reports (Currently SF-1, CS-1)	Personnel Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 years	Paper or Electronic	<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years	Paper or Electronic	<input type="checkbox"/>
8304	Transportation Reports	Trans. Secretary	4 Years**	Paper or Electronic	<input type="checkbox"/>

9000	<b>OTHER</b>				
9101	Personnel Directory	HR Dir. Personnel Secretary	10 Years	Paper or Electronic	<input type="checkbox"/>
9102	Enrollment Record (By Grade and Building)	Supt. Sec.	Permanent	Paper or Electronic	<input type="checkbox"/>
9202	School Calendars	Supt. Sec.	5 years	Paper or Electronic	<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 Years*	Paper or Electronic	<input type="checkbox"/>
9402	Employee Handbooks	Supt. Sec.	Until Superseded	Paper or Electronic	<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superseded	Paper or Electronic	<input type="checkbox"/>
9405	Transient Documents  (Includes e-mail, voicemail, telephone messages, text messages, drafts, and other limited documents which serve to convey information of temporary importance in lieu of oral communication)	All Employees	UNAV (Until no longer of administrative value)	Paper or Electronic	<input type="checkbox"/>
9406	Web Page Material	All Employees	Until Superseded	Paper or Electronic	<input type="checkbox"/>
9501	Personnel Validations and State AGGS	EMIS	5 years	Paper or Electronic	<input type="checkbox"/>
9502	Personnel Assignment File Listing	EMIS	Permanent	Paper or Electronic	<input type="checkbox"/>
9503	Personnel Not Paid Local Funds Report	EMIS	Permanent	Paper or Electronic	<input type="checkbox"/>
9504	Student Validations and State AGGS	EMIS	5 years	Paper or Electronic	<input type="checkbox"/>
9505	Student School Masters	EMIS	5 years	Paper or Electronic	<input type="checkbox"/>
9506	Student Backup Testing Data	EMIS	5 years	Electronic	<input type="checkbox"/>
9507	Student Program Codes-Individual	EMIS	10 years	Paper or Electronic	<input type="checkbox"/>
9508	Student Discipline Detail Reports	EMIS	5 years	Paper or Electronic	<input type="checkbox"/>
9509	Student Discipline Summary Reports	EMIS	10 years	Paper or Electronic	<input type="checkbox"/>
9510	Reports  5 Year Forecast	EMIS	5 years	Paper or Electronic	<input type="checkbox"/>

9511	Internal Data Requests and Public Records Request	EMIS	5 years	Paper or Electronic	<input type="checkbox"/>
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\*After End of Fiscal Year

\*\*Provided Audited

\*\*\*Hard copy maintained for 3 years after audit--then microfilmed

Revised 6/13/11

Revised 8/10/15

Revised 12/12/16

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Form RC-1, Form RC-2, Form RC-3, Ohio History Connection