



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

JAN 28 2016

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

Granville Exempted Village Schools

(local government entity)	Michael Sobul	(unit) Treasurer	January 28, 2016
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

PO Box 417	Granville	43023	740-587-8116
(address)	(city)	(zip code)	(telephone number)
			Licking
			(county)

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

msobul@granvilleschools.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.

(Signature)	January 28, 2016
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

(Signature)	(Title)	(Date)
inadPneut	State Archivist	2/5/2016
Signature	Title	Date

Section D: Auditor of State

(Signature)	(Title)	(Date)
Martin E. M...	Records Mgr	2-25-16
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

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Schedule Number	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	FOR USE BY AUDITOR OF STATE OR OHS-LGRP	RC-3 REQUIRED BY LGRP
1104	Board Policy Books and Other Adopted Policies	One year after superceded	Paper		
1105	Administrative Regulations	One year after superceded	Paper		
1304	Board Meeting Notes	One Year	Paper		
1305	Agendas	One Fiscal Year	Electronic/Paper		
2000	(Employee Files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, transcripts and any other documents which became part of the file.)	Permanent	Paper		
2101	Certificated Active Employees	Permanent	Paper		
2102	Classified Active Employees	Permanent	Paper		
2103	Certificated Inactive Employees	Permanent	Paper		
2104	Classified Inactive Employees	Permanent	Paper		
2105	Civil Rights and Disciplinary Reports	Permanent	Paper		
2107	Retirement Letters	Permanent	Paper		
2108	Substitute Records	25 years	Electronic/Paper		
2302	Professional Conference Applications	2 years, provided audited	Electronic		
2306	Applications (Not Hired)	Two Years	Electronic		
2401	Job Descriptions	Until Superceded	Electronic/Paper		
3303	Work Permits	Three Years	Paper		
5201	School Calendars	Five Years	Electronic/Paper		
5202	Formal Complaints	One year from resolution	Paper		
9102	Enrollment Record (By Grade and Building)	Permanent	Paper		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superceded	Electronic/Paper		
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
TREASURER					
1101	Board Minutes	Permanent	Paper		✓
1103	Deeds, Easements, Lease, Abstracts	Permanent	Paper		✓
1106	Court Decisions	Permanent	Paper		✓

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.

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

1107	Claims and Litigations	Permanent	Paper		
1201	Election Results	10 Years	Paper		
1202	Records Commission (Record Disposal)	10 Years	Electronic/Paper		
1203	Agreements (Bargaining and Other)	10 Years after expiration	Paper		
1204	Budget Policy Files	5 years	Electronic/Paper		
1301	Worker's Compensation Claim	Ten Years after financial payment made	Paper		
1302	Bank Depository Agreements	Four Years after completion	Paper		
1303	Organization Reports	2 years, provided audited	Electronic		
3304	Accident Reports	5 years provided no action pending	Paper		
5564	Inventories (Fixed Assets)	Until Superceded, provided audited	Electronic		
6101	Annual financial Reports:	Five Years provided audited	Electronic/Paper		
6103	Bond Register	20 years after issue expires	Paper		
6104	Securities	Permanent	Paper		

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Schedule Number	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	FOR USE BY AUDITOR OF STATE OR OHS-LGRP	RC-3 REQUIRED BY LGRP
6201	Investment Ledger	5 years, provided audited	Electronic		
6201	Investment Records (May include individual records of investments, Bank wire transfers, copy of CD etc.)	5 years, provided audited	Electronic		
6203	Tax Advancements and Settlements	5 years, provided audited	Paper		
6205	Insurance Policies	15 Years after expiration after all claims have been settled	Paper		
6206	Contracts	15 years after expiration	Electronic/Paper		
6207	Bonds and Coupons	Until Bond Issue Redeemed	Electronic		
6211	Check vouchers, Invoices and Purchase Orders	Ten Years provided audited	Electronic/Paper		
6212	State Grants Project Files	Ten Years provided audited	Paper		
6213	Federal Grants Project Files	Ten Years Provided audited	Paper		
6215	Tax Anticipation Notes Records borrowing against future tax collections	Ten Years provided audited	Paper		
6219	Certificate of Estimated Resources	15 Years after expiration	Electronic		
6220	Appropriation Resolutions	Five Years	Electronic/Paper		
6221	Five Year Forecasts	Five Years	Electronic		
6301	Cancelled Checks and Bank Statements	Four Years provided audited	Electronic		
6304	School Finance (S.F.) Monthly Statements	Four Years provided audited	Electronic		
6310	Bank Deposit Receipts	Four Years provided audited	Paper		
6315	Monthly Financial Reports	Four Years provided audited	Electronic		
8201	Annual Auditor Reports	5 Years	Electronic/Paper		
6204	Budgets	5 years, provided audited	Electronic/Paper		
6102	Activity fund cash Journals and ledger	5 years, provided audited	Electronic		
6208	Accounts payable ledger	5 years, provided audited	Electronic/Paper		
6209	Accounts receivable ledger	5 years, provided audited	Electronic/Paper		
6210	Budget work papers	5 years, provided audited	Electronic/Paper		
6216	State reimbursement settlement sheets	5 years, provided audited	Electronic		
6218	Employee and board member bonds	5 years	Electronic		
6222	Tax Apportionments	5 years	Electronic/Paper		
6302	Publication Notices	4 years, provided audited	Electronic/Paper		
6303	Tuition and fees payments	4 years, provided audited	Electronic/Paper		
6309	Check Registers	4 years, provided audited	Electronic/Paper		
6313	Receipt books	4 years, provided audited	Electronic/Paper		
6314	Extra trip books	4 years, provided audited	Electronic/Paper		
6316	Accounting Data	4 years, provided audited	Electronic/Paper		
6318	State Subsidy reports	3 years, provided audited	Electronic		
6401	Requisitions	1 year, provided audited	Electronic		
8301	Personnel State Reports	4 years, provided audited	Electronic		
8302	Worker's comp wage reports	5 years	Electronic		

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RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

2100	Employee Payroll Personnel Benefits Files include Medical, Dental, Vison, and Life Enrollment Forms	Current year plus one year	Electronic/Paper		
2301	Employee Contract and Salary Notices	Four Years after termination from Employment	Electronic/Paper		
4303	Budget/Appropriations Reports	4 years, provided audited	Electronic		
5303	Rental information	4 years, provided audited	Electronic/Paper		
5307	Student Activity Fund: Budgets, Purpose Statements,	Four Years provided audited	Electronic/Paper		
5308	Sales Potential Forms	Four Years provided audited	Paper		
6308	Student Activity Fund Pay-ins, Receipts/Deposits, Reports	Four Years provided audited	Paper		
6311	Bids (Unsuccessful)	1 year provided audited	Paper		

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Schedule Number	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	FOR USE BY AUDITOR OF STATE OR OHS-LGRP	RC-3 REQUIRED BY LGRP
6312	Bids (Successful)	Four Years provided audited	Paper		
7001	Bi-weekly & Quarterly Payroll Reports	Permanent	Electronic/Paper		
7102	School Year Earnings Registers by Staff Members	Permanent	Electronic/Paper		
7103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc)	Permanent	Electronic/Paper		
7201	Bureau of Employment Services Quarterly Report	Seven Years	Electronic/Paper		
7301	W-2 (Employer Copy)	Six Years and Current provided audited	Electronic/Paper		
7302	Federal Income Tax (Quarterly/Annual)	Six Years and Current provided audited	Electronic/Paper		
7303	Ohio Income Tax (Monthly/Annual)	Six Years and Current provided audited	Electronic/Paper		
7304	City Income Tax (Monthly/Annual)	Six Years and Current provided audited	Electronic/Paper		
7305	School Income Tax (Monthly/Annual)	Six Years and Current provided audited	Electronic/Paper		
7306	Payroll Reports	4 years, provided audited	Electronic		
7307	Payroll update listing	4 years, provided audited	Electronic		
7308	Payroll calculations	4 years, provided audited	Electronic		
7309	STRS and SERS system waivers	Permanent	Electronic/Paper		
7310	School Employees Retirement System (SERS) Reports	Four Years provided audited	Electronic		
7311	State Teachers Retirement System (STRS) Reports,	Four Years provided audited	Electronic		
7312	Annuity Reports	Four Years provided audited	Electronic		
7313	Benefit folders/reports	Four Years provided audited	Paper		
7314	Employee request for leave forms	Four Years provided audited	Electronic		
7315	Deduction Reports Voluntary Payroll Deductions	Four Years provided audited	Electronic		
7316	Employee Vacation/Sick Leave Records	Four Years provided audited	Electronic		
7317	Time Sheets	Six Years	Electronic/Paper		
7318	Overtime Authorization	Six Years	Electronic/Paper		
7319	Employee Insurance bills	Four Years provided audited	Paper		
7323	Paycheck register	Four Years provided audited	Electronic		
7324	Payroll bank statement	Four Years provided audited	Electronic		
7401	Deduction Authorization	Until Superseded or termination	Electronic/Paper		
8204	School Finance reports-Annual	5 years	Electronic		
8213	SM 1 and 2	10 years	Electronic		

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RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

6217	Unemployment Claims	Five Years after	Paper		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superseded	Paper		
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
BUILDING PRINCIPALS					
3101	Student Record Folders:	Permanent	Electronic/Paper		

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Schedule Number	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	FOR USE BY AUDITOR OF STATE OR OHS-LGRP	RC-3 REQUIRED BY LGRP
	Enrollment/Withdrawal Grades/Transcripts Attendance Records Individual Test Results Standards Competency/Proficiency Aptitude Suspensions/Expulsions				
3201	Health/Medical Records: Visual-Screening Hearing-Screening Immunization Records	7 years after Graduation	Paper		
3202	Discipline Record, Letters to Parents, Office Discipline	1 year after student leaves school	Paper		
3306	Free/Reduced Price Lunch Applications	4 years	Electronic/Paper		
3401	Emergency Information	Until Superseded	Electronic		
4301	Student Activity Records Pay-In Forms, Requisition/Purchase Orders, Purpose Statements, Sales Potential Projects,	Two Years provided audited	Electronic/Paper		
4304	Requisition/Purchase Orders	10 Years provided audited	Electronic/Paper		
5403	Equipment Inventories	Until Superseded	Paper		
4401	Textbook Inventories	Until Superseded	Paper		
4402	Supplies Inventories	Until Superseded	Paper		
4403	Student Handbooks	Until Superseded	Paper		
5405	Supplies inventory	Until Superseded	Paper		
5306	Vandalism Reports	Four Years provided audited	Paper		
4202	Tornado and Fire Drill Records	One Year	Paper		
4203	Building Health Inspections	2 Years	Paper		
4302	Receipts/Deposits Slips	Four Years provided audited	Paper		
9402	Employee Handbooks	Until Superseded	Electronic		
9404	Attendance Records	Until Superseded	Electronic		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superseded	Paper		

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RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
Director of Special Education					
1402	Adopted Special Education Programs	Until Superseded	Electronic		
3302	Pre-school screening profiles	3 years	Electronic/Paper		
5221	Special Education tutoring reports	10 years	Electronic/Paper		
5222	Individual Educational Plan (IEP)	Permanent	Electronic/Paper		
5223	Psychological Records (Restricted)	Permanent	Electronic/Paper		
8205	Special Education State/Federal Reports	25 Years	Electronic/Paper		
3204	Child Abuse/Neglect Referral Letters	Through Graduation	Paper		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superseded	Electronic/Paper		

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GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Schedule Number	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	FOR USE BY AUDITOR OF STATE OR OHS-LGRP	RC-3 REQUIRED BY LGRP
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
Director of Educational Operations					
1401	Adopted Courses of Study	Until superceded	Electronic		
1403	Adopted Special Programs	Until superceded	Electronic		
2307	Schedules of Employees	3 years	Electronic		
2309	Teacher personnel reports (internal)	2 years	Electronic/Paper		
2310	I-9 immigration verification forms	Termination of employment plus 1 year	Paper		
3301	Teacher Grade books/records	3 years, provided audited	Electronic		
2311	Master Teacher Applications	One Year	Electronic/Paper		
6212	State Grant Requests	Ten Years provided audited	Electronic/Paper		
6213	Federal Grant Requests	Ten Years provided audited	Electronic/Paper		
8207	Ohio Common Core Data	5 years	Electronic		
8211	Civil Rights Reports	Permanent	Electronic/Paper		
8212	Title IX Reports	10 years	Electronic/Paper		
8214	State Minimum Standards	10 Years	Electronic		

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RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superceded provided audited	Electronic/Paper		
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
Director of Business Operations					
1102	Blueprints, Plan, Maps	Permanent	Electronic/Paper		✓
5301	Repair, Installation and Maintenance Records	Four Years provided audited	Electronic/Paper		
5304	Work Orders	Four Years provided audited	Electronic		
5305	Environmental Reports and Data (Asbestos, etc.)	Four Years provided audited	Electronic/Paper		
5309	Bids and Specifications (Unsuccessful)	One Year provided audited	Paper		
5310	Bids and Specifications (Successful)	Fours/completion of Project provided audited	Paper		
5311	Contractor Files additions, drawings, etc.	Until Project Complete, if no	Paper		
5401	Preventative Maintenance Reports	Three Years	Electronic		
5402	Warranty/Guarantee	Life/Warranty of Equipment	Electronic/Paper		
5561	Food Service Records:	Four Years provided audited	Electronic/Paper		
5562	Lunchroom Records	Four Years provided audited	Electronic/Paper		
5563	Lunchroom Records	Four Years provided audited	Electronic/Paper		
5564	Inventories	Until Superceded provided audited	Electronic/Paper		
5565	Lunchroom License	One Year after expiration	Paper		

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

Schedule Number	RECORD TITLE AND DESCRIPTION	RETENTION PERIOD	MEDIA TYPE	FOR USE BY AUDITOR OF STATE OR OHS-LGRP	RC-3 REQUIRED BY LGRP
6317	Contracts: Service	Four Years provided audited	Paper		
9203	Building, Boiler Maintenance Reports	Two Years	Electronic		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superceded provided audited	Electronic/Paper		

RECORDS RETENTION SCHEDULE (RC-2)

GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

9406	medium; Includes E-mail Correspondence)	of administrative value, then destroy	Electronic/Paper		
9407	messages and notes, including E-mail, voice	of administrative value, then destroy	Electronic/Paper		
Director of Technology					
5403	Technology Equipment Inventory	Until Superceded provided	Electronic		
8209	State Reports	5 years	Electronic		
9101	Personnel Directory	10 years	Electronic		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superceded provided audited	Electronic/Paper		
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		
Supervisor of Transportation					
5341	Fuel Consumption Data	Four Years provided audited	Electronic		
5342	Transportation Records	Four Years provided audited	Electronic/Paper		
5340	Driver physical	2 years after termination	Paper		
5343	Field Trip Forms	Three Years	Electronic/Paper		
5441	Accident Reports	Three Years provided no Action Pending	Electronic		
5442	Vehicle Registrations	Life of vehicle	Paper		
5443	Vehicle License	1 year after termination	Paper		
5445	Driver Certification	1 year after termination	Paper		
5444	Abstracts	One Year	Electronic		
5446	Supplies Inventory	Until Superceded provided audited	Electronic		
5447	Vehicle Inspection Report	Life of Vehicle	Electronic		
5448	Vehicle Inventory	Until Superceded provided audited	Electronic		
8304	Transportation Reports	Four Years provided audited	Electronic		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superceded provided audited	Electronic/Paper		
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	of administrative value, then destroy without prior review by auditor of	Electronic/Paper		
9407	messages and notes, including E-mail, voice mail messages, text messages, instant	of administrative value, then destroy without prior review by auditor of	Electronic/Paper		

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GRANVILLE EXEMPTED VILLAGE SCHOOL DISTRICT

E.M.I.S. Coordinator					
8209	E.M.I. S. State Reports	Five Years	Electronic		
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	Until Superseded provided audited	Electronic/Paper		
9406	General Correspondence (Regardless of medium; Includes E-mail Correspondence)	of administrative value, then destroy without prior review by auditor of	Electronic/Paper		
9407	Transient Material (all informal and/or temporary messages and notes, including E-mail, voice mail messages, text messages, instant messages, tweets and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value, then destroy without prior review by auditor of state or Ohio Historical Society	Electronic/Paper		

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