

PARMA CITY SCHOOL DISTRICT

Records Commission Meeting

March 25, 2024

Room 108

The Records Commission Meeting started at 9:45 a.m. Superintendent Charles Smialek, Board President Mark Ruda, Treasurer Sean Nuccio and Financial Data Manager Tracy Dinard. The meeting was open to the public.

Disposal of Records

- The RC-3 form was handed all to all attendees. The Board President, Superintendent and Treasurer signed the form.

Letter Sent to the Ohio History Connection

- The attached letter dated March 25, 2024 was sent to the Ohio History Connection along with the RC-3 form.

Meeting adjourned at 9:48 a.m.



6800 Commonwealth Blvd. Parma Heights, OH 44130
Phone: 440.885.2324 Fax: 440.885-8492

March 25, 2024

ATTN: Records Specialist

Dear Records Specialist:

The Parma City School District Records Commission met and approved the attached RC-3 Records Retention Disposal on March 25, 2024. Enclosed also are the Records Commission Minutes and signatures.

Please review and forward to the Auditor of State office for further approval.

If you have any questions, please contact Tracy Dinard, Financial Data Manager, at (440)885-8773, or email dinardt@parmacityschools. Thank you.

Sincerely,

Sean Nuccio
Treasurer/CFO

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Sean Nuccio | Treasurer/CFO
Pam Bartkowski | Administrative Assistant
Ryan Longwill | Assistant Treasurer
Sheri Bartko | Payroll Supervisor
Tracy Dinard | Financial Data Manager

Charles Smialek, Ph.D. | Superintendent
Sean Nuccio | Treasurer/CFO

Mark Ruda | President
Ashley McTaggart | Vice-President
Linda Kohar
Brittany Kurpik
Steven Vaughan

An Equal Opportunity Employer

PCSD PCSD PCSD PCSD PCSD PCSD PCSD PCSD PCSD PCSD

PARMA CITY SCHOOL DISTRICT
RECORDS COMMISSION
MINUTES

Attendance:

Mark Ruda, Board President

Charles Smialek, Superintendent

Sean Nuccio, Treasurer/CFO

The Parma City School District Records Commission met on March 25, 2024 at 9:45 a.m. in the Parma City School District Meeting Room. The Records Commission reviewed and approved the Summary of Disposal of Records Request.

Signed on March 25, 2024



Mark Ruda, Board President



Charles Smialek, Superintendent



Sean Nuccio, Treasurer/CFO

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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

For State Archives – LGRP Use Only

Date Received:
Date Reviewed:
Items requested for transfer: YES NO
If YES, attach copy of transfer form

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

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

Parma City Schools

Sean Nuccio CFO/Treasurer

(440)885-2324

(Local Government Entity) (Unit) (Contact Person) (Telephone Number) (Location of Records)

6800 Commonwealth Blvd.

Parma Heights

44130

Cuyahoga

3-25-2024

(Address)

(City)

(Zip Code)

(County)

(Date Mailed to LGRP)

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

(Signature of Responsible Official)

CFO/Treasurer (440)885-2324

(Title) (Telephone number)

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

dinardt@parmacityschools.org

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

(1) Records Series Title	(2) Authorization for Disposal	(3) Media Type To be destroyed	(4) Media Type To be retained	(5) Inclusive Dates of Records	(6) Proposed date of destruction	(7) For LGRP use
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CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with Part 1

Parma City School District

(Political Subdivision Name)		(Unit)					
	Schedule Number	Date the RC-2 was approved by the Records Commission		(if any)	From	To	(15 business days from receipt by LGRP)
Certificate of Estimated Resources	624	3/25/2024	Paper		2001-2008		4/23/2024
Certificate of Available Resources	624	3/25/2024	Paper		2003-2008		4/23/2024
Legal Invoices	616	3/25/2024	Paper		2000-2009		4/23/2024
Banking	627	3/25/2024	Paper		2001-2018		4/23/2024
Audit Repots	601	3/25/2024	Paper		1990-2017		4/23/2024
Budgets Appropriatins	609/610	3/25/2024	Paper		FY1992-FY2011		4/23/2024
Tax Budgets	609/610	3/25/2024	Paper		2000-2011		4/23/2024
Property Tax Real & Personal	626	3/25/2024	Paper		2017-2018		4/23/2024
Bonds	613	3/25/2024	Paper		1990-1999		4/23/2024
Purchase Orders	4304	3/25/2024	Paper		2010-2019		4/23/2024
Deposits	4302	3/25/2024	Paper		2017-2019		4/23/2024
Tornado & Fire Drill	4202	3/25/2024	Paper		2019-2022		4/23/2024
Accident Reports	3304	3/25/2024	Paper		2007-2017		4/23/2024

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2

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

Parma City School District

[illegible]

Building/Department:

Date:

Principal/Administrator Signature:

RECORDS TO BE DISPOSED

[illegible]

Disposal

9 Boxes by
Melissa's desk

✓ 624 * Certificate of Estimated Resources
FY 2001 - 2002 - 2003 - 2004 - 2005 - 2006 -
2007 - 2008

✓ 624 * Certificate of Available Resources
FY 2003 - 2004 - 2005 - 2006 - 2007 - 2008.

✓ 616 * Legal Invoices
2000 thru 2009

✓ 627 * Banking
thru 2018
First Merit 2012
STAR 2009
STAR 2008
Provident 2001
Meeder 2014
Huntington 2016
Chase 2017 - Pooled Collateral

✓ 601 * ~~Ad~~ Audit Reports
1990 → 2017

✓ 609 * Budgets - Appropriations
✓ 610 FY 1992 → FY 2011
- Tax Budgets
2000 → 2011

626 * Property Tax - Real & Personal
2017-2018

613 * Bonds

1990-1992 - 1993-1994 - ¹⁹⁹⁵⁻¹⁹⁹⁶~~1994-1995~~ - 1997-1998
1999