



Ohio History Connection
800 East 17th Avenue
Columbus, OH 43211

Dear Records Specialist:

The Parma City School District Records Commission met and approved the attached RC-3 Records Retention Disposal on May 19, 2025. 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,

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Sean Nuccio
Treasurer/CFO

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

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

Board of Education
Steven Vaughn | President
Mark Ruda | Vice-President
Linda Kohar
Brittany Kurpik
Ashley McTaggart

An Equal Opportunity Employer

PCSD PCSD PCSD PCSD PCSD PCSD PCSD PCSD

PARMA CITY SCHOOL DISTRICT
RECORDS COMMISSION
MINUTES

Attendance:

Steven Vaughn, Board President

Charles Smialek, Superintendent

Sean Nuccio, Treasurer/CFO

The Parma City School District Records Commission met on May 19, 2025 at 9:30 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 May 19, 2025



Steven Vaughn, 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/ler

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	(Location of Records)
(Local Government Entity)	(Contact Person)	(Telephone Number)	(Location of Records)
7377 Chateau Dr.	Parma	44130	Cuyahoga
(Address)	(City)	(Zip Code)	(County)
			(Date Mailed to LGRP)
			5/20/2025

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:

dinardi@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

(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)									
Deposits	4302	5/19/2025	Paper		2019-2020		6/13/2025									
Purchase Orders	4304	5/19/2025	Paper		2020-2021		6/13/2025									
Invoices	6211	5/19/2025	Paper		2013-2015		6/13/2025									
Purchase Orders	6211	5/19/2025	Paper		2013-2015		6/13/2025									
Transportation Records	5342	5/19/2025	Paper		2005-2021		6/13/2025									
Transportation Timecards	8304	5/19/2025	Paper		2010-2019		6/13/2025									
Work Permits	3303	5/19/2025	Paper		2021-2022		6/13/2025									
Accident Reports	3304	5/19/2025	Paper		2015-2016		6/13/2025									
Discipline Records	3202	5/19/2025	Paper		2021-2023		6/13/2025									