

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

Dayton City School District	Treasurer's Office	Hiwot Abraha	1-937-542-3018	Administration Building
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
115 South Ludlow Street	Dayton	45402	Montgomery	(Date Mailed to LGRP)
(Address)	(City)	(Zip Code)	(County)	

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.

Hiwot Abraha
(Signature of Responsible Official) Treasurer/CFO 937-542-3018
(Title) (Telephone number)

To have this form returned to the Records Commission electronically, include an email address: HIAbraha@daytonpublic.com

**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.**

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2 *See instructions before completing this form. Must be submitted with Part 1*

(Political Subdivision Name)		(Unit)				
(1) Records Series Title	(2) Authorization for Disposal	(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records	(6) Proposed date of destruction (15 business days from receipt by LGRP)	(7) For LGRP use
Minutes	1101	Electronic/Paper		Permanent		
Blueprints, Plan, Maps	1102	Paper		Permanent		
Deeds, Easements, Lease, Abstracts	1103	Paper		Permanent		
Court Decisions	1104	Electronic/Paper		Permanent		
Claims & Litigation	1105	Electronic/Paper		Permanent		
Elections	1201	Paper		7/1/99 – 6/30/03		
(Records Commission Records Disposal RC-3)	1202	Paper		5/29/29		
Budget Policy Files	1203	Electronic/Paper		2009 and Prior		
Board Meeting Notices	1204	Paper		7/1/10 – 6/30/17		
Organization Reports	1301	Paper		7/1/10 – 6/30/16		
Worker's Comp Claims	1405	Paper		7/1/00 – 6/30/09		
Bank Depository Agreements	1408	Paper		7/1/10 – 6/30/14		
Bids & Specifications - Unsuccessful	5309	Paper		7/1/10 – 6/30/17		
Bids & Specifications - Successful	5310	Paper		7/1/10 – 6/30/14		
Annual Financial Reports, Appropriation Ledgers, Revenue Journals, Vendor Listing, Purchase Order Listing,	6201	Paper		7/1/02 – 6/30/08		

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Check Register Invoice List, Account Reports Financial Summary, Detail Reports						
Activity Fund Cash	6202	Paper		7/1/02 – 6/30/08		
Investment Ledger	6203	Paper		7/1/02 – 6/30/08		
Foundation Distribution	6204	Paper		7/01/04 – 6/30/08		
Tax Settlements	6205	Paper		7/1/05 – 6/30/08		
Annual Tax Budgets	6206	Paper		7/1/05 – 6/30/08		
Accounts Payable Ledger	6207	Paper		7/1/05 – 6/30/08		
Accounts Receivable Ledger	6208	Paper		7/1/05 – 6/30/08		
Budget Work Papers	6209	Paper		7/1/05 – 6/30/08		
Employee Bonds, Board Bonds	6211	Paper		7/1/10 – 6/30/13		
Certificate of Estimated Resources	6212	Paper		7/1/10 – 6/30/13		
Appropriation Resolutions	6213	Paper		7/1/10 – 6/30/13		
Tax Appointment, Semi Annual	6214	Paper		7/1/10 – 6/30/13		
Bonds & Coupons	6301	Paper		Until bond issues redeemed**		

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Vouchers, Invoices, Purchase Orders	6302	Paper		7/1/02 – 6/30/08		
State Program Files - Aux Services, etc. DPIPE, Adult Voc. Excess Lottery, Data Processing, Public/Private Grants, etc.	6303	Paper		7/1/02 – 6/30/08		
Federal Program files - title I, II, IV-B, VI-B, Drug Free, etc.	6304	Paper		7/1/02 – 6/30/08		
Tax Anticipation Notes	6305	Paper		7/1/02 – 6/30/08		
Bank Statements & Canceled Checks	6306	Paper		7/1/10 – 6/30/14		
Tuition: Fees & Payments	6310	Paper		7/1/10 – 6/30/14		
School Foundation - Bi- Monthly	6311	Paper		7/1/10 – 6/30/14		
Investment Records (May include individual records of investments, bank confirmation, wire transfers, copy of CD, etc.)	6312	Paper		7/1/10 – 6/30/14		
Travel Expense Reports Board & Employee	6313	Paper		7/1/10 – 6/30/14		
State Sales Tax Reports	6314	Paper		7/1/10 – 6/30/14		

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Student Activity Fund (Pay ins, Pay outs, Receipts, Deposits, Cancelled Checks, Reports)	6315	Paper		7/1/10 – 6/30/14		
Student Activity Fund: Budgets, Purpose, Evaluation	6316	Paper		7/1/10 – 6/30/14		
Check Registers	6317	Paper		7/1/10 – 6/30/14		
Deposit Slips/Cash Proofs	6318	Paper		7/1/10 – 6/30/14		
Bids & Specifications – Accepted	6319	Paper		7/1/10 – 6/30/14		
Receipt Books	6320	Paper		7/1/10 – 6/30/14		
Extra Trip Records	6321	Paper		7/1/10 – 6/30/14		
Monthly Financial Reports	6322	Paper		7/1/10 – 6/30/14		
Accounting Data	6323	Paper		7/1/10 – 6/30/14		
Contracts: Services	6324	Paper		7/1/10 – 6/30/14		
State Subsidy Requests, applications for driver education, pupil transportation, Office of Exceptional Children, etc.	6325	Paper		4/26/17 – 6/30/15		
Delivery/Packing Slips	6326	Paper		7/1/10 – 6/30/17		
Bond Register	6401	Paper		7/1/81 – 6/30/98		

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Insurance Policies	6402	Paper		7/1/81 – 6/30/03		
Contracts	6403	Paper		7/1/99 – 6/30/03		
Requisitions	6404	Paper		7/1/99 – 6/30/17		
Payroll Ledgers, Bi-Weekly Payroll Reports, Quarterly Payroll Reports	7101	Electronic/Paper		Permanent		
Earning Registers by Staff Member by Calendar Year	7102	Electronic/Paper		Permanent		
Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc)	7103	Electronic/Paper		Permanent		
Bureau of Employment Service Quarterly Reports	7201	Paper		7/1/08 – 6/30/11		
Time Sheets	7202	Paper		7/1/08 – 6/30/12		
Overtime Authorization	7203	Paper		7/1/08 – 6/30/12		
W-2 & W-4 Employer Copy	7301	Paper		7/1/08 – 6/30/12		
Federal Income Tax (Monthly/Annual)	7302	Paper		7/1/08 – 6/30/12		
Ohio Income Tax (Monthly/Annual)	7303	Paper		7/1/08 – 6/30/12		
City Income Tax (Monthly/Annual)	7304	Paper		7/1/08 – 6/30/12		

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School Income Tax (Monthly/Annual)	7305	Paper		7/1/08 – 6/30/12		
Payroll Reports (All Reports Used for Each Payroll - Computer Generated - except those listed under 7101 & 7102-3 above)	7306	Paper		7/1/10 – 6/30/14		
Payroll Update Listings	7307	Paper		7/1/10 – 6/30/14		
Payroll Calculations	7308	Paper		7/1/10 – 6/30/14		
State Teachers Retirement System (STRS) & School Employees Retirement System (SERS) Retirement System Waivers	7309	Paper		7/1/11 – 6/30/14		
School Employees Retirement System (SERS) Reports	7310	Paper		7/1/10 – 6/30/14		
State Teachers Retirement System (STRS) Reports	7311	Paper		7/1/10 – 6/30/14		
Annuity Reports	7312	Paper		7/1/10 – 6/30/14		
Benefits Folder/Report	7313	Paper		7/1/10 – 6/30/14		
Employee Request and/or Authorization (Sick, vacation, personal or other leave)	7314	Paper		7/1/10 – 6/30/14		
Deduction Reports, Voluntary Payroll Deductions	7315	Paper		7/1/10 – 6/30/14		

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Employee Vacation/Sick Leave Records	7316	Paper		7/1/10 – 6/30/14		
Employee Insurance Bills, Medical, Dental, Life	7317	Paper		7/1/10 – 6/30/14		
Paycheck Register	7318	Paper		7/1/10 – 6/30/14		
Payroll Bank Statement	7319	Paper		7/1/10 – 6/30/14		
Deduction Authorization	7401	Paper		Until Superseded or Employee Terminated		
State Audit Reports	8202	Paper		7/1/10 – 6/30/13		
#59 and #759 or #4502 Reports	8203	Paper		7/1/10 – 6/30/13		
#25 and #625 Reports	8204	Paper		7/1/10 – 6/30/13		
School Finance (S.F.) Reports	8205	Paper		7/1/10 – 6/30/13		
Drivers Education Reports	8209	Paper		7/1/10 – 6/30/13		
SM-1 & SM-2 (Annual & Quarterly)	8213	Paper		7/1/10 – 6/30/13		
Annual Wages (for W.C.)	8215	Paper		7/1/10 – 6/30/13		
Bank Balance Certification	8216	Paper		7/1/10 – 6/30/13		
All emails which constitutes a public record shall be converted to printed form and may be thereafter deleted. All other emails will be deleted after 30 days after receipt.		Electronic/Paper		30 days		

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All voice mails which constitutes a public record shall be saved electronically and may thereafter be deleted. Voice mail that are not public shall be deleted on the day received.		Electronic/Paper		30 days		

