

OHIO HISTORY CONNECTION



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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DEC 13 2018

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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

BRISTOL LOCAL SCHOOL DISTRICT

(Local Government Entity)

(Unit)

Mario A. Nero Jr. Mario A. Nero Jr. Treasurer 12-13-18
(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

BRISTOL LOCAL SCHOOL DISTRICT

Records Commission

330-889-3053

(Local Government Entity)

(Telephone Number)

1845 Greenville Rd., PO BOX 260

Bristolville

OH

Trumbull

(Address)

(City)

(Zip Code) (County)

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

mario.nero@bristol.k12.oh.us

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.

Mario A. Nero Jr. 12-11-18
Records Commission Chair Signature Date

Section C: Ohio History Connection - State Arc

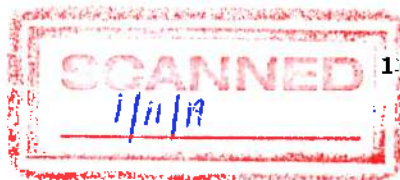
Amanda Rinaldi Local Government Records Archivist 12/20/18
Signature Title Date

Section D: Auditor of State

Martin E. Mueh Records MGR 1-7-19
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.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised November 2017



School District Suggested Records Retention Schedule

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.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats.

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.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

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.

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Board and Administrative Records					
101	Minutes - Official copy of proceedings of regular and special meetings (Treasurer)	Permanent	Paper		<input checked="" type="checkbox"/>
102	Board Meeting Notes - Notes taken during Open Board Meetings used to formulate the minutes (Treasurer)	1 year	Paper		<input type="checkbox"/>
103	Agendas - Written outlines of material to be discussed at the Board of Education meetings (Treasurer)	1 calendar year provided audited	Paper or Digital		<input type="checkbox"/>
104	Board Meeting Packets - Packets prepared for board members. May include agendas, copies of reports and informational handouts. (Treasurer)	Retain until minutes transcribed and approved	Paper or Digital		<input type="checkbox"/>
105	Blueprints, Plans, & Maps - Provide detailed description of school facilities and property (Maintenance Supervisor)	Permanent	Paper		<input checked="" type="checkbox"/>
106	Deeds, Easements, Leases - Real estate documents of ownership, easements and leased property by district (Treasurer)	Permanent	Paper		<input checked="" type="checkbox"/>
107	Board Policy Books and Other Adopted Policies - Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations (Superintendent & Secretary)	1 year after superseded	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
109	Administrative Regulations - Adoption of the school policy manual which outlines, and describes the means by which a policy should be implemented providing for the management of planning, action, and assessment or evaluation. (Superintendent & Secretary)	1 year after superseded	Paper or Digital		<input type="checkbox"/>
109	Court Decisions - Court proceedings involving the District excluding claims and litigations (Treasurer)	Permanent	Paper		<input checked="" type="checkbox"/>
110	Claims and Litigations - Court processing for which the District is being or is suing for damages (Treasurer)	Permanent	Paper		<input checked="" type="checkbox"/>
111	Administration of Federal and Stated Categorical Grant Programs - Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: District or school-wide notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre-and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title I parent advisory councils, coordination with other school-based programs and services, etc.) (Elementary Principal)	Retain until completion of State Auditor's examination report or retain for period required by grant or program, whichever is later, then destroy	Paper or Digital		<input type="checkbox"/>
112	Boundary Records - Official legal description of school district boundaries, educational service center district boundaries, or director district boundaries (Treasurer)	Permanent	Paper		<input checked="" type="checkbox"/>
113	Grievance Files/Settlements/Arbitration - Documentation of settlements and arbitration, grievances filed by local collective bargaining groups (Treasurer)	10 years	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
114	Historical Records, Materials and Artifacts that should be retained for Commemorative Events and Displays - Records documenting events or milestones of individual schools, school districts and educational service centers, where these events are not documented in other records (such as board minutes, transcripts, etc.) Including but not limited to award lists, baccalaureate and commencement programs, cumulative class rankings, diploma order lists, final grade point summaries, honor roll lists, graduating class history files, student newspapers, yearbooks/annuals. (Guidance, Bldg Secr, Yearbook Advisor)	Permanent	Paper or Digital		<input checked="" type="checkbox"/>
115	Monthly Administrative Reports & Supporting Documentation - Reports submitted monthly by administrators and supervisors on current activity in District associated with Board Agenda (Superintendent)	1 calendar year	Paper or Digital		<input type="checkbox"/>
116	Elections - Items put on the ballot (tax levy related) regarding the financial support of the District (Treasurer)	10 years	Paper or Digital		<input type="checkbox"/>
117	Records Retention and Disposition Forms - Records, also called RC-1, RC-2, and RC-3 forms, and other locally developed forms documenting the retention and disposition of the records of an office (Treasurer)	Permanent	Paper or Digital		<input type="checkbox"/>
118	Bargaining Agreements - Record of Agreements between the board and recognized local associations of certified and classified staff with regard to wages, hours and other terms of employment including notes taken during the negotiation process (Treasurer)	8 years after superseded	Paper or Digital		<input type="checkbox"/>
119	Budget Policy Files - annual budget (tax and appropriation) preparation and documentation (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
120	Workers Compensation Claims - Claims filed by employees due to on the job injury (Treasurer)	10 years after financial payment made	Paper		<input type="checkbox"/>
121	Bank Depository Agreements - An agreement between a bank and the district where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time (Treasurer)	4 years after completion	Paper		<input type="checkbox"/>
122	Adopted Courses of Study - A comprehensive instructional program serving the educational needs of the students of the District (Superintendent & Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRE
123	Adopted Special Education Program - A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio's Operating Standards") (Superintendent & Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>
124	Adopted Special Programs - Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities (Superintendent & Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>
125	Photo/Media Release - Denial of permission. Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out. (Bldg Secretary)	Retain until end of school year or until superseded, whichever is later, then destroy.	Paper		<input type="checkbox"/>
126	Photo/Media Release - School District Usage - Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings. (Bldg Secretary)	Retain for six years after image/recording no longer being used, then destroy.	Paper		<input type="checkbox"/>
127	Public Record Requests - Requests for records & documentation that requests were fulfilled (Treasurer)	2 years	Paper or Digital		<input type="checkbox"/>
128	Visitor Log (Bldg Secretary)	One school year	Paper		<input type="checkbox"/>
Employee Records					
201	Personnel Files (Short-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include: employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, FERS information, exit interview, disciplinary action(s), waiver(s). (Superintendent & Payroll)	Purge and destroy 7 years after employment termination	Paper		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
202	Personnel Files (Long-Term Retention) - Documentation of the history and status of the status of the employment relationship with an individual employee. Includes substitute teachers, coaches, and advisors. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers (Superintendent & Payroll)	75 years after employment termination.	Paper		<input type="checkbox"/>
203	Employee Discipline Records - Records of a series of disciplinary actions leading to improvement of performance or termination from employment (Superintendent Secretary & Building Secretary)	7 years after termination of employment or case closed, whichever is later, or in accordance with collective contract	Paper		<input type="checkbox"/>
204	Drug Test Records - Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results (Superintendent Secretary & Payroll)	3 years	Paper		<input type="checkbox"/>
205	Teacher Lesson Plan Books (Principal or Bldg Secretary)	End of current school year or until superseded	Paper or Digital		<input type="checkbox"/>
206	Employee Contracts - Written agreement between the District and the employee (Treasurer)	4 years after termination	Paper		<input type="checkbox"/>
207	Professional Conference Applications - Professional leave forms requesting permission to attend professional development activity (Treasurer)	2 years provided audited	Paper		<input type="checkbox"/>
208	Irregular Employee Contracts - Written agreement between the District and substitutes and other irregular employees benefits (Treasurer)	4 years after contract expires	Paper		<input type="checkbox"/>
209	Unemployment Claims - Invoice maintained by Human Resources for the payment of unemployment claims approved or denied (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
210	Unemployment Records - Documentation of unemployment records (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
211	Applications (not hired) - Applications submitted of individuals not hired into the District (Superintendent & Building Principals)	2 years provided audited	Paper		<input type="checkbox"/>
212	Schedules of Employees (Superintendent & Building Principals)	Fiscal year plus 2 years	Paper		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
213	Teacher Personnel Reports (internal) (Superintendent & Secretary)	Fiscal year plus 1 year	Paper		<input type="checkbox"/>
214	I-9 Immigration Form - Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2. (Treasurer)	3 years after date of hire or 1 year after termination, whichever is later	Paper		<input type="checkbox"/>
215	Job Descriptions - Description of expectations and responsibilities of each job (Superintendent & Secretary)	Retain until superseded or obsolete	Paper or Digital		<input type="checkbox"/>
216	Job Postings - Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range. (Superintendent & Secretary)	2 years	Paper or Digital		<input type="checkbox"/>
217	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports (LPDC Chair)	Until superseded	Paper or Digital		<input type="checkbox"/>
218	LPDC (Local Professional Development Committee) Meeting Minutes (LPDC Chair)	10 years	Paper or Digital		<input type="checkbox"/>
219	Staff Acceptable Use Policy - A Form signed by staff agreeing to use the District network responsibly for District related work (Technology Supervisor)	6 years	Paper or Digital		<input type="checkbox"/>
220	Staff Profile - Listing including current position, licensure, degree, retirement credit, and contract information (Superintendent & Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
221	Annual Training Documentation - Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/credits/points awarded; sign-in sheets, and attendee lists (Administration)	3 years plus current year provided audited	Paper or Digital		<input type="checkbox"/>
222	Teachers Certificates and Temporary Professional Education Permits (Treasurer)	6 years after end of fiscal year, then destroy	Paper		<input type="checkbox"/>
223	Employee Handbooks - Handbooks that each employee receives upon being hired (Superintendent & Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>
224	Physician's Report of Work Ability - Physicians report of ability/restrictions for injured employees (Treasurer)	7 years	Paper		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Student Records					
Student Records- (Long-Term)					
301	Student Information- Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed (Bldg Secretary)	Permanent	Paper or Digital		<input type="checkbox"/>
302	Grades/Transcripts - Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts (Bldg Secretary)	75 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
303	Individual State Test Results - IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ - achievement ability tests (Bldg Secretary)	75 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
304	Foreign Exchange Records - Records of students from foreign countries (Bldg Secretary)	75 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
305	Home Schooled Records - Records of students living within the District that are being schooled from home (Bldg Secretary)	75 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
Student Records- (Short-Term)					
306	Registration/Withdrawal Information - Record of each time a student registers or withdraws within the District (Bldg Secretary)	5 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
307	Activity Record - A list of activities students participated in during their high school years (Bldg Secretary)	6 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
308	Student Worker Applications (Superintendent & Payroll)	6 years after graduation, withdrawal, or transfer	Paper		<input type="checkbox"/>
309	Discipline Records - Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents. (Bldg Secretary)	6 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
310	Intervention Records - Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans (Principal & Bldg Secretary)	6 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
311	Bullying/Harassment Forms - Documentation of bullying/harassment incidents within the District, along with action taken (Principal)	6 years after graduation, withdrawal, or transfer	Paper or Digital		<input type="checkbox"/>
312	Gifted and Talented Student Records - Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence. (Bldg Secretary)	6 years after graduation, withdrawal, or transfer	Digital		<input type="checkbox"/>
313	Attendance/Absence Records - Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor & parent's notes (Bldg Secretary)	1 year	Paper or Digital		<input type="checkbox"/>
314	Cumulative Photo Records (Bldg Secretary)	1 year after graduation	Paper or Digital		<input type="checkbox"/>
315	Curriculum Requests/Waivers/Substitutions - Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.). (Guidance)	1 year after graduation	Paper or Digital		<input type="checkbox"/>
316	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing (Bldg Secretary)	Retain until end of school year, then destroy	Paper		<input type="checkbox"/>
317	Student Acceptable Use Policy - A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication (Bldg Secretary)	6 years	Paper		<input type="checkbox"/>
318	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian (Principal or Bldg Secretary)	Retain until end of school year, then destroy.	Paper		<input type="checkbox"/>
319	Student Schedules/Contact Information (Bldg Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
320	Interim Grade Reports - Mid-term status report of student performance with teacher comments not part of permanent record (Bldg Secretary)	End of current school year	Paper or Digital		<input type="checkbox"/>
321	Student Organization Activity Records - Purpose clauses/budgets of student clubs engaging in financial activities (Treasurer)	2 years after end of fiscal year	Paper		<input type="checkbox"/>
322	Custody Court Documents - Verification of court established guardianship/custody (Bldg Secretary)	Until superseded or student reaches 18 years of age	Paper		<input type="checkbox"/>
323	Notice of Placement Termination - A notice of termination of placement relinquishing care and control, noticed received from the County Juvenile Court (Bldg Secretary)	5 years	Paper		<input type="checkbox"/>
324	Child Abuse/Neglect Referral Letters - Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency - includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc. (Bldg Secretary)	Through graduation	Paper		<input type="checkbox"/>
325	Teacher Grade Books/Records (Bldg Secretary)	3 years provided audited	Paper or Digital		<input type="checkbox"/>
326	Pre-School Screening Profile - ASQ/SE, GGG assessment record. A screening profile used for pre-school students (Bldg Secretary)	3 years	Paper		<input type="checkbox"/>
327	Open Enrollment Forms - Registration of student living outside the District enrolling into the school District (Superintendent & Secretary)	5 years	Paper or Digital		<input type="checkbox"/>
328	Emergency Information - A form containing student emergency contact information (Bldg Secretary)	Until superseded	Paper		<input type="checkbox"/>
329	Health/Medical Records - Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions (Bldg Secretary)	10 years after last contact	Paper or Digital		<input type="checkbox"/>
330	Health Logs - Record of health care services provided to students such as medication and first aid. (Bldg Secretary)	2 years	Paper		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
331	Free/Reduced Price Lunch Application - Confidential applications for free and reduced lunch benefits (Cafeteria Supervisor)	4 years	Paper		<input type="checkbox"/>
<p>Special Needs Records In accordance with OAC 3301-51-04 and 34 CFR 300.624, parents should be informed when personally identifiable information collected, maintained or used under OAC 3301-51-04 is no longer needed to provide educational services to the child. This information must also be destroyed at the request of the parent with the exception of information described in item 301. These records may be needed beyond the retention period in connection with applications for social security or other benefits. However, unnecessarily long retention may jeopardize personal privacy.</p>					
332	Special Education Tutoring Reports - These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program. (Special Education Secretary or Bldg Secretary)	Retain 6 years after student graduates or would have normally graduated.	Paper or Digital		<input type="checkbox"/>
333	Psychological Records (Restricted) - Records that document all students who are provided counseling, psychological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material (Special Education Secretary or Bldg Secretary)	Retain 10 years after last contact. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper		<input type="checkbox"/>
334	Evaluation Team Report (ETR) - A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability (Bldg Secretary)	Retain 5 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Folder)	Retention Period	Media Type	For use by Auditor of State or LGRF	RC-3 Required by LGRF
335	Individual Education Plan (IEP) - A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report) (Bldg Secretary)	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or Digital		<input type="checkbox"/>
336	504/ADA Plan - Plan that allows various accommodations for a student with a general disability (Principal, Guidance, or Bldg Secretary)	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	Paper or Digital		<input type="checkbox"/>
337	Transfer of Home-Based Student to School/District - Records relating to the transfer of home-based student to school/district, including placement/evaluation test results, notice of transfer, etc. (Bldg Secretary)	Retain for 3 years after student graduates or withdraws from district, then destroy.	Paper or Digital		<input type="checkbox"/>
338	Special Needs Records (Student not Eligible) - Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program (Special Education Secretary or Bldg Secretary)	Retain for 5 years after student determined to be ineligible then destroy.	Paper or Digital		<input type="checkbox"/>
BONDING RECORDS					
401	E-Rate Funding Application - Federal Telecommunications funding applications (Technology Supervisor)	6 years	Paper or Digital		<input type="checkbox"/>
402	School Safety Plans - Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans (Superintendent & Secretary)	Retain 6 years after obsolete or superseded, then destroy	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
403	Records of Drills or Rapid Dismissals and School Safety Drills - Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73. (Bldg Secretary)	1 year after end of fiscal year	Paper		<input type="checkbox"/>
404	Fire Inspection - Reports of building inspection performed by the city Fire Division (Maintenance Supervisor)	4 years provided audited	Paper		<input type="checkbox"/>
405	Building Inspection Reports - Elevator, sprinkler, and alarm system reports (Maintenance Supervisor)	2 years	Paper		<input type="checkbox"/>
406	Building Health Inspections - A record of all health inspections performed within a building (Maintenance Supervisor)	2 years after end of fiscal year	Paper		<input type="checkbox"/>
407	Student Activity Records - Pay in forms, pay-out forms; account forms/Dist.; budget forms, requisitions; purchase order; ticket sales reports (Treasurer)	2 years	Paper or Digital		<input type="checkbox"/>
408	Receipt and Deposit Slips - copies of receipts for monies turned into the office (Treasurer)	4 years provided audited	Paper		<input type="checkbox"/>
409	Budget and Appropriation Records - Record of building budget (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
410	Requisitions and Purchase Orders - Record of money being requested and a record of items purchased from the building budget (Treasurer)	2 years	Paper or Digital		<input type="checkbox"/>
411	Inventories - Inventory of supplies, textbooks, and other materials purchased and used with the building (Technology Supervisor & Bldg Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>
412	Student Handbook - Handbook containing student policies, regulations and codes (Bldg Secretary)	Until superseded	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
413	Building Security/Surveillance videos (Maintenance Supervisor or Technology Supervisor)	Use for one cycle then reuse provided no action pending	Digital		<input type="checkbox"/>
Administrative Offices					
501	School Calendars - Calendar for in session/out of session school days as well as professional days for teachers (Superintendent & Secretary)	5 years	Paper or Digital		<input type="checkbox"/>
502	Personnel Directory - Names, phone numbers and addresses of all employees (Superintendent & Secretary)	10 years	Paper or Digital		<input type="checkbox"/>
503	Enrollment Record (by grade/building) (Bldg Secretary)	Permanent	Paper or Digital		<input checked="" type="checkbox"/>
504	Repair, Installation and Maintenance Records - A record of maintenance, installation and repairs performed on buildings within the District (Maintenance Supervisor)	4 years provided audited	Paper		<input type="checkbox"/>
505	Building/Facilities and Equipment Inventory - Inventory of equipment owned by District (Maintenance Supervisor)	Until superseded provided audited	Paper or Digital		<input type="checkbox"/>
506	Building, Boiler & Maintenance Reports - Inspection/ maintenance reports for each building including boiler inspection/ maintenance (Maintenance Supervisor)	Until superseded provided audited	Paper		<input type="checkbox"/>
507	Rental Information - Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups (Superintendent & Secretary)	2 years provided audited	Paper or Digital		<input type="checkbox"/>
508	Work Orders - A report of all requested maintenance/custodial work (Maintenance Supervisor)	4 years provided audited	Paper		<input type="checkbox"/>
509	Environmental Reports and Data - Reports on asbestos and other environmental issues (Maintenance Supervisor)	4 years provided audited	Paper		<input type="checkbox"/>
510	Vandalism Reports - Reports of vandalism throughout the District (Maintenance Supervisor)	4 years provided audited	Paper		<input type="checkbox"/>
511	Student Activity Purpose Clauses (Treasurer)	Until superseded	Paper		<input type="checkbox"/>
512	Sales Potential Form (Student Activities) (Treasurer)	4 years provided audited	Paper		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
513	Sales Potential Forms - Fundraising permission form including the financial summary of the fundraiser upon completion of the event (Treasurer)	4 years provided audited	Paper		<input type="checkbox"/>
514	Bids and Specifications (Unsuccessful) - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC (Treasurer)	1 year provided audited	Paper		<input type="checkbox"/>
515	Bids and Specifications (Successful) - Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC (Treasurer)	4 years after completion of project	Paper		<input type="checkbox"/>
516	Contractor Files - Contractor resolutions, additions drawings, etc. (Maintenance Supervisor)	5 years after completion of project provided audited and no action pending	Paper		<input type="checkbox"/>
Transportation Department					
518	Driver Physical - A report of the annual physical performed on drivers (Transportation Secretary)	6 years (See OAC 3301-83-07-E-7)	Paper		<input type="checkbox"/>
519	Daily Bus Schedules - may show bus route, time trip began and ended, number of pupils carried, and drivers signature (Transportation Secretary)	Retain for 6 years after end of school year, then destroy	Paper or Digital		<input type="checkbox"/>
520	Fuel Consumption Data - Fuel records for the buses (Transportation Secretary)	4 years provided audited	Paper		<input type="checkbox"/>
521	Transportation Records - Transportation requests received from schools that include student and busing information (Transportation Secretary)	4 years provided audited	Paper		<input type="checkbox"/>
522	Field Trip Forms/Volunteer Driver Forms - Forms from building requesting busing for field trips (Transportation Secretary)	Fiscal year plus 2 years	Paper		<input type="checkbox"/>
523	Preventive Maintenance Reports - A report of work performed to maintain equipment (Transportation Secretary)	Fiscal years plus 2 years	Paper		<input type="checkbox"/>
524	Warranty/Guarantee - Warranty of equipment (Maintenance Supervisor)	Life of equipment	Paper		<input type="checkbox"/>
525	Plant and Equipment Inventory (Maintenance Supervisor)	Until superseded provided audited	Paper or Digital		<input type="checkbox"/>
526	Vendor Data: W-9 & 1099 documents maintained as long as active vendor then retention period is applied. (Treasurer)	6 years & current provided audited	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
527	Accident Reports - Law enforcement reports regarding bus accidents (Treasurer)	3 years provided no action pending	Paper		<input type="checkbox"/>
528	Vehicle Registration - Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses. (Treasurer)	Life of vehicle	Paper		<input type="checkbox"/>
529	Vehicle License - BMV licensing documentation of motor vehicles (Treasurer)	1 year after termination	Paper		<input type="checkbox"/>
530	Vehicle Records - Vehicle insurance, finance paperwork (Treasurer)	As long as vehicle is owned by District	Paper or Digital		<input type="checkbox"/>
531	Driver Certification - Bus driver certification form (Transportation Secretary)	1 year after termination	Paper		<input type="checkbox"/>
532	Supplies Inventory (Transportation Secretary)	Until superseded	Paper		<input type="checkbox"/>
533	Vehicle Defect Report - Record of defects on each bus (Transportation Secretary)	Life of vehicle	Paper		<input type="checkbox"/>
534	Bus on Board Security & Surveillance videos (Transportation Secretary)	Use for one recording cycle then reuse provided no action pending	Digital		<input type="checkbox"/>
535	Improper Student Conduct on School Buses - Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and students name (Transportation Secretary)	Retain for 1 year after incident, then destroy	Paper		<input type="checkbox"/>
536	Bus Condition Checklist - Daily evaluation of bus by drivers (Transportation Secretary)	Retain for 1 year after end of school year	Paper or Digital		<input type="checkbox"/>
Food Services Department					
537	Food Service Records - Financial information, breakfast cost sheets, milk sold, menus, students served (Cafeteria Supervisor)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
538	Lunchroom Records - Cashier's daily production sheets from each building, cash register tapes (Cafeteria Supervisor)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
539	Lunchroom Reports - Confidential applications for free and reduced lunch benefits (Cafeteria Supervisor)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
540	Inventories - Inventory of food supplies (Cafeteria Supervisor)	4 years provided audited	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
541	Lunchroom/ Food Service License - Current food service license, issued annually by the board of health of the health district in which the food service operation is located. (Cafeteria Supervisor)	1 year after expiration	Paper or Digital		<input type="checkbox"/>
542	Vendor Food Service Contract - Contract between the District and an outside vendor providing meals and snacks (Cafeteria Supervisor)	3 years plus current year provided audited	Paper or Digital		<input type="checkbox"/>
543	Schedule for School Breakfast/Lunch Programs - Includes plan and backup documentation submitted to Ohio Board of Education for program approval (Cafeteria Supervisor)	Retain for 6 years after plan obsolete or superseded, then destroy	Paper or Digital		<input type="checkbox"/>
601	Audit Reports - Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications (Treasurer)	3 years plus current year provided audited	Paper or Digital		<input type="checkbox"/>
602	Annual Financial Reports - Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes: Annual Ledgers, Budget Ledgers, Vendor Listing, Check Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports (Treasurer)	5 years provided audited	Paper or Digital or Microfilm		<input type="checkbox"/>
603	Activity Fund Cash Journal & Ledger (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
604	Bond Register (Treasurer)	20 years after issue expires	Paper		<input type="checkbox"/>
605	Securities (Treasurer)	Permanent	Paper		<input type="checkbox"/>
606	Investment Ledger - Report of investments owned by District (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
607	Foundation Distribution - Report from the Ohio Dept. of Education for bi-monthly foundation (state basic aid) receipts (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
608	Tax Settlements (Semi-Annual) and Advances - Property tax settlement sheet including advances from the County Auditor included in the receipts (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
609	Budgets (Annual) - Tax budget that is submitted annually to the County Auditor (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
610	Budget Working Papers (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
611	Insurance Policies - Contracts between insurer and the School district where the insurer, in exchange for premium payment, pays for damages to the School District which are caused by covered perils under the policy language. (Treasurer)	15 years after expiration provided all claims settled	Paper or Digital		<input type="checkbox"/>
612	Contracts - An agreement with specific terms between an entity with the School District (Treasurer)	15 years after expiration	Paper		<input type="checkbox"/>
613	Bonds and Coupons (Treasurer)	Until redeemed provided audited	Paper		<input type="checkbox"/>
614	Accounts Payable Ledger - Outstanding payables (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
615	Accounts Receivable Ledgers - Outstanding revenue due to the school District (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>
616	Vouchers, Invoices and purchase orders - A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract. (Treasurer)	10 years provided audited. CRC 3313.29.	Paper or Digital		<input type="checkbox"/>
617	State Program Files - Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants (Treasurer)	10 years provided audited	Paper or Digital		<input type="checkbox"/>
618	Federal Programs - Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc. (Treasurer)	10 years provided audited	Paper or Digital		<input type="checkbox"/>
619	Travel Expense Vouchers - Document of expenditures for travel of district employees (Treasurer)	10 years provided audited	Paper or Digital		<input type="checkbox"/>
620	Tax Anticipation Notes - Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars (Treasurer)	10 years provided audited	Paper		<input type="checkbox"/>
621	State Reimbursement Settlement Sheets (Treasurer)	5 years provided audited	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
622	Unemployment Claims - Documentation of unemployment for application of unemployment benefits (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
623	Employee Bonds, Board Member Bonds - Documents related to the performance and theft insurance bidder held on required employee and board members (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
624	Certificate of Estimated Resources - County document supplied to the district certifying the estimated resources prepared by the District (Treasurer)	15 years after expiration	Paper or Digital		<input type="checkbox"/>
625	Appropriation Resolutions - Resolution approved by the Board of Education establishing and amending the appropriation for the District (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
626	Tax Apportionments (Semi-Annual) - Documentation prepared by the County Auditor and report to the District to record receipt of property tax settlement (Treasurer)	5 years	Paper		<input type="checkbox"/>
627	Canceled Checks and Bank Settlements - All checking accounts reconciliation and statements (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
628	Publication Notice - Legal notice of publication in the newspaper (Treasurer)	4 years	Paper		<input type="checkbox"/>
629	Tuition Fees and Payments - Receipt records at the Treasurer's Office (Treasurer)	4 years provided audited	Paper		<input type="checkbox"/>
630	Unpaid Student Fees (Bldg Secretary)	Through graduation	Paper or Digital		<input type="checkbox"/>
631	School Finance (S.F.) Monthly Statements - Bi-monthly reports for the Ohio Dept. of Education to record receipts and expenditures related to the foundation payments. (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
632	Investment Records - Individual record of investments bank confirmations, wire transfers, copies of CD's (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
633	Travel Expense Reports (Treasurer)	10 years provided audited	Paper or Digital		<input type="checkbox"/>
634	State Sales Tax Reports - State of Ohio semi-annual sales tax filings, reporting any taxable sales. (Treasurer)	4 years provided audited	Paper		<input type="checkbox"/>
635	Student Activity Funds - Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
636	Check Registers - Lists of checks issued by the District (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
637	Deposit Slips/Cash Proofs - Receipts for deposit slips (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
638	Receipt Books - Receipts issued for money received. (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
639	Extra Trip Records (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
640	Monthly Financial Reports - Report generated from the system to report the financial status the District prepared on a monthly basis (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
641	Accounting Data - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
642	Service Contracts - Contracts for services provided from an outside education (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
643	State Subsidy Reports - Applications for driver education, pupil transportation and special education (Treasurer)	3 years provided audited	Paper		<input type="checkbox"/>
644	Delivery/Packing Slips (Treasurer)	1 year provided audited	Paper		<input type="checkbox"/>
645	Requisitions - Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order (Treasurer)	1 year after end of fiscal year	Paper or Digital		<input type="checkbox"/>
646	Non-Sufficient Fund Checks Documentation & Notifications (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
Payroll Related Records					
701	Salary Continuation Agreement - Agreement stating full or partial compensation during period of disability	7 years	Paper or Digital		<input type="checkbox"/>
702	Payroll Ledgers - Record of gross to net calculations by employee (Treasurer)	75 years	Paper or Digital		<input type="checkbox"/>
703	Earning Registers - Record of gross to net calculations by employee and by calendar year (Treasurer)	75 years	Paper or Digital or Microfilm		<input type="checkbox"/>
704	Monthly Payroll Reports - A record of leave usage and accumulation by employee as well as retirement contributions by employee (Treasurer)	75 years	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Folder)	Retention Period	Media Type	For use by Auditor of State or LGRF	RC-3 Required by LGRF
705	Bureau of Employment Service Quarterly Reports - OBES reports (quarterly earnings and record of weeks worked by employee) (Treasurer)	7 years	Paper or Digital		<input type="checkbox"/>
706	W-2's and W-4's - Employer's copy of calendar year record of taxable earnings, a record of employee federal exemptions (Treasurer)	6 years and current provided audited	Paper or Digital		<input type="checkbox"/>
707	Federal Income Tax - Quarterly and annual record of federal income tax withheld and remitted IRS form 941 (Treasurer)	6 years and current provided audited	Paper or Digital		<input type="checkbox"/>
708	Ohio Income Tax - Monthly and annual record of Ohio Income tax withheld and remitted IT-4 (Treasurer)	6 years and current provided audited	Paper or Digital		<input type="checkbox"/>
709	City Income Tax - Monthly and annual record of municipality income tax withheld and remitted (Treasurer)	6 years and current provided audited	Paper or Digital		<input type="checkbox"/>
710	School Income Tax - Monthly and annual record of School District income tax withheld and remitted SDIT-1 (Treasurer)	6 years and current provided audited	Paper or Digital		<input type="checkbox"/>
711	Payroll Reports - Payroll deduction and distribution reports (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
712	Payroll Update Listing (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
713	Payroll Calculations - Paper and electronic reports used to balance gross net calculations (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
714	State Teachers System and School Employees Retirement System Waivers - Waiver forms for students an/or jobs not eligible for retirement withholding (Treasurer)	Permanent	Paper or Digital		<input type="checkbox"/>
715	State Employees Retirement System (SERS) - Record of SERS withholdings monthly (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
716	State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
717	Annuity Reports (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
718	Benefit Folders/Reports - Listing of employee's benefit enrollments (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
719	Employee Requests and/or Authorization for Leave Forms - Request for sick, vacation, personal, or other leave (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
720	Deduction Reports - Voluntary payroll deductions per pay that include all deduction withholdings for each employee (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
721	Employee Vacation/Sick Leave Records - Records of each employee's sick and vacation leave (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
722	Time Sheets - Record of hours worked (Treasurer)	6 years provided audited	Paper		<input type="checkbox"/>
723	Overtime Authorization (Treasurer)	6 years	Paper		<input type="checkbox"/>
724	Employee Insurance Bills - Monthly reconciliation of employee medical, dental and life insurance bills (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
725	Paycheck Register - Listing of checks issued each pay (Treasurer)	4 years provided audited	Paper or Digital or Microfilm		<input type="checkbox"/>
726	Payroll Bank Statement - Includes bank statements and reconciliation (Treasurer)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
727	Deduction Authorization - Forms to withhold deductions from an employee's pay (Treasurer)	Until superseded or employee terminates	Paper or Digital		<input type="checkbox"/>
728	Court Ordered Garnishments (Treasurer)	4 years after cause fully paid	Paper		<input type="checkbox"/>
Reports					
801	State Audit s /GAAP (Generally Accepted Accounting Principles) Reports- Annual financial audit reports (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
802	Special Education (S.E.) Reports - Annual (Bldg Secretary)	7 years	Paper or Digital		<input type="checkbox"/>
803	Vocation Education (V.E.) Reports - Annual (Bldg Secretary)	5 years	Paper or Digital		<input type="checkbox"/>
804	Civil Rights Reports - U.S. Department of Education Civil Rights Data Collection and any past reports (Superintendent & Secretary)	Permanent	Paper		<input checked="" type="checkbox"/>
805	Title IX Reports - Includes any required reporting as requested by state or federal agencies (Superintendent Secretary)	10 years	Paper		<input checked="" type="checkbox"/>
806	State Minimum Standards - A record of minimum standards given to the District by the State Department (Superintendent & Secretary)	10 years	Paper		<input checked="" type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
807	Worker's Comp Wage Reports (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
808	Worker's Comp Payroll Reports (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
809	Bank Balance Certification (Co. Auditor) (Treasurer)	5 years	Paper or Digital		<input type="checkbox"/>
810	Transportation Reports - State transportation reports, T-1 and T-2 (Treasurer or Transportation Secretary)	4 years provided audited	Paper or Digital		<input type="checkbox"/>
811	EMIS Reports (Superintendent Secretary)	7 years	Paper or Digital		<input type="checkbox"/>

Sch. #	Record Series and Description (Employee Record Holder)	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
901	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies (All Employees)	Until Superseded	Paper or Digital		<input type="checkbox"/>
902	Executive Correspondence - Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; file with related records if content requires longer retention; appraise for historical value.	Paper or Digital		<input type="checkbox"/>
903	General Correspondence - Requests for information pertaining to interpretations and other misc. inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes. (All Employees)	2 years	Paper or Digital		<input type="checkbox"/>
904	Transient Correspondence/Material- All informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters (All Employees)	Retain until no longer of administrative value, then destroy	Paper or Digital		<input type="checkbox"/>
905	Copies, Duplicates, Non-Records - Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record. (All Employees)	Until no longer of administrative value	Paper or Digital		<input type="checkbox"/>
906	Exposure Reports - Report of contact with blood or other potentially infectious materials (Bldg Secretary)	7 years	Paper		<input type="checkbox"/>
907	Incident/Accident Reports - A report of student/employee injuries or accidents including place, time and witnesses (Bldg Secretary or Treasurer)	7 years provided no action pending	Paper		<input type="checkbox"/>

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.