

RECORDS RETENTION AND DISPOSAL SCHEDULE

The orderly acquisition, storage and retention of School records is essential for the overall efficient and effective operation of the School. State law establishes a School Records Commission to govern matters pertaining to School records, their retention and disposal in accordance with O.R.C. §149.41.

Pursuant to Ohio law, the School Records Commission (the “Commission”) shall consist of the Board President, Treasurer, and Superintendent. The Board President shall serve as chairperson of the Commission. The Treasurer shall serve as secretary of the Commission. The members of this Commission shall appoint necessary records officers through the School to carry out the necessary work associated with School records.

In accordance with Ohio law, the Commission shall meet at least once annually to review certificates of records disposal forms (RC-3) as submitted by the records officers. Meetings are to be conducted in accordance with Ohio’s Open Meetings Law. Upon the approval of the Commission, such records may be disposed of, pursuant to the following standards:

1. Procedures to dispose of records according to the School’s approved General Schedule of Records Retention and Disposition (RC-2) will be initiated annually.
2. For one-time disposals of records separate and distinct from the approved General Schedule of Records Retention and Disposition, the Commission will submit an Application for One-Time Disposal of Obsolete Records (RC-1) to the Ohio History Connection for approval.
3. Records officers will list those eligible, disposable records on the Certificate of Records Disposal (RC-3), in accordance with the School’s approved schedule.
4. The Commission shall review the Certificate of Records Disposal forms as submitted, annually.
5. Upon the Commission’s approval, the certificates (RC-3) will be forwarded as follows:

Original - Forward the original to the Ohio History Connection.

Copies - Keep one copy for the Record Commission files.

- The Ohio History Connection sends a copy to the State Auditor’s office. The School does not need to send a copy to the State Auditor’s office.

6. Records shall be destroyed only as directed by the Commission.

A. Description of Forms

- RC-1: The RC-1 is a one-time records disposal schedule. It preempts the RC-2 and approval for disposal is limited to the listed documents only. This form is to be used rarely.
- RC-2: The RC-2 Form is used to establish the general Schedule of Records Retention and Disposition to be used by the School. It is created and approved by the Commission and then approved by both the Ohio History Connection and the State Auditor's Office.
- RC-3: The RC-3 Form is also called the "Certificate of Disposal." This form gives notice as to when records are to be disposed of according to the pre-approved general Schedule of Records Retention (RC-2). This form serves as notice to the Ohio History Connection and State Auditor's Office that records will be disposed of by the Commission according to the pre-approved general schedule. The Commission prepares and mails the RC-3 to the Ohio History Connection 15 business days prior to disposal.

Procedure

RC-1 Process

1. The Commission approves the Application for One-Time Disposal of Obsolete Records (RC-1) in an open meeting.
2. The Commission forwards the RC-1 Application to the Ohio History Connection for review and approval.
3. The Ohio History Connection forwards the RC-1 Application to the Auditor of State for review and approval.
4. The Ohio History Connection will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-2 Process

1. The Commission approves a General Schedule of Records Retention and Disposition (RC-2) in an open meeting.
2. The Commission forwards the RC-2 General Schedule to the Ohio History Connection for approval.
3. The Ohio History Connection reviews and approves the RC-2 General Schedule if acceptable, and then forwards to the Auditor of State Records Officer in Columbus, Ohio.
4. The Auditor of State Records Officer reviews and approves the RC-2 General Schedule and makes a copy to be maintained in the Columbus office. The original is mailed back to the Ohio History Connection.
5. The Ohio History Connection will make a copy and mail it to the Commission for its records and will keep a copy for its own files.

RC-3 Process

1. The School's Records Officer completes the RC-3 Form when disposal is timely according to the pre-approved RC-2 General Schedule, or the RC-1 Application for One-Time Disposal.
2. The School retains one copy of the RC-3 Form for Commission files and mails the original to the Ohio History Connection.
3. The Ohio History Connection forwards the RC-3 Form to the State Auditor's Office on behalf of the Commission.
4. The Commission waits 15 business days after mailing the RC-3 Form to the Ohio History Connection and then disposes of records according to the approved Schedule.
5. If, for some reason, disposal is not appropriate, the Ohio History Connection will inform the Commission within the 15 business day period established for such a situation.

B. Records Retention and Destruction Schedule (Form RC-2)

100 - BOARD AND ADMINISTRATIVE RECORDS

200 - EMPLOYEE RECORDS

300 - STUDENT RECORDS

400 - BUILDING RECORDS

500 - CENTRAL DEPARTMENT RECORDS

600 - FINANCIAL RECORDS

700 - PAYROLL RELATED RECORDS

800 - REPORTS

900 – GENERAL RECORDS

Symbols Meanings: “After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the record series has been audited by the Auditor of State and the audit report released.

C. ELECTRONIC MAIL

E-mail which meets the definition of a record is to be placed in one of the categories set forth in this Retention and Disposal Schedule. E-mail which is not a record may be deleted immediately when the recipient or sender no longer has a need for it. The category into which e-mail that qualifies as a record is to be placed for retention and disposal will be governed by the information it contains or the purpose the e-mail serves. Further, the content, transactional information, and any attachments associated with the message are considered part of the record to be retained. E-mail which is a record and which cannot be placed into one of the existing categories is to be retained and disposed of according to the schedule set forth in the “900-OTHER” category.

E-MAIL CATEGORIES

Transient Documents: Includes telephone messages, drafts and other limited documents which serve to convey information of temporary importance in lieu of oral communication.

General Correspondence: Includes internal correspondence (letters, memos); also, correspondence from various individuals, companies, and organizations requesting information pertaining to local and legal interpretations and other miscellaneous inquiries. This correspondence is informative (it does not attempt to influence policy).

Routine Correspondence: Referral letters, requests for routine information or publications provided to the public and which are answered by standard form letters.

Monthly and Weekly Reports: Document status of on-going projects and issues; advise administrators of various events and issues.

Minutes of Staff Meetings: Minutes and supporting records documenting internal policy decisions.

Executive Correspondence: Correspondence dealing with significant aspects of the administration of their offices. Correspondence includes information concerning agency policies, program, fiscal and personnel matters.

LEGAL REFS.: Ohio Department of Education EMIS Manual, Section 2.1.1: Student Enrollment Overview, Version 4.0 (2017)

Adopted: May 3, 2018

Schedule Number	Record Title and Description	Retention Period
<u>100</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>	
101	Minutes – Official copy of proceedings of regular and special meetings.	Permanent
102	Audio Tapes/DVDs of Minutes – Recording of Board meetings.	2 years
103	Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes.	1 year
104	Agendas – Written outlines of material to be discussed at the Board of Directors meetings.	1 calendar year provided audited
105	Board Meeting Packets – Packets prepared for Board members. May include agendas, copies of reports and informational handouts.	Retain until minutes transcribed and approved
106	Administrative Council Notes – Notes from Administrative Council meetings held prior to Board Meeting to review Board agenda and current activity in the School.	1 calendar year
107	Blueprints, Plans, and Maps – Provide detailed description of school facilities and property.	Permanent
108	Deeds, Easements, Leases – Real estate documents of ownership, easements, and property leased by School.	Permanent
109	Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Directors defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations.	1 year after superseded
110	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.	1 year after superseded
111	Court Decisions – Court proceedings involving the School, excluding claims and litigations.	Permanent
112	Claims and Litigations – Court processing for which the School is being or is suing for damages.	Permanent

Schedule Number	Record Title and Description	Retention Period
113	Administration of Federal and State Categorical Grant Programs – Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: School 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.).	Retain until completion of State Auditor’s examination report or retain for period required by grant or program, whichever is later, then destroy
114	Boundary Records – Official legal description of School boundaries, educational service center district boundaries, or director district boundaries.	Permanent
115	Grievance Files/Settlements/Arbitration – Documentation of settlements and arbitration, grievances filed by local collective bargaining groups.	10 years
116	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.	Permanent
117	Monthly Administrative Reports & Supporting Documentation – Reports submitted monthly by administrators and supervisors on current activity in School associated with Board Agenda.	1 calendar year
118	Elections – Items put on the ballot (tax levy related) regarding the financial support of the School.	10 years

Schedule Number	Record Title and Description	Retention Period
119	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.	Permanent
120	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.	8 years after superseded
121	Budget Policy Files – Annual budget (tax and appropriation) preparation and documentation.	5 years
122	Workers Compensation Claims – Claims filed by employees due to on the job injury.	10 years after financial payment made
123	Bank Depository Agreements – An agreement between a bank and the School where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time.	4 years after completion
124	Organization Reports	2 years provided audited
125	Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the School.	Until superseded
126	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).	Until superseded
127	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.	Until superseded

Schedule Number	Record Title and Description	Retention Period
128	Photo/Media Release – External Usage – Records documenting permission for non-school entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video and audio recordings.	Retain for 6 years after end of school year
129	Photo/Media Release – Denial of permission. Records documenting parent/legal guardian denial of permission for the School to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, whichever is later, then destroy
130	Photo/Media Release – School Usage – Records documenting permission for the School 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.	Retain for 6 years after image/recording no longer being used, then destroy
131	Public Record Requests – Requests for records & documentation that requests were fulfilled.	2 years
132	Organizational Memberships	Until superseded
133	Visitor Log	1 school year
134	Before and After School Child Care (Latchkey) Sign In/Out Sheets	2 years
135	Before and After School Child Care (Latchkey) Receipts and Weekly Reports – Receipts and detail information to back up Treasurer receipts.	4 years provided audited
136	Before and After School Child Care (Latchkey) Registration Forms	2 years
137	Child Care License – Copy of Child Care license issued by ODE required for outside school hours sites. Not required for after school at risk sites.	3 years plus current year provided audited

Schedule Number	Record Title and Description	Retention Period
<u>200</u>	<u>EMPLOYEE RECORDS</u>	
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, PERS information, exit interview, disciplinary action(s), waiver(s).	Purge and destroy 7 years after employment termination
202	Personnel Files (Long-Term Retention) – Documentation of the history and 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.	75 years after employment termination
203	Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment.	7 years after termination of employment or case closed, whichever is sooner
204	Comp Time Cards – Accumulated and used comp time cards.	Current fiscal year
205	Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results.	5 years
206	Teacher Lesson Plan Books	End of current school year or until superseded
207	Employee Contracts – Written agreement between the School and the employee.	4 years after termination
208	Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity.	2 years provided audited

Schedule Number	Record Title and Description	Retention Period
209	Irregular Employee Contracts – Written agreement between the School and substitutes and other irregular employees benefits.	4 years after contract expires
210	Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied.	5 years provided audited
211	Unemployment Records – Documentation of unemployment records.	5 years
212	Applications (not hired) – Applications submitted of individuals not hired into the School.	2 years provided audited
213	Schedules of Employees	Fiscal year plus 2 years
214	Teacher Personnel Reports (internal)	Fiscal year plus 1 year
215	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.	3 years after date of hire or 1 year after termination, whichever is later
216	Job Descriptions – Description of expectations and responsibilities of each job.	Retain until superseded or obsolete
217	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.	2 years
218	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Until superseded
219	LPDC (Local Professional Development Committee) Meeting Minutes	10 years

Schedule Number	Record Title and Description	Retention Period
220	Staff Acceptable Use Policy – A form signed by staff agreeing to use the School network responsibly for School-related work.	6 years
221	Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information.	5 years
222	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.	3 years plus current year provided audited
223	Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year, then destroy
224	Employee Handbooks – Handbooks that each employee receives upon being hired.	Until superseded
225	Physician’s Report of Work Ability – Physician’s report of ability/restrictions for injured employees.	7 years
<u>300</u>	<u>STUDENT RECORDS</u>	
	<u>Student Records (Long Term)</u>	
301	Student Information – Record of student’s name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed.	Permanent
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.	75 years after graduation, withdrawal, or transfer
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.	75 years after graduation, withdrawal, or transfer

Schedule Number	Record Title and Description	Retention Period
304	Foreign Exchange Records – Records of students from foreign countries.	75 years after graduation, withdrawal, or transfer
305	Home Schooled Records – Records of students living within the School that are being schooled from home.	75 years after graduation, withdrawal, or transfer
	<u>Student Records (Short Term)</u>	
306	Registration/Withdrawal Information – Record of each time a student registers or withdraws within the School.	6 years after graduation, withdrawal, or transfer
307	Activity Record – A list of activities students participated in during their high school years.	6 years after graduation, withdrawal, or transfer
308	Student Worker Applications	6 years after graduation, withdrawal, or transfer
309	Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	6 years after graduation, withdrawal, or transfer
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.	6 years after graduation, withdrawal, or transfer
311	Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the School, along with action taken.	6 years after graduation, withdrawal, or transfer

Schedule Number	Record Title and Description	Retention Period
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.	6 years after graduation, withdrawal, or transfer
313	Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor and parent’s notes.	1 year
314	Cumulative Photo Records	1 year after graduation
315	Curriculum Requests/Waivers/Substitutions – Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school staff is required (principal, teacher, counselor, etc.).	1 year after graduation
316	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year, then destroy
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.	6 years
318	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year, then destroy
319	Student Schedules/Contact Information	Until superseded
320	Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record.	End of current school year

Schedule Number	Record Title and Description	Retention Period
321	Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities.	2 years after end of fiscal year
322	Adult Basic Literacy Education/General Education Development (ABLE/GED) Records – Includes student registration forms, release of information form, student progress forms, and standardized assessment answer sheets.	1 year
323	Custody Court Documents – Verification of court established guardianship/custody.	Until superseded or student reaches 18 years of age
324	Notice of Placement Termination – A notice of termination of placement relinquishing care and control, notice received from the County Juvenile Court.	5 years
325	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.	Through graduation
326	Teacher Grade Books/Records	3 years provided audited
327	Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students.	3 years
328	Open Enrollment Forms – Registration of student living outside the School enrolling into the School.	5 years
329	Transfer Records – Records of students transferring from one school to another (granted/not granted).	5 years
330	Emergency Information – A form containing student emergency contact information.	Until superseded

Schedule Number	Record Title and Description	Retention Period
331	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.	10 years after last contact
332	Health Logs – Record of health care services provided to students such as medication and first aid.	2 years
333	Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits.	4 years
<p><u>Special Needs Records</u></p> <p>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.</p> <p>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>		
334	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.	Retain 6 years after student graduates or would have normally graduated
335	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.	Retain 10 years after last contact; inform parent or adult student before destruction pursuant to OAC 330-151-04(O)(1)

Schedule Number	Record Title and Description	Retention Period
336	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.	Retain 6 years after student graduates or would have normally graduated; inform parent or adult student before
337	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).	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)
338	504/ADA Plan – Plan that allows various accommodations for a student with a general disability.	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)
339	Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student.	Retain for 6 years after student graduates or withdraws from School, then destroy
340	Transfer of Home-Based Student to School – Records relating to the transfer of home-based student to School, including placement/evaluation tests results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from School, then destroy

Schedule Number	Record Title and Description	Retention Period
341	Special Needs Records (Student not Eligible) – Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program.	Retain for 5 years after student determined to be ineligible, then destroy
<u>400</u>	<u>BUILDING RECORDS</u>	
401	Building Account Reports – Report of maintenance and custodial services accounts.	Until superseded
402	E-Rate Funding Application – Federal Telecommunications funding applications.	6 years
403	Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited
404	School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans.	Retain 6 years after obsolete or superseded, then destroy
405	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.	1 year after end of fiscal year
406	Fire Inspection – Reports of building inspection performed by the city Fire Division.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
407	Building Inspection Reports – Elevator, sprinkler, and alarm system reports.	2 years
408	Building Health Inspections – A record of all health inspections performed within a building.	2 years after end of fiscal year
409	Student Activity Records – Pay in forms, pay out forms; account forms/School budget forms, requisitions; purchase order; ticket sales reports.	2 years
410	Receipt and Deposit Slips – Copies of receipts for monies turned in to the office.	4 years provided audited
411	Budget and Appropriation Records – Record of building budget.	4 years provided audited
412	Requisitions and Purchase Orders – Record of money being requested and a record of items purchased from the building budget.	2 years
413	Inventories – Inventory of supplies, textbooks, and other materials purchased and used within the building.	Until superseded
414	Student Handbook – Handbook containing student policies, regulations and codes.	Until superseded
415	Building Security/Surveillance videos	Use for one cycle then reuse provided no action pending
<u>500</u>	<u>CENTRAL DEPARTMENT RECORDS</u>	
	<u>Administrative Offices</u>	
501	School Calendars – Calendar for in session/out of session school days as well as professional days for teachers.	5 years
502	Personnel Directory – Names, phone numbers and addresses of all employees.	10 years
503	Enrollment Record (by grade/building)	Permanent

Schedule Number	Record Title and Description	Retention Period
504	Repair, Installation and Maintenance Records – A record of maintenance, installation and repairs performed on buildings within the School.	4 years provided audited
505	Building/Facilities and Equipment Inventory – Inventory of equipment owned by School.	Until superseded provided audited
506	Building, Boiler and Maintenance Reports – Inspection/maintenance reports for each building including boiler inspection/maintenance.	Until superseded provided audited
507	Prevailing Wage Records – Report of hourly wages, benefits and overtime, established by regulatory agencies for each trade and occupation employed in the performance of public work.	4 years provided audited
508	Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups.	2 years provided audited
509	Work Orders – A report of all requested maintenance/ custodial work.	4 years provided audited
510	Environmental Reports and Data – Reports on asbestos and other environmental issues.	4 years provided audited
511	Vandalism Reports – Reports of vandalism throughout the School.	4 years provided audited
512	Student Activity Purpose Clauses	Until superseded
513	Sales Potential Form (Student Activities)	4 years provided audited
514	Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event.	4 years provided audited
515	Bids and Specifications (Unsuccessful) – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC.	1 year provided audited

Schedule Number	Record Title and Description	Retention Period
516	Bids and Specifications (Successful) – Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC.	4 years after completion of project
517	Contractor Files – Contractor resolutions, additions, drawings, etc.	5 years after completion of project provided audited and no action pending
	<u>Transportation Department</u>	
518	Driver Physical – A report of the annual physical performed on drivers.	6 years (See OAC 3301-83-07-E-7)
519	Daily Bus Schedules – May show bus route, time trip began and ended, number of pupils carried, and driver’s signature.	Retain for 6 years after end of school year, then destroy
520	Fuel Consumption Data – Fuel records for the buses.	4 years provided audited
521	Transportation Records – Transportation requests received from schools that include student and busing information.	4 years provided audited
522	Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips.	Fiscal year plus 2 years
523	Preventive Maintenance Reports – A report of work performed to maintain equipment.	Fiscal years plus 2 years
524	Warranty/Guarantee – Warranty of equipment.	Life of equipment
525	Plant and Equipment Inventory	Until superseded provided audited
526	Vendor Data – W-9 and 1099 documents maintained as long as active vendor, then retention period is applied.	6 years and current provided audited
527	Accident Reports – Law enforcement reports regarding bus accidents.	3 years provided no action pending
528	Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.	Life of vehicle

Schedule Number	Record Title and Description	Retention Period
529	Vehicle License – BMV licensing documentation of motor vehicles.	1 year after termination
530	Vehicle Records – Vehicle insurance, finance paperwork.	As long as vehicle is owned by School
531	Driver Certification – Bus driver certification form.	1 year after termination
532	Supplies Inventory – Shop/mechanic inventory.	Until superseded
533	Vehicle Defect Report – Record of defects on each bus.	Life of vehicle
534	Bus On-Board Security and Surveillance Videos	Use for one recording cycle then reuse provided no action pending
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 student’s name.	Retain for 1 year after incident, then destroy
536	Application for Special Transportation – Application for students with physical disabilities/medical problems.	Retain for 4 years after end of fiscal year or until completion of State Auditor’s examination report, whichever is sooner
537	Bus Condition Checklist – Daily evaluation of bus by drivers.	Retain for 1 year after end of school year
	<u>Food Services Department</u>	
538	Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served.	4 years provided audited
539	Lunchroom Records – Cashier’s daily production sheets from each building, cash register tapes.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
540	Lunchroom Reports – Confidential applications for free and reduced lunch benefits.	4 years provided audited
541	Inventories – Inventory of food supplies.	4 years provided audited
542	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.	1 year after expiration
543	Vendor Food Service Contract – Contract between the School and an outside vendor providing meals and snacks.	3 years plus current year provided audited
544	Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded, then destroy
<u>600</u>	<u>FINANCIAL RECORDS</u>	
601	Audit Reports – Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications.	3 years plus current year provided audited
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.	5 years provided audited
603	Activity Fund Cash Journal and Ledger	5 years provided audited
604	Bond Register	20 years after issue expires
605	Securities	Permanent
606	Investment Ledger – Report of investments owned by School.	5 years provided audited

Schedule Number	Record Title and Description	Retention Period
607	Foundation Distribution – Report from the Ohio Department of Education for bi-monthly foundation (state basic aid) receipts.	5 years provided audited
608	Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts.	5 years provided audited
609	Budgets (Annual) – Tax budget that is submitted annually to the County Auditor.	5 years provided audited
610	Budget Working Papers	5 years provided audited
611	Insurance Policies – Contracts between insurer and the School where the insurer, in exchange for premium payment, pays for damages to the School which are caused by covered perils under the policy language.	15 years after expiration provided all claims settled
612	Contracts – An agreement with specific terms between an entity with the School.	15 years after expiration
613	Bonds and Coupons	Until redeemed provided audited
614	Accounts Payable Ledger – Outstanding payables	5 years provided audited
615	Accounts Receivable Ledgers – Outstanding revenue due to the School.	5 years provided audited
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.	10 years provided audited – O.R.C. 3313.29
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.	10 years provided audited

Schedule Number	Record Title and Description	Retention Period
618	Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.	10 years provided audited
619	Travel Expense Vouchers – Document of expenditures for travel of School employees.	10 years provided audited
620	Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars.	10 years provided audited
621	State Reimbursement Settlement Sheets	5 years provided audited
622	Unemployment Claims – Documentation of unemployment for application of unemployment benefits.	5 years
623	Employee Bonds, Board Member Bonds – Documents related to the performance and theft insurance bidder held on required employee and Board members.	5 years
624	Certificate of Estimated Resources – County document supplied to the School certifying the estimated resources prepared by the School.	15 years after expiration
625	Appropriation Resolutions – Resolution approved by the Board of Directors establishing and amending the appropriation for the School.	5 years
626	Tax Apportionments (Semi-Annual) – Documentation prepared by the County Auditor and report to the School to record receipt of property tax settlement.	5 years
627	Canceled Checks and Bank Settlements – All checking account reconciliations and statements.	4 years provided audited
628	Publication Notice – Legal notice of publication in the newspaper.	4 years
629	Tuition Fees and Payments – Receipt records at the Treasurer’s Office.	4 years provided audited
630	Unpaid Student Fees	Through graduation

Schedule Number	Record Title and Description	Retention Period
631	School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Department of Education to record receipts and expenditures related to the foundation payments.	4 years provided audited
632	Investment Records – Individual record of investments, bank confirmations, wire transfers, copies of CDs.	4 years provided audited
633	Travel Expense Reports	10 years provided audited
634	State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.	4 years provided audited
635	Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts.	4 years provided audited
636	Check Registers – Lists of checks issued by the School.	4 years provided audited
637	Deposit Slips/Cash Proofs – Receipts for deposit slips.	4 years provided audited
638	Receipt Books – Receipts issued for money received.	4 years provided audited
639	Extra Trip Records	4 years provided audited
640	Monthly Financial Reports – Report generated from the system to report the financial status the School prepared on a monthly basis.	4 years provided audited
641	Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC.	4 years provided audited
642	Service Contracts – Contracts for services provided from an outside education agency.	4 years provided audited

Schedule Number	Record Title and Description	Retention Period
643	State Subsidy Reports – Applications for driver education, pupil transportation and special education.	3 years provided audited
644	Delivery/Packing Slips	1 year provided audited
645	Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order.	1 year after end of fiscal year
646	Non-Sufficient Fund Checks Documentation and Notifications	4 years provided audited
<u>700</u>	<u>PAYROLL RELATED RECORDS</u>	
701	Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability.	7 years
702	Payroll Ledgers – Record of gross to net calculations by employee.	75 years
703	Earning Registers – Record of gross to net calculations by employee and by calendar year.	75 years
704	Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee.	75 years
705	Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee).	7 years
706	W-2s and W-4s – Employer’s copy of calendar year record of taxable earnings, a record of employee federal exemptions.	6 years and current provided audited
707	Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941.	6 years and current provided audited
708	Ohio Income Tax – Monthly and annual record of Ohio income tax withheld and remitted IT-4.	6 years and current provided audited

Schedule Number	Record Title and Description	Retention Period
709	City Income Tax – Monthly and annual record of municipality income tax withheld and remitted.	6 years and current provided audited
710	School Income Tax – Monthly and annual record of School income tax withheld and remitted SDIT-1.	6 years and current provided audited
711	Payroll Reports – Payroll deduction and distribution reports.	4 years provided audited
712	Payroll Update Listing	4 years provided audited
713	Payroll Calculations – Paper and electronic reports used to balance gross net calculations.	4 years provided audited
714	State Teachers System and School Employees Retirement System Waivers – Waiver forms for students and/or jobs not eligible for retirement withholding.	Permanent
715	State Employees Retirement System (SERS) – Record of SERS withholdings monthly.	4 years provided audited
716	State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual.	4 years provided audited
717	Annuity Reports	4 years provided audited
718	Benefit Folders/Reports – Listing of employee’s benefit enrollments.	4 years provided audited
719	Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave.	4 years provided audited
720	Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee.	4 years provided audited
721	Employee Vacation/Sick Leave Records – Records of each employee’s sick and vacation leave.	4 years provided audited
722	Time Sheets – Record of hours worked.	6 years provided audited

Schedule Number	Record Title and Description	Retention Period
723	Overtime Authorization	6 years
724	Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills.	4 years provided audited
725	Paycheck Register – Listing of checks issued each pay.	4 years provided audited
726	Payroll Bank Statement – Includes bank statements and reconciliation.	4 years provided audited
727	Deduction Authorization – Forms to withhold deductions from an employee’s pay.	Until superseded or employee terminates
728	Court Ordered Garnishments	4 years after cause fully paid
<u>800</u>	<u>REPORTS</u>	
801	State Audits/GAAP (Generally Accepted Accounting Principles) Reports – Annual financial audit reports.	5 years
802	Special Education (S.E.) Reports – Annual	7 years
803	Vocation Education (V.E.) Reports – Annual	5 years
804	Ohio Common Core Data (OCCD) Reports – Data on revenues and expenditures per pupil made by schools.	5 years
805	Drivers Education Report	5 years
806	Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education.	5 years

Schedule Number	Record Title and Description	Retention Period
807	Alternative Learning Experience – Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; School release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when School/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/contacts/monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred.	Retain for 5 years after end of school year, then destroy
808	Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports.	Permanent
809	Title IX Reports – Includes any required reporting as requested by state or federal agencies.	10 years
810	State Minimum Standards – A record of minimum standards given to the School by the State Department.	10 years
811	Personnel State Reports (SF-1, CS-1)	4 years provided audited
812	Worker’s Comp Wage Reports	5 years
813	Worker’s Comp Payroll Reports	5 years
814	Bank Balance Certification (Co. Auditor)	5 years
815	Transportation Reports – State transportation reports, T-1 and T-2.	4 years provided audited
816	EMIS Reports	7 years

Schedule Number	Record Title and Description	Retention Period
900	<u>GENERAL RECORDS</u>	
901	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	Until superseded
902	Executive Correspondence – Correspondence of the School Superintendent and Administrative staff dealing with significant aspects of the administration of the School. 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
903	General Correspondence – Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years
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 School which are answered by standard form letters.	Retain until no longer of administrative value, then destroy
905	Copies, Duplicates, Non-Records – Items not included in the scope of official records as defined by O.R.C. 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.	Until no longer of administrative value
906	Exposure Reports – Report of contact with blood or other potentially infectious materials.	7 years
907	Incident/Accident Reports – A report of student/employee injuries or accidents including place, time and witnesses.	7 years, provided no action pending