

RECORDS RETENTION AND DISPOSAL SCHEDULE

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

Pursuant to Ohio law, the District Records Commission (the “Commission”) shall consist of the Board President, Chief Financial Officer, and Superintendent. The Board President shall serve as chairperson of the Commission. The Chief Financial Officer shall serve as secretary of the Commission. The members of this Commission shall appoint necessary records officers through the District to carry out the necessary work associated with District 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 District’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 Historical Society for approval.
3. Records officers will list those eligible, disposable records on the Certificate of Records Disposal (RC-3), in accordance with the District’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 Historical Society.
 - Copies - Keep one copy for the Record Commission files.
 - The Ohio Historical Society sends a copy to the State Auditor’s office. The school district does not need to send a copy to the State Auditor’s office.

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

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 District. It is created and approved by the Commission and then approved by both the Ohio Historical Society 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 according to the pre-approved general Schedule of Records Retention (RC-2). This form serves as notice to the Ohio Historical Society 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 Historical Society fifteen (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 Historical Society for review and approval.
3. The Ohio Historical Society forwards the RC-1 Application to the Auditor of State for review and approval.
4. The Ohio Historical Society 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 Historical Society for approval.
3. The Ohio Historical Society 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 Historical Society.
5. The Ohio Historical Society 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 District'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 District retains one (1) copy of the RC-3 Form for Commission files and mails the original to the Ohio Historical Society.
3. The Ohio Historical Society forwards the RC-3 Form to the State Auditor's Office on behalf of the Commission.
4. The Commission waits fifteen (15) business days after mailing the RC-3 Form to the Ohio Historical Society and then disposes of records according to the approved Schedule.
5. If, for some reason, disposal is not appropriate, the Ohio Historical Society will inform the Commission within the fifteen (15) business day period established for such a situation.

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 “9000-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.

RETENTION OF RECORDS

<u>Description</u>	<u>Retention</u>
1. Abstract	7 years
2. Accident Reports	5 years after end of fiscal year
3. Accounts Payable Ledgers	Permanent
4. Accounts Receivable Ledgers	Permanent
5. Administrative Policy and Policy Files	Permanent
6. Annual Employee Absence Summary	4 years provided audited*
7. Applications for Employment	2 years after end of fiscal year
8. Appropriation Ledgers	Permanent
9. Attendance Registers	2 years after end of fiscal year
10. Audit Reports Issued by the Auditor of State's Office	25 years
11. Bank Deposit Receipts	4 years provided audited*
12. Bank Statements	4 years provided audited* - Section 1304.29 ORC
13. Bids	4 years provided audited*
14. Board Minutes	Permanent
15. Board of Education Agendas	1 fiscal year provided audited*
16. Board Policy Files	Permanent
17. Bond and Coupon	Until Bond issued redeemed provided audited*

<u>Description</u>	<u>Retention</u>
18. Book Inventories	Until superseded
19. Budget Policy Files	Permanent
20. Budgets (annual)	25 years
21. Cancelled Checks	4 years provided audited* - Section 1304.29 ORC
22. Cash Journals	Permanent
23. Check Registers	4 years provided audited*
24. Class Registers	Permanent
25. Contracts	15 years after expiration – Section 2305.06 ORC
26. Correspondence (general)	Discretionary (suggest 1-5 years)
27. Cost Ledgers	4 years provided audited*
28. Delivery and Packing Slips	1 year provided audited*
29. Elections	25 years
30. Employee Files (includes employment after employee termination application, administrative and professional qualifications, evaluations, personnel actions and any other documents which became part of the file)	10 years
31. Employee Insurance Bills	4 years provided audited*
32. Field Trips Forms and Volunteer Driver Forms	2 years after end of fiscal year
33. Financial Reports (annual) to State Department of Education (625)	25 years

<u>Description</u>	<u>Retention</u>
34. Financial Reports (annual) to Auditor of State (659 or 4502)	25 years
35. Foundation Distributions	25 years
36. Grade Sheets	3 years after end of fiscal year
37. Immunization Slips	7 years after graduation
38. Income Tax Returns	6 years and current provided audited*
39. Instruction Supervisor Files	Discretionary (suggest 1-2 years)
40. Insurance Policies	15 years after expiration after all claims have been settled – Section 2305.06 ORC
41. Inventories (plant and equipment)	Until superseded
42. Invoices	10 years provided audited * - Section 3313.29 ORC
43. Kidney Screening	1 year
44. Leave requests	4 years provided audited*
45. Lunch Program Lists	4 years
46. Lunchroom Cash Receipts	4 years provided audited*
47. Lunchroom Reports	4 years provided audited* (State and Federal)
48. Organization Reports	2 years

<u>Description</u>	<u>Retention</u>
49. Payroll Absence Reports (sick leave and vacation)	4 years provided audited*
50. Payroll Bank Statements	4 years provided audited*
51. Preventive Maintenance Reports	2 years after end of fiscal year
52. Purchase Orders	10 years provided audited* - Section 3313.29 ORC
53. Receipt Journals	Permanent
54. Records Administration	25 years
55. Rental Referral	1 year
56. Report on Teacher Personnel	1 year after end of fiscal year
57. Requisitions	1 year after end of fiscal year
58. School Census Cards	4 years provided audited*
59. SERS and STRS Reports	4 years provided audited*
60. Special Permits	2 years (4 years if for use of facilities) provided audited*
61. Student Activity Fund Records (pay-ins, pay-outs, bank deposit receipts, cancelled checks, reports)	4 years provided audited*
62. Student Records	Permanent
63. Student Sign-Out Forms	2 years after end of fiscal year
64. Summer School Lists	3 years after end of fiscal year
65. Suspensions	1 year after student leaves school
66. Tax Advancements and Settlements	25 years

<u>Description</u>	<u>Retention</u>
67. Time Sheets and Time Cards	6 years provided audited*
68. Transportation Records	4 years provided audited*
69. Travel Expense Vouchers	10 years provided audited* - Section 3313.29 RC
70. Vision and Hearing Screening	7 years after graduation
71. Visitor Registration	Discretionary (suggest 1 year after end of fiscal year)
72. Vouchers	10 years provided audited* - Section 3313.29 RC
73. W-2 Forms	6 years and current provided audited*
74. W-4 Forms	6 years and current provided audited*
75. Warrants	4 years provided audited*
76. Warrant Registers	4 years provided audited*
77. Worker Compensation Files	10 years after final payment made

*“Provided audited” means the record series has been audited by the Auditor of State or independent auditor and the audit report released.

Adopted: September 8, 2009