

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, Fiscal Officer, and Executive Director. The Board President shall serve as chairperson of the Commission. The Fiscal Officer 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 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 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 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 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 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 of 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 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 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 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 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 15 business day period established for such a situation.

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

1000 - BOARD AND ADMINISTRATIVE RECORDS

2000 - EMPLOYEE RECORDS

3000 - STUDENT RECORDS

4000 - BUILDING RECORDS

5000 - CENTRAL DEPARTMENT

6000 - FINANCIAL RECORDS

7000 - PAYROLL RELATED RECORDS

8000 - REPORTS

9000 - OTHER

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 “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.

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

Adopted: November 15, 2017

Schedule Number	Record Title and Description		Retention Period
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>		
1101	Minutes	Fiscal Officer	Permanent
1101.1	Audio Tapes	Fiscal Officer	2 Years [±]
1102	Blueprints, Plans, Maps	Business Office and Secretary	Permanent
1103	Deeds, Easements, Leases	Fiscal Officer	Permanent
1104	Board Policy Books and Other Adopted Policies	Executive Director and Secretary	1 Year After Superseded
1105	Administrative Regulations	Executive Director and Secretary	1 Year After Superseded
1106	Court Decisions	Fiscal Officer	Permanent
1107	Claims and Litigation	Fiscal Officer	Permanent
1201	Elections	Fiscal Officer	10 years
1202	Record Disposal Forms (RC-3)	Fiscal Officer	10 years
1203	Bargaining Agreements	Fiscal Officer	10 Years After Expiration
1204	Budget Policy Files	Fiscal Officer	5 years

Schedule Number	Record Title and Description		Retention Period
1301	Workers' Compensation Claims	Fiscal Officer	10 Years After Financial Payment Made
1302	Bank Depository Agreements	Fiscal Officer	4 Years After Completion
1303	Organization Reports	Fiscal Officer	2 Years**
1304	Board Meeting Notes	Fiscal Officer	1 Years
1305	Agendas	Fiscal Officer	1 Calendar Year**
1401	Adopted Courses of Study	Executive Director and Secretary	Until Superseded
1402	Adopted Special Education Programs	Executive Director and Secretary	Until Superseded
1403	Adopted Special Programs	Executive Director and Secretary	Until Superseded

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>2000</u>	<u>EMPLOYEE RECORDS:</u> (Employee records include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which became part of the employee file.)	
2101	Certificated Active Employees _____ and Secretary	Permanent
2102	Classified Active Employees _____ and Secretary	Permanent
2103	Certificated Inactive Employees _____ and Secretary	Permanent***
2104	Classified Inactive Employees _____ and Secretary	Permanent***
2105	Civil Rights, Civil Service, and Disciplinary Reports _____ and Secretary	Permanent***
2107	Retirement Letters _____ and Secretary	Permanent***
2108	Substitute Records _____ and Secretary	25 Years
2301	Employee Contracts Fiscal Officer	4 Years After Termination from Employment

***Hard copy maintained for three years after audited, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
2302	Professional Conferences Application	_____ and Secretary	2 Years**
2303	Irregular Employee Contracts (Substitutes, etc.)	Fiscal Officer	4 Years After Contract Expires
2304	Unemployment Claims	Fiscal Officer	5 Years
2305	Unemployment	Fiscal Officer	5 Years
2306	Applications (not hired)	_____ and Secretary	2 Years**
2307	Schedules of Employees	_____ and Secretary	Fiscal Year Plus 2 Years
2308	Student Helper Applications	_____ and Secretary	2 Years
2309	Teacher Personnel Reports (internal)	_____ and Secretary	Fiscal Year Plus 1 Year
2310	I-9 Immigration Verification Forms	_____ and Secretary	Termination of Employment Plus 1 Year
2401	Job Descriptions	_____ and Secretary	Retain until Superseded or Obsolete

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>3000</u>	<u>STUDENT RECORDS</u>	
3101	Student Record Folders Enrollment/Withdrawal/ Attendance Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Building Secretary Permanent***
3102	Office Record Card (K-9)	Building Secretary Permanent***
3103	Cosmetology Records	Voc. Secretary Permanent***
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Building Secretary 7 Years After Graduation
3202	Discipline Records Letters to Parents Office Discipline	Building Secretary 1 Year after Student leaves School

***Hard copy maintained for five years after student leaves system, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
3203	Psychological Records (Restricted)	Sp. Ed. Secretary/Nurse	Permanent***
3204	Child Abuse/Neglect Referral Letters	Building Secretary	Through Graduation
3301	Teacher Grade Book/Records	Building Secretary	3 Years**
3302	Pre-School Screening Profiles	Building Secretary	3 Years
3303	Age and Schooling Records (Work Permits)	Building Secretary	3 Years
3304	Accident Reports	Nurse/Building Secretary	5 Years, provided no action pending
3305	Individual Educational Plan (IEP)	Building Secretary Sp. Ed. Secretary	Permanent
3306	Free/Reduced Price Lunch Applications	Building Secretary	4 Years
3401	Emergency Information	Building Secretary	Until Superseded

**Provided Audited.

***Hard copy maintained for five years after student leaves system, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
4000	<u>BUILDINGS RECORDS</u>	
4202	Tornado and Fire Drill Records	Building Secretary
4203	Building Health Inspections	Building Secretary
4301	Student Activity Records Pay-In Forms Pay-Out Forms Account Forms/Dist. Budget Forms Requisitions Purchase Orders Ticket Sales Reports	Building Secretary
4302	Receipts/Deposit Slips	Building Secretary
4303	Budget/Appropriation Records	Building Secretary
4304	Requisitions/Purchase Orders	Building Secretary
4401	Textbook Inventories	Building Secretary
4402	Supplies Inventory	Building Secretary
4403	Student Handbooks	Building Secretary

*After end of fiscal year.

**Provided Audited.

Schedule Number	Record Title and Description		Retention Period
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>		
	<u>Administrative Offices</u>		
5201	School Calendars	Executive Director Secretary	5 Years
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 Years**
5302	Prevailing Wage Records	Business Office and Secretary	4 Years**
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 Years**
5304	Work Orders	Business Office and Secretary	4 Years**
5305	Environmental Reports and Data (Asbestos, etc.)	Business Office and Secretary	4 Years**
5306	Vandalism Reports	Business Office and Secretary	4 Years**
5307	Student Activity Purpose Clauses	Business Office and Secretary	4 Years**
5308	Sales Potential Forms (Student Activities)	Business Office and Secretary	4 Years**
5309	Bids and Specifications (Unsuccessful)	Business Office and Secretary	1 Years**

**Provided Audited.

Schedule Number	Record Title and Description		Retention Period
5310	Bids and Specifications (Successful)	Business Office and Secretary	4 Years After Completion of Project**
5311	Contractor Files (Resolutions, Additions, Drawings, etc.)	Business Office and Secretary	Until Project Complete, If No Action Pending**
5401	Preventative Maintenance Reports	Business Office and Secretary	Fiscal Year Plus 2 Years
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**
5404	Textbook/Workbook Inventory	Curriculum Director and Secretary	Until Superseded**
5405	Supplies Inventory	Business Office and Secretary	Until Superseded**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>Special Education Department</u>		
5221	Special Education Tutoring Reports	Sp. Ed. Secretary
10 Years		
5222	Individual Educational Plan (IEP)	Sp. Ed. Secretary
Permanent***		
5223	Psychological Records (Restricted)	Sp. Ed. Secretary
Permanent***		
<u>Transportation Department</u>		
5340	Driver Physical	Trans. Secretary
2 Years After Termination		
5341	Fuel Consumption Data	Trans. Secretary
4 Years**		
5342	Transportation Records	Trans. Secretary
4 Years**		
5343	Field Trip Forms and Volunteer Driver Forms	Trans. Secretary
Fiscal Year Plus 2 Years		
5441	Accident Reports	Trans. Secretary
5 Years, Provided No Action Pending		
5442	Vehicle Registration	Business Office and Secretary
Life of Vehicle		

**Provided Audited.

***Hard copy maintained for three (3) years after audited, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
5443	Vehicle License Business Office and Secretary	1 Year After Termination
5445	Driver Certification Trans. Secretary	1 Year After Termination
5446	Supplies Inventory Trans. Secretary	Until Superseded**
5447	Vehicle Defect Report Trans. Secretary	Life of Vehicle
<u>Food Service Department</u>		
5561	Food Service Records Menus Food Production Milk Sold Students Served Cafeteria Supervisor	4 Years**
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports Cafeteria Supervisor	4 Years**
5563	Lunchroom Reports (Free and Reduced) Cafeteria Supervisor	4 Years**
5564	Inventories Cafeteria Supervisor	Until Superseded**
5565	License, Lunchroom Cafeteria Supervisor	1 Year after expiration

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>6000</u>	<u>FINANCIAL RECORDS</u>	
6101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Fiscal Officer 5 Years**
6102	Activity Fund Cash Journal and Ledger	Fiscal Officer 5 Years**
6103	Bond Register	Fiscal Officer 20 Years After Issue Expires
6104	Securities	Fiscal Officer Permanent***
6201	Investment Ledger	Fiscal Officer 5 Years**
6202	Foundation Distribution	Fiscal Officer 5 Years**
6203	Tax Settlements (Semi-Annual) and Advances	Fiscal Officer 5 Years**
6204	Budgets (Annual)	Fiscal Officer 5 Years**

**Provided Audited.

***Hard copy maintained for three years after audited, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
6205	Insurance Policies	Fiscal Officer 15 Years After Expiration Provided All Claims Settled
6206	Contracts	Fiscal Officer 15 Years After Expiration
6207	Bonds and Coupons	Fiscal Officer Until Redeemed**
6208	Accounts Payable Ledgers	Fiscal Officer 5 Years**
6209	Accounts Receivable Ledgers	Fiscal Officer 5 Years**
6210	Budget Work Papers	Fiscal Officer 5 Years**
6211	Vouchers, Invoices and Purchase Orders	Fiscal Officer 10 Years**
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	Fiscal Officer 10 Years**
6213	Federal Program Files Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	Fiscal Officer 10 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
6214	Travel Expense Vouchers	Fiscal Officer 10 Years**
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Fiscal Officer 10 Years**
6216	State Reimbursement Settlement Sheets	Fiscal Officer 5 Years**
6217	Unemployment Claims	Fiscal Officer 5 Years
6218	Employee Bonds, Board Member Bonds	Fiscal Officer 5 Years
6219	Certificate of Estimated Resources	Fiscal Officer 15 Years after expiration
6220	Appropriation Resolutions	Fiscal Officer 5 Years
6222	Tax Apportionments (Semi- Annual)	Fiscal Officer 5 Years
6301	Cancelled Checks and Bank Statements	Fiscal Officer 4 Years**
6302	Publication Notice	Fiscal Officer 4 Years**
6303	Tuition Fees and Payments	Fiscal Officer 4 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
6304	School Finance (S.F.) Monthly Statement	4 Years**
6305	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc.)	4 Years**
6306	Travel Expense Reports	10 Years**
6307	State Sales Tax Reports	4 Years**
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	4 Years**
6309	Check Registers	4 Years**
6310	Deposit Slips/Cash Proofs	4 Years**
6311	Bids and Specifications (Unsuccessful)	1 year**
6312	Bids and Specifications (Successful)	4 Years After Completion of Project**
6313	Receipt Books	4 Years**

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
6314	Extra Trip Records	Fiscal Officer 4 Years**
6315	Monthly Financial Reports	Fiscal Officer 4 Years**
6316	Accounting Data	Fiscal Officer 4 Years**
6317	Service Contracts	Fiscal Officer 4 Years**
6318	State Subsidy Requests Applications for driver education, pupil transportation, special education, etc.	Fiscal Officer 3 Years**
6319	Delivery/Packing Slips	Fiscal Officer 1 Year**
6401	Requisitions	Fiscal Officer 1 Year*

*After end of fiscal year.

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
<u>7000</u>	<u>PAYROLL RELATED</u>	
7001	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Fiscal Officer Permanent***
7102	Earnings Registers By Staff Member By Calendar Year	Fiscal Officer Permanent***
7103	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	Fiscal Officer Permanent***
7201	Bureau of Employment Services Quarterly Reports	Fiscal Officer 7 Years
7301	W-2's, W-4's (Employer Copy)	Fiscal Officer 6 Years and Current**
7302	Federal Income Tax (Quarterly/Annual)	Fiscal Officer 6 Years and Current**
7303	Ohio Income Tax (Monthly/Annual)	Fiscal Officer 6 Years and Current**
7304	City Income Tax (Monthly/Annual)	Fiscal Officer 6 Years and Current**

**Provided Audited.

***Hard copy maintained for five (5) years, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
7305	School Income Tax (Monthly/Annual)	Fiscal Officer 6 Years and Current**
7306	Payroll Reports (Reports Used for Each Payroll — Computer Generated)	Fiscal Officer 4 Years**
7307	Payroll Update Listings	Fiscal Officer 4 Years**
7308	Payroll Calculations	Fiscal Officer 4 Years**
7309	State Teachers Retirement System and School Employees Retirement System Waivers	Fiscal Officer Permanent***
7310	School Employees Retirement System (SERS) Reports	Fiscal Officer 4 Years**
7311	State Teachers Retirement System (STRS) Reports	Fiscal Officer 4 Years**
7312	Annuity Reports	Fiscal Officer 4 Years**
7313	Benefit Folder/Report	Fiscal Officer 4 Years**

**Provided Audited.

***Hard copy maintained for five years, then microfilmed.

Schedule Number	Record Title and Description	Retention Period
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or Other Leave)	4 Years**
7315	Deduction Reports Voluntary Payroll Deductions	4 Years**
7316	Employee Vacation/Sick Leave Records	4 Years**
7317	Time Sheets	6 Years
7318	Overtime Authorization	6 Years
7319	Employee Insurance Bills, Medical, Dental, Life	4 Years**
7323	Paycheck Register	4 Years**
7324	Payroll Bank Statement	4 Years**
7401	Deduction Authorization	Until Superseded or Employee Terminated

**Provided Audited.

Schedule Number	Record Title and Description	Retention Period
8000	<u>REPORTS</u>	
8201	State Audit Reports	Fiscal Officer 5 Years
8202	#59, #659, and #4502	Fiscal Officer 5 Years
8203	#25 and #625	Fiscal Officer 5 Years
8204	School Finance (S.F.) Reports – Annual	Fiscal Officer 5 Years
8205	Special Education (S.E.) Reports – Annual	Sp. Ed. Secretary Executive Director Secretary 7 Years
8206	Vocation Education (V.E.) Reports – Annual	Executive Director Secretary Voc. Secretary 5 Years
8207	Ohio Common Core Data (OCCD) Reports	Executive Director Secretary 5 Years
8208	Drivers Education Reports	Fiscal Officer 5 Years
8209	Ohio Department of Education (ODE) Reports	Building Secretary 5 Years
8211	Civil Rights Reports	Executive Director Secretary Permanent***

***Hard copy maintained for five years, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
8212	Title IX Reports	Executive Director Secretary	10 Years
8213	SM-1 & SM-2 (Annual and Quarterly)	Fiscal Officer	10 Years
8214	State Minimum Standards	Executive Director Secretary	10 Years
8301	Personnel State Reports (Currently SF-1, CS-2)	Secretary, Personnel	4 Years**
8302	Workers' Comp. Wage Reports (Co. Auditor)	Fiscal Officer	5 Years
8303	Bank Balance Certification (Co. Auditor)	Fiscal Officer	5 Years
8304	Transportation Reports	Trans. Secretary	4 Years**

**Provided Audited.

Schedule Number	Record Title and Description		Retention Period
<u>9000</u>	<u>OTHER</u>		
9101	Personnel Directory	Executive Director Secretary	10 Years
9102	Enrollment Record (By Grade and Building)	Executive Director Secretary	Permanent***
9202	School Calendars	Executive Director Secretary	5 Years
9203	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 Years*
9402	Employee Handbooks	Executive Director Secretary	Until Superseded
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superseded
9404	Attendance Records	Executive Director Secretary	Until Superseded

*After end of fiscal year.

***Hard copy maintained for five years, then microfilmed.

Schedule Number	Record Title and Description		Retention Period
9501	E-Mails: Transient Documents	Sender or Recipient†	Until no longer of administrative value
9601	E-Mails: General Correspondence	Sender or Recipient†	1 Year
9602	E-Mails: Routine Correspondence	Sender or Recipient†	6 Months
9603	E-Mails: Monthly and Weekly Reports	Sender or Recipient†	1 Year
9604	E-Mails: Minutes of Staff Meetings	Sender or Recipient†	2 Years
9701	E-Mails: Executive Correspondence	Sender or Recipient†	2 Years

†The recipient of the e-mail is responsible for preserving e-mails from senders other than School employees.

“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.



INSTRUCTIONS - FORM RC-1 (Use only for records no longer created and maintained)

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from the Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Table of Records to be Disposed

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series for which a one-time disposal is being requested. List the beginning and ending months and years covered by the records series. For example: April 1945 to May 1992.
- 3) Include the media format of the records proposed for disposal.
- 4) If retaining records in an alternate media format, include the new format. For example, if you are disposing of paper originals and retaining a certified microfilm copy, list "Microfilm" here.
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

--- For questions related to records scheduling and disposition, contact OHS-LGRP at: (614) 297-2553 or at localrecs@ohiohistory.org

--- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org OR
The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-1 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-1 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

--- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

**Please Note: The State Archives retains RC-1 forms for seven years.
It is strongly recommended that the Records Commission retain a permanent copy of this form.**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

ONE-TIME DISPOSAL OF OBSOLETE RECORDS (RC-1) – Part 2

See instructions before completing this form. Must be submitted with PART 1

Section E: Table of Records to be Disposed

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description (Inclusive Dates)	(3) Media Type to be disposed	(4) Media Type to be retained	(5) For use by OHS-LGRP or Auditor of State



INSTRUCTIONS - FORM RC-2

Section A: Local Government Unit

- Include the name of the municipality, county, township, school, library, or special taxing district (local government entity) for which the form is being submitted.
- Include the unit (department, agency, office), if applicable.
- The departmental official directly responsible for the records must sign and date the form.

Section B: Records Commission

- Complete the phone number and mailing address for the Records Commission, including the county.
- To have this form returned to the Records Commission electronically, include an email address. It is the responsibility of the Records Commission to forward an electronic or paper copy of the approved form to the appropriate department.
- The Records Commission Chairperson must sign the certification statement before it can be reviewed and signed at the Ohio Historical Society by the Local Government Records representative, and approved by the Auditor of State's Office.

Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will sign the form and forward it to the Auditor of State's Office.

Section D: Auditor of State

- The approving agent at the Auditor of State's office will sign the form and return it to the OHS-LGRP.

Section E: Records Retention Schedule

- 1) Schedule numbers can be expressed by a year and item numbering scheme for each records series being scheduled, for example, 09-1, 09-2. Another option is to include a unique abbreviated identifier for each office, for example, Eng. [Engineer] 1, Eng. 2, etc. The numbering schema is your choice, and it will be used later on your Certificate of Records Disposal (RC-3).
- 2) Include the title of the records series and a brief description of each series.
- 3) Articulate a retention period for the record in terms of time (exp. six years), an action (exp. until audited), or both (six years after audit).
- 4) Include the formats of the record (paper, electronic, microfilm, etc.)
- 5) For use by the Auditor of State or the OHS-LGRP.

GENERAL INSTRUCTIONS:

- For questions related to records scheduling and disposition, OHS-LGRP: (614) 297-2553 or at localrecs@ohiohistory.org
- After completing sections A and E, submit the form to your records commission so it can be approved in an open meeting pursuant to Section 121.22 ORC. See Ohio Revised Code Section 149.38 (counties), 149.39 (municipalities), 149.41 (school districts), 149.411 (libraries), 149.412 (special taxing districts) and 149.42 (townships) for the composition of your records commission. Your records commission completes section B and sends the form to OHS-LGRP at:

localrecs@ohiohistory.org	OR	The Ohio Historical Society State Archives of Ohio Local Government Records Archivist 1982 Velma Avenue Columbus, OH 43211-2497
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- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.
- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*
- Remember, at least 15 Business days before you intend to dispose of records, submit a Certificate of Records Disposal (RC-3) to the OHS-LGRP. Copies of RC-3s will not be returned.



**Ohio Historical Society
State Archives of Ohio
Local Government Records Program**

1982 Velma Avenue
Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

(local government entity)

(unit)

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Records Commission

(telephone number)

(address)

(city)

(zip code)

(county)

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

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.

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

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.**



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

*1982 Velma Avenue
 Columbus, Ohio 43211-2497*

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

Section E: Records Retention Schedule

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP



INSTRUCTIONS - FORM RC-3

- USE OF FORM: Serves as a notification to your local records commission and to The Ohio Historical Society/State Archives, Local Government Records Program (OHS-LGRP), that your office intends to dispose of the records listed on the form as authorized by an approved RC-1 or RC-2 form. It also provides an opportunity for the OHS-LGRP to select for historical records, or to provide for other disposition under Section 149.31ORC.
- WHEN TO USE: Prepare and send this RC-3 a minimum of fifteen (15) business days before the proposed disposal date.
- CERTIFICATION: This is a legal document representing compliance to the Ohio Revised Code and a commitment to maintain any microfilm master negatives according to American National Standards Institute (ANSI) Standards when the source document is listed for disposal on this RC-3. Therefore, the certification requires the signature of the official responsible for the records.
- SUBMISSION: Send the original RC-3 to: localrecs@ohiohistory.org **or** The Ohio Historical Society
State Archives of Ohio
Local Government Records Archivist
1982 Velma Avenue
Columbus, OH 43211-2497
- Retain a permanent copy for your office files and send an additional copy to your records commission.

NOTE: You office or records commission will **not** receive a copy of the RC-3 back. Your office will be contacted if a record is selected for its historical value or if there are questions about the records listed on the form.

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- (1) RECORD SERIES TITLE: Record series title as shown on your retention schedule (RC-2) or one-time disposal (RC-1). This information is critical for documenting the disposal; include additional descriptive information if necessary to aid in the appraisal and selection process.
- (2) AUTHORIZATION FOR DISPOSAL: Schedule number as shown on your approved RC-1 or RC-2 and the date it was approved *by your local records commission*.
- (3) MEDIA TYPE (DESTROYED): Medium of the record series you are *disposing of*, for example, paper, film, disk, magnetic tape, optical disc.
- (4) OTHER MEDIA TYPE (RETAINED) If your government plans to *retain* the records series in another medium, list each type of medium in which it is being retained. For example: microfilm, microfiche, optical disc, electronic storage, etc.
- (5) INCLUSIVE DATES OF RECORDS Enter the time period encompassed by the records being disposed of such as: Jan. 2008 to Dec. 2008, etc.
- (6) PROPOSED DATE OF DISPOSAL Enter the proposed disposal date; the OHS-LGRP has fifteen business days to review the disposal form. It is recommended that a few extra days for mail delivery be included.
- (7) FOR USE BY OHS-LGRP

NOTICE CONCERNING MEDIA AND FORMAT CHANGES

The Local Government Records Program strongly discourages the use of electronic formats for long-term retention of records unless the records are also maintained in an eye-readable format such as paper or microfilm. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format. For guidelines on electronic records issues, visit <http://www.ohiohistory.org/ohiojunction/erc/>.

Never use a microfilm master negative except to create a use copy from it.



Ohio Historical Society
State Archives of Ohio
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1982 Velma Avenue
 Columbus, Ohio 43211-2497

For State Archives - LGRP Use Only

Date Received:

Date Reviewed:

Items requested for transfer: YES NO

If YES, attach copy of transfer form

CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

 (local government entity) (unit) (contact person) (telephone number) (location of records)

 (address) (city) (zip code) (county) (date mailed to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** or **Application for One-Time Records Disposal (RC-1)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

 (signature of responsible official) (title) (telephone number)

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

***Please Note: The State Archives retains RC-3 forms for seven years.
 It is strongly recommended that the Records Commission retain a permanent copy of this form.***



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

1982 Velma Avenue
 Columbus, Ohio 43211-2497

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

(political subdivision name)

(unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)	(7) For OHS-LGRP use
	Schedule Number	Date the RC-1 or RC-2 was approved by the Records Commission			From	To		