



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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 www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

**RECORDS
 COMMISSION**

THREE RIVERS LOCAL SCHOOL DISTRICT

(Local Government Entity)

Teri Riesenberg Treasurer 6/6/2023

(Signature of Responsible Official)

(Name) (Title) (Date)

Section B: Records Commission

THREE RIVERS LOCAL SCHOOL DISTRICT

Records Commission 513.941.6400

(Local Government Entity)

(Telephone Number)

401 N. Miami Avenue

Cleves, (Hamilton County) OH 45002

(Address)

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

blange@trlsd.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 O RC , 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

Ryan McDonald
 President, Board of Education

Date
 6/6/2023

Section C: Ohio History Connection - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

State Archvies/LGRP- RC - 2 (Part 1 & 2), Revised February 2020

School District Suggested Records Retention Schedule

This schedule lists records commonly created by school districts, educational service centers, and career technical schools. The retention periods specified herein are either required by statute or have been determined by best practice. Local Records Commissions may edit retention periods based on the administrative, fiscal, legal, and historical value of the records.

The local school district, education service center, or career technical school should also notate the media type of the records on the schedule in column 4. The records can be maintained on separate formats (i.e. paper and electronic) for different amounts of time.

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

Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

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

Before this records retention schedule is considered in effect for a particular school district it must first be signed by a local responsible official and local records commission chair, the State Archives, and the State Auditor's Office.

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Board and Administrative Records					
101	Minutes – Official copy of proceedings of regular and special meetings	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>
102	Audio tapes/DVD's of Minutes – Recording of Board meetings	2 years	Electronic		<input type="checkbox"/>
103	Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes	Retain paper copy until scanned; retain scanned version 1 year	Paper Electronic		<input type="checkbox"/>
104	Agendas – Written outlines of material to be discussed at the Board of Education meetings	Retain paper copy until scanned; retain scanned version 1 calendar year provided audited	Paper Electronic		<input type="checkbox"/>
105	Board Meeting Packets – Packets prepared for board members. May include agendas, copies of reports and informational handouts.	Retain paper copy until scanned; retain scanned minutes that are transcribed and approved	Paper Electronic		<input type="checkbox"/>

106	Administrative Council Notes: Notes from Administrative Council meetings held prior to Board Meeting to review Board agenda and current activity in the District	Retain paper copy until scanned; retain scanned version 1 calendar year	Paper Electronic		<input type="checkbox"/>
107	Blueprints, Plans, & Maps –Provide detailed description of school facilities and property	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>
108	Deeds, Easements, Leases – Real estate documents of ownership, easements, and leased property by district	Permanent	Paper		<input checked="" type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
109	Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations	1 year after superseded	Electronic		<input type="checkbox"/>
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.	Retain paper copy until scanned; retain scanned version 1 year after superseded	Paper Electronic		<input type="checkbox"/>
111	Court Decisions – Court proceedings involving the District excluding claims and litigations	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>
112	Claims and Litigations – Court processing for which the District is being or is suing for damages	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>

113	Administration of Federal and Stated Categorical Grant Programs - Records relating to the administration of federal and state categorical grant-funded programs. Records may include but are not limited to District or school-wide notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.); staff information (copies of employment applications, payroll/stubs, etc.); budget, inventory of equipment, legal reports, pre-and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title 1 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	Paper Electronic		<input type="checkbox"/>
114	Boundary Records - Official legal description of school district boundaries, educational service center district boundaries, or director district boundaries	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>
115	Grievance Files/Settlements/Arbitration Documentation of settlements and arbitration, grievances filed by local collective bargaining groups	Retain paper copy until scanned; retain scanned version 10 years	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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.	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>

117	Monthly Administrative Reports & Supporting Documentation – Reports submitted monthly by administrators and supervisors on current activity in District associated with Board Agenda	Retain paper copy until scanned; retain scanned version 1 calendar year	Paper Electronic		<input type="checkbox"/>
118	Elections – Items put on the ballot (tax levy related) regarding the financial support of the District	Retain paper copy until scanned; retain scanned version 10 years	Paper Electronic		<input type="checkbox"/>
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	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input type="checkbox"/>
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	Retain paper copy until scanned; retain scanned version 8 years after superseded	Paper Electronic		<input type="checkbox"/>
121	Budget Policy Files – annual budget (tax and appropriation) preparation and documentation	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
122	Workers Compensation Claims – Claims filed by employees due to on the job injury	Retain paper copy until scanned; retain scanned version 10 years after financial payment made	Paper Electronic		<input type="checkbox"/>
123	Bank Depository Agreements – An agreement between a bank and the district where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time	Retain paper copy until scanned; retain scanned version 4 years after completion	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
124	Organization Reports	Retain paper copy until scanned; retain scanned version 2 years provided audited	Paper Electronic		<input type="checkbox"/>
125	Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the District	Retain paper copy until scanned; retain scanned	Paper Electronic		<input type="checkbox"/>

		version 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”)	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
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	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
128	Photo/Media Release - External Usage - Records documenting permission for nonschool 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 paper copy until scanned; retain scanned version Retain for six years after end of school year	Paper Electronic		<input type="checkbox"/>
129	Photo/Media Release - Denial of permission. Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, whichever is later, then destroy.	Paper Electronic		<input type="checkbox"/>
130	Photo/Media Release - School District Usage - Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newspaper, annual staff, etc.) Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used, then destroy.	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
131	Public Record Requests – Requests for records & documentation that requests were fulfilled	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>

132	Organizational Memberships	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
133	Visitor Log	Retain paper copy until scanned; retain scanned version 1 school year	Paper Electronic		<input type="checkbox"/>
134	Before and After School Child Care (Latchkey) Sign In/Out Sheets	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>
135	Before and After School Child Care (Latchkey)Receipts & Weekly Reports Receipts & detail information to back-up Treasurer receipts	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
136	Before and After School Child Care (Latchkey) Registration Forms	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>
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.	Retain paper copy until scanned; retain scanned version 3 years plus current year provided audited	Paper Electronic		<input type="checkbox"/>
138	Legal Advertisements / Notices- Announcements to inform the public of meetings, hearings, bids, auctions or other events	Retain paper copy until scanned; retain scanned version 1 year	Paper Electronic		<input type="checkbox"/>
Employee Records					
201	Personnel Files (Short-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include: employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), waiver(s).	Retain paper copy until scanned; retain scanned version. Purge and destroy 7 years after employment termination	Paper Electronic		<input type="checkbox"/>

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	Retain paper copy until scanned; retain scanned version 75 years after employment termination.	Paper Electronic		<input type="checkbox"/>
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Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
203	Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment	Retain paper copy until scanned; retain scanned version 7 years after termination of employment or case closed, whichever is later, or in accordance with collective contract	Paper Electronic		<input type="checkbox"/>
204	Comp Time Cards – Accumulated and used comp time cards	Retain paper copy until scanned; retain scanned version through Current fiscal year	Paper Electronic		<input type="checkbox"/>
205	Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
206	Teacher Lesson Plan Books	Retain paper copy until scanned; retain scanned version until End of current school year or until superseded	Paper Electronic		<input type="checkbox"/>
207	Employee Contracts – Written agreement between the District and the employee	Retain paper copy until scanned; retain scanned version 4 years after termination	Paper Electronic		<input type="checkbox"/>
208	Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity	Retain paper copy until scanned; retain scanned version 2 years provided audited	Paper Electronic		<input type="checkbox"/>

209	Irregular Employee Contracts – Written agreement between the District and substitutes and other irregular employees benefits	Retain paper copy until scanned; retain scanned version 4 years after contract expires	Paper Electronic		<input type="checkbox"/>
210	Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
211	Unemployment Records – Documentation of unemployment records	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
212	Applications (not hired) – Applications submitted of individuals not hired into the District	Retain paper copy until scanned; retain scanned version 2 years provided audited	Paper Electronic		<input type="checkbox"/>
213	Schedules of Employees	Retain paper copy until scanned; retain scanned version for current Fiscal year plus 2 years	Paper Electronic		<input type="checkbox"/>
214	Teacher Personnel Reports (internal)	Retain paper copy until scanned; retain scanned version for current Fiscal year plus 1 year	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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	Paper		<input type="checkbox"/>
216	Job Descriptions – Description of expectations and responsibilities of each job	Retain paper copy until scanned; retain scanned version until superseded or obsolete	Paper Electronic		<input type="checkbox"/>

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.	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>
218	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
219	LPDC (Local Professional Development C ommittee) Meeting Minutes	Retain paper copy until scanned; retain scanned version 10 years	Paper Electronic		<input type="checkbox"/>
220	Staff Acceptable Use Policy – A Form signed by staff agreeing to use the District network responsibly for District related work	6 years	Electronic		<input type="checkbox"/>
221	Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
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	Electronic		<input type="checkbox"/>
223	Teachers Certificates and Temporary Professional Education Permits	Retain paper copy until scanned; retain scanned version 6 years after end of fiscal year, then destroy	Paper Electronic		<input type="checkbox"/>
224	Employee Handbooks – Handbooks that each employee receives upon being hired	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
225	Physician’s Report of Work Ability – Physicians report of ability/restrictions for injured employees	Retain paper copy until scanned; retain scanned version 7 years	Paper Electronic Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
Student Records					
Student Records- (Long-Term)					
301	Student Information– Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input type="checkbox"/>
302	Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts	Retain paper copy until scanned; retain scanned version 75 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
303	Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA- L, IQ - achievement ability tests	Retain paper copy until scanned; retain scanned version 75 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
304	Foreign Exchange Records – Records of students from foreign countries	Retain paper copy until scanned; retain scanned version 75 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
305	Home Schooled Records – Records of students living within the District that are being schooled from home	75 years after graduation, withdrawal, or transfer	Paper		<input type="checkbox"/>
Student Records- (Short-Term)					
306	Registration/Withdrawal Information – Record of each time a student registers or withdraws within the District	Retain paper copy until scanned; retain scanned version 6 years after graduation,	Paper Electronic		<input type="checkbox"/>

		withdrawal, or transfer			
307A	Activity Record – A list of activities students participated in during their high school years	Retain paper copy until scanned; retain scanned version 6 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
307B	Liability Waivers – Records document the release of the school, district, or ESC from liability related to various activities that include student, volunteer, or citizen involvement. Records may include but are not limited to release forms with terms, date, signatures, and related information. Includes athletic participation waivers and forms related to legal requirements such as Lindsay’s Law.	Retain paper copy until scanned; retain scanned version 3 years after school year in which records were created. In the event of accident or injury, retain until minor reaches the age 21	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
307C	Student Athlete Files- Records maintained on student athletes, including physical exams, consent forms, and eligibility evaluations.	Retain paper copy until scanned; retain scanned version 3 years after school year in which records were created	Paper Electronic		<input type="checkbox"/>
308A	Student Worker Applications	Retain paper copy until scanned; retain scanned version 6 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
308B	Student Work Permits- State issued permit for a student under the age of 18 to be employed	Retain paper copy until scanned; retain scanned version 3 years	Paper Electronic		<input type="checkbox"/>

309	Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	Retain paper copy until scanned; retain scanned version 6 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
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	Retain paper copy until scanned; retain scanned version 6 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
311	Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the District, along with action taken	Retain paper copy until scanned; retain scanned version 6 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
312	Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence.	Retain paper copy until scanned; retain scanned version 6 years after graduation, withdrawal, or transfer	Paper Electronic		<input type="checkbox"/>
313	Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign- in sheets, and doctor and parent's notes	Retain paper copy until scanned; retain scanned version 1 year	Paper Electronic		<input type="checkbox"/>
314	Cumulative Photo Records	Retain paper copy until scanned; retain scanned version 1 year after graduation	Paper Electronic		<input type="checkbox"/>
315	Curriculum Requests/Waivers/Substitutions - Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.).	Retain paper copy until scanned; retain scanned version 1 year after graduation	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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316	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain paper copy until scanned; retain scanned version until end of school year, then destroy	Paper Electronic		<input type="checkbox"/>
317	Student Acceptable Use Policy – A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication	Retain paper copy until scanned; retain scanned version 6 years	Paper Electronic		<input type="checkbox"/>
318	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain paper copy until scanned; retain scanned version until end of school year, then destroy.	Paper Electronic		<input type="checkbox"/>
319	Student Schedules/Contact Information	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
320	Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record	Retain paper copy until scanned; retain scanned version until End of current school year	Paper Electronic		<input type="checkbox"/>
321	Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities	Retain paper copy until scanned; retain scanned version 2 years after end of fiscal year	Paper Electronic		<input type="checkbox"/>
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.	Retain paper copy until scanned; retain scanned version 1 year	Paper Electronic		<input type="checkbox"/>
323	Custody Court Documents – Verification of court established guardianship/custody	Retain paper copy until scanned; retain scanned version Until superseded or student reaches 18 years of age	Paper Electronic		<input type="checkbox"/>
324	Notice of Placement Termination – A notice of termination of placement relinquishing care and control, noticed received from the County Juvenile	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>

	Court				
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.	Retain paper copy until scanned; retain scanned version through graduation	Paper Electronic		<input type="checkbox"/>
326	Teacher Grade Books/Records	3 years provided audited	Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
327	Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students	Retain paper copy until scanned; retain scanned version 3 years	Paper Electronic		<input type="checkbox"/>
328	Open Enrollment Forms - Registration of student living outside the District enrolling into the school District	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
329	Transfer Records – Records of students transferring from one school to another (granted/not granted)	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
330	Emergency Information – A form containing student emergency contact information	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
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	Retain paper copy until scanned; retain scanned version 10 years after last contact	Paper Electronic		<input type="checkbox"/>
332	Health Logs – Record of health care services provided to students such as medication and first aid.	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>
333	Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits	Retain paper copy until scanned; retain scanned version 4 years	Paper Electronic		<input type="checkbox"/>

Special Needs Records

In accordance with OAC 3301-51-04 and 34 CFR 300.614, parents should be informed when personally identifiable information collected, maintained or used for educational services to the child. This information must also be destroyed at the request of the parent or other benefits. However, unnecessarily long retention of information described in item 301. These records may be needed beyond the retention period in connection with applications for social on benefits. However, unnecessarily long retention may jeopardize personal privacy.

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 paper copy until scanned; retain scanned version 6 years after student graduates or would have normally graduated.	Paper Electronic		<input type="checkbox"/>
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Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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 paper copy until scanned; retain scanned version 10 years after last contact. Inform parent or adult student before destruction pursuant to OAC - 3301-51-04 (O) (1)	Paper Electronic		<input type="checkbox"/>
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 paper copy until scanned; retain scanned version 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction	Paper Electronic		<input type="checkbox"/>

		pursuant to OAC - 3301- 51- 04 (O) (1)			
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 paper copy until scanned; retain scanned version 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC - 3301-51-04 (O) (1)	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
338	504/ADA Plan – Plan that allows various accommodations for a student with a general disability	Retain paper copy until scanned; retain scanned version 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC - 3301-51-04 (O) (1)	Paper Electronic		<input type="checkbox"/>

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 paper copy until scanned; retain scanned version for 6 years after student graduates or withdraws from district, then destroy.	Paper Electronic		<input type="checkbox"/>
340	Transfer of Home-Based Student to School/District - Records relating to the transfer of home-based student to school/district, including placement/ evaluation test results, notice of transfer, etc.	Retain paper copy until scanned; retain scanned version for 3 years after student graduates or withdraws from district, then destroy.	Paper Electronic		<input type="checkbox"/>
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 paper copy until scanned; retain scanned version for 5 years after student determined to be ineligible then destroy.	Paper Electronic		<input type="checkbox"/>
342	Student Psychological or Social Assessment (Non-Special Education)- Source materials used in preparing reports, including protocols, tests, and notes	Retain paper copy until scanned; retain scanned version 1 year after report is written	Paper Electronic		<input type="checkbox"/>
343	Student Psychological or Social Assessment (Special Education)- Source materials used in preparing reports, including protocols, tests, and notes	Retain paper copy until scanned; retain scanned version 6 years	Paper Electronic		<input type="checkbox"/>
BUILDING RECORDS					
401	Building Account Reports – Report of maintenance and custodial services accounts	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>

402	E-Rate Funding Application – Federal Telecommunications funding applications	Retain paper copy until scanned; retain scanned version 6 years	Paper Electronic Paper Electronic		<input type="checkbox"/>
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Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
403	Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the C AC FP guidelines.	Retain paper copy until scanned; retain scanned version 3 years plus current year provided audited	Paper Electronic		<input type="checkbox"/>
404	School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans	Retain paper copy until scanned; retain scanned version 6 years after obsolete or superseded, then destroy	Paper Electronic		<input type="checkbox"/>
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.	Retain paper copy until scanned; retain scanned version 1 year after end of fiscal year	Paper Electronic		<input type="checkbox"/>
406	Fire Inspection – Reports of building inspection performed by the city Fire Division	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
407	Building Inspection Reports – Elevator, sprinkler, and alarm system reports	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>

408	Building Health Inspections – A record of all health inspections performed within a building	Retain paper copy until scanned; retain scanned version 2 years after end of fiscal year	Paper Electronic		<input type="checkbox"/>
409	Student Activity Records – Pay in forms, pay-out forms; account forms/Dist.; budget forms, requisitions; purchase order; ticket sales reports	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>
410	Receipt and Deposit Slips – copies of receipts for monies turned into the office	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
411	Budget and Appropriation Records – Record of building budget	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
412	Requisitions and Purchase Orders – Record of money being requested and a record of items purchased from the building budget	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
413	Inventories – Inventory of supplies, textbooks, and other materials purchased and used with the building	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
414	Student Handbook – Handbook containing student policies, regulations and codes	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
415	Building Security/Surveillance videos	Retain paper copy until scanned; retain scanned version Use for one cycle then reuse provided no action pending	Paper Electronic		<input type="checkbox"/>
Central Department Records					
Administrative Offices					

501	School Calendars – Calendar for in session/out of session school days as well as professional days for teachers	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
502	Personnel Directory – Names, phone numbers and addresses of all employees	Retain paper copy until scanned; retain scanned version 10 years	Paper Electronic		<input type="checkbox"/>
503	Enrollment Record (by grade/building)	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>
504	Repair, Installation and Maintenance Records – A record of maintenance, installation and repairs performed on buildings within the District	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
505	Building/Facilities and Equipment Inventory – Inventory of equipment owned by District	Retain paper copy until scanned; retain scanned version Until superseded provided audited	Paper Electronic		<input type="checkbox"/>
506	Building, Boiler & Maintenance Reports – Inspection/ maintenance reports for each building including boiler inspection/ maintenance	Retain paper copy until scanned; retain scanned version Until superseded provided audited	Paper Electronic		<input type="checkbox"/>
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	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
508	Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups	Retain paper copy until scanned; retain scanned version 2 years provided audited	Paper Electronic		<input type="checkbox"/>
509	Work Orders – A report of all requested maintenance/custodial work	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
510	Environmental Reports and Data – Reports on asbestos and other environmental issues	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
511	Vandalism Reports – Reports of vandalism throughout the District	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
512	Student Activity Purpose Clauses	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
513	Sales Potential Form (Student Activities)	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
514	Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
515	Bids and Specifications (Unsuccessful) - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	Retain paper copy until scanned; retain scanned version 1 year provided audited	Paper Electronic		<input type="checkbox"/>
516	Bids and Specifications (Successful) - Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC	Retain paper copy until scanned; retain scanned version 4 years after completion of project	Paper Electronic		<input type="checkbox"/>
517	Contractor Files – Contractor resolutions, additions drawings, etc.	Retain paper copy until scanned; retain scanned version 5 years after completion of project provided audited and no action pending	Paper Electronic		<input type="checkbox"/>
Transportation Department					
518	Driver Physical – A report of the annual physical performed on drivers	Retain paper copy until scanned; retain scanned	Paper Electronic		<input type="checkbox"/>

		version 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 drivers signature	Retain paper copy until scanned; retain scanned version for 6 years after end of school year, then destroy	Paper Electronic		<input type="checkbox"/>
520	Fuel Consumption Data – Fuel records for the buses	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
521	Transportation Records – Transportation requests received from schools that include student and busing information	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
522	Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips	Retain paper copy until scanned; retain scanned version through current Fiscal year plus 2 years	Paper Electronic		<input type="checkbox"/>
523	Preventive Maintenance Reports – A report of work performed to maintain equipment	Retain paper copy until scanned; retain scanned version through current Fiscal years plus 2 years	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
524	Warranty/Guarantee – Warranty of equipment	Retain paper copy until scanned; retain scanned version for the life of equipment	Paper Electronic		<input type="checkbox"/>
525	Plant and Equipment Inventory	Retain paper copy until scanned; retain scanned version Until superseded provided audited	Paper Electronic		<input type="checkbox"/>

526	Vendor Data: W- 9 and 1099 documents maintained as long as active vendor then retention period is applied.	Retain paper copy until scanned; retain scanned version 6 years and current provided audited	Paper Electronic		<input type="checkbox"/>
527	Accident Reports - Law enforcement reports regarding bus accidents	Retain paper copy until scanned; retain scanned version 3 years provided no action pending	Paper Electronic		<input type="checkbox"/>
528	Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.	Retain paper copy until scanned; retain scanned version for theLife of the vehicle	Paper Electronic		<input type="checkbox"/>
529	Vehicle License - BMV licensing documentation of motor vehicles	Retain paper copy until scanned; retain scanned version 1 year after termination	Paper Electronic		<input type="checkbox"/>
530	Vehicle Records – Vehicle insurance, finance paperwork	Retain paper copy until scanned; retain scanned version As long as vehicle is owned by District	Paper Electronic		<input type="checkbox"/>
531	Driver Certification – Bus driver certification form	Retain paper copy until scanned; retain scanned version 1 year after termination	Paper Electronic		<input type="checkbox"/>
532	Supplies Inventory – Shop/mechanic inventory	Retain paper copy until scanned; retain scanned version Until superseded	Paper Electronic		<input type="checkbox"/>
533	Vehicle Defect Report – Record of defects on each bus	Retain paper copy until scanned; retain scanned version for the Life of the vehicle	Paper Electronic		<input type="checkbox"/>
534	Bus on Board Security & Surveillance videos	use for one recording cycle then reuse provided no action pending	Electronic		<input type="checkbox"/>

535	Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and students name	Retain paper copy until scanned; retain scanned version for 1 year after incident, then destroy	Paper Electronic		<input type="checkbox"/>
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Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
536	Application for Special Transportation - Application for students with physical disabilities/medical problems	Retain paper copy until scanned; retain scanned version 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner	Paper Electronic		<input type="checkbox"/>
537	Bus Condition Checklist - Daily evaluation of bus by drivers	Retain paper copy until scanned; retain scanned version for 1 year after end of school year	Paper Electronic		<input type="checkbox"/>
Food Services Department					
538	Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
539	Lunchroom Records – Cashier's daily production sheets from each building, cash register tapes	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
540	Lunchroom Reports – Confidential applications for free and reduced lunch benefits	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
541	Inventories – Inventory of food supplies	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>

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.	Retain paper copy until scanned; retain scanned version 1 year after expiration	Paper Electronic		<input type="checkbox"/>
543	Vendor Food Service Contract – Contract between the District and an outside vendor providing meals and snacks	Retain paper copy until scanned; retain scanned version 3 years plus current year provided audited	Paper Electronic		<input type="checkbox"/>
544	Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain paper copy until scanned; retain scanned version for 6 years after plan obsolete or superseded, then destroy	Paper Electronic		<input type="checkbox"/>
Financial Records					
601	Audit Reports – Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications	Retain paper copy until scanned; retain scanned version 3 years plus current year provided audited	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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, C heck Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
603	Activity Fund C ash J ournal & Ledger	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
604	Bond Register	Retain paper copy until scanned; retain scanned version 20 years after issue expires	Paper Electronic		<input type="checkbox"/>
605	Securities	Retain paper copy until scanned;	Paper Electronic		<input type="checkbox"/>

		retain scanned version Permanently			
606	Investment Ledger – Report of investments owned by District	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
607	Foundation Distribution – Report from the Ohio Dept. of Education for bi-monthly foundation (state basic aid) receipts	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
608	Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
609	Budgets (Annual) - Tax budget that is submitted annually to the County Auditor	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
610	Budget Working Papers	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
611	Insurance Policies – Contracts between insurer and the School district where the insurer, in exchange for premium payment, pays for damages to the School District which are caused by covered perils under the policy language.	Retain paper copy until scanned; retain scanned version 15 years after expiration provided all claims settled	Paper Electronic		<input type="checkbox"/>
612	Contracts – An agreement with specific terms between an entity with the School District	Retain paper copy until scanned; retain scanned version 15 years after expiration	Paper Electronic		<input type="checkbox"/>
613	Bonds and Coupons	Retain paper copy until scanned; retain scanned version Until redeemed provided audited	Paper Electronic		<input type="checkbox"/>
614	Accounts Payable Ledger – Outstanding payables	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
615	Accounts Receivable Ledgers – Outstanding revenue due to the school District	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
616	Vouchers, Invoices and purchase orders – A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract.	Retain paper copy until scanned; retain scanned version 10 years provided audited. ORC 3313.29.	Paper Electronic		<input type="checkbox"/>
617	State Program Files – Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants	Retain paper copy until scanned; retain scanned version 10 years provided audited	Paper Electronic		<input type="checkbox"/>
618	Federal Programs – Title I (Student Progress Reports), II, III, IV- B, IDEA, IV- C , VI- B, Chapter 1, 2; Drug Free, etc.	Retain paper copy until scanned; retain scanned version 10 years provided audited	Paper Electronic		<input type="checkbox"/>
619	Travel Expense Vouchers – Document of expenditures for travel of district employees	Retain paper copy until scanned; retain scanned version 10 years provided audited	Paper Electronic		<input type="checkbox"/>
620	Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars	Retain paper copy until scanned; retain scanned version 10 years provided audited	Paper Electronic		<input type="checkbox"/>
621	State Reimbursement Settlement Sheets	Retain paper copy until scanned; retain scanned version 5 years provided audited	Paper Electronic		<input type="checkbox"/>
622	Unemployment Claims – Documentation of unemployment for application of unemployment benefits	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
623	Employee Bonds, Board Member Bonds – Documents related to the performance and theft insurance bidder held on required employee and board members	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>

624	Certificate of Estimated Resources – County document supplied to the district certifying the estimated resources prepared by the District	Retain paper copy until scanned; retain scanned version 15 years after expiration	Paper Electronic		<input type="checkbox"/>
625	Appropriation Resolutions – Resolution approved by the Board of Education establishing and amending the appropriation for the District	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
626	Tax Apportionments (Semi-Annual) – Documentation prepared by the County Auditor and report to the District to record receipt of property tax settlement	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
627	Canceled Checks and Bank Settlements – All checking accounts reconciliation and statements	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
628	Publication Notice – Legal notice of publication in the newspaper	Retain paper copy until scanned; retain scanned version 4 years	Paper Electronic		<input type="checkbox"/>
629	Tuition Fees and Payments – Receipt records at the Treasurer's Office	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
630	Unpaid Student Fees	Retain paper copy until scanned; retain scanned version Through graduation	Paper Electronic		<input type="checkbox"/>
631	School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Dept. of Education to record receipts and expenditures related to the foundation payments.	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
632	Investment Records – Individual record of investments bank confirmations, wire transfers, copies of CD's	Retain paper copy until scanned; retain scanned	Paper Electronic		<input type="checkbox"/>

		version 4 years provided audited			
633	Travel Expense Reports	Retain paper copy until scanned; retain scanned version 10 years provided audited	Paper Electronic		<input type="checkbox"/>
634	State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
635	Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
636	Check Registers – Lists of checks issued by the District	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
637	Deposit Slips/Cash Proofs – Receipts for deposit slips	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
638	Receipt Books – Receipts issued for money received.	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
639	Extra Trip Records	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
640	Monthly Financial Reports – Report generated from the system to report the financial status the District prepared on a monthly basis	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
641	Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	Retain paper copy until scanned; retain scanned	Paper Electronic		<input type="checkbox"/>

		version 4 years provided audited			
642	Service Contracts - Contracts for services provided from an outside education	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
643	State Subsidy Reports – Applications for driver education, pupil transportation and special education	Retain paper copy until scanned; retain scanned version 3 years provided audited	Paper Electronic		<input type="checkbox"/>
644	Delivery/Packing Slips	Retain paper copy until scanned; retain scanned version 1 year provided audited	Paper Electronic		<input type="checkbox"/>
645	Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order	Retain paper copy until scanned; retain scanned version 1 year after end of fiscal year	Paper Electronic		<input type="checkbox"/>
646	Non-Sufficient Fund Checks Documentation & Notifications	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
Payroll Related Records					
701	Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability	Retain paper copy until scanned; retain scanned version 7 years	Paper Electronic		<input type="checkbox"/>
702	Payroll Ledgers – Record of gross to net calculations by employee	Retain paper copy until scanned; retain scanned version 75 years	Paper Electronic		<input type="checkbox"/>
703	Earning Registers – Record of gross to net calculations by employee and by calendar year	Retain paper copy until scanned; retain scanned version 75 years	Paper Electronic		<input type="checkbox"/>
704	Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee	Retain paper copy until scanned; retain scanned version 75 years	Paper Electronic		<input type="checkbox"/>
705	Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee)	Retain paper copy until scanned; retain scanned version 7 years	Paper Electronic		<input type="checkbox"/>

706	W-2's and W-4's – Employer's copy of calendar year record of taxable earnings, a record of employee federal exemptions	Retain paper copy until scanned; retain scanned version 6 years and current provided audited	Paper Electronic		<input type="checkbox"/>
707	Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941	Retain paper copy until scanned; retain scanned version 6 years and current provided audited	Paper Electronic		<input type="checkbox"/>
708	Ohio Income Tax – Monthly and annual record of Ohio Income tax withheld and remitted IT- 4	Retain paper copy until scanned; retain scanned version 6 years and current provided audited	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
709	City Income Tax – Monthly and annual record of municipality income tax withheld and remitted	Retain paper copy until scanned; retain scanned version 6 years and current provided audited	Paper Electronic		<input type="checkbox"/>
710	School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1	Retain paper copy until scanned; retain scanned version 6 years and current provided audited	Paper Electronic		<input type="checkbox"/>
711	Payroll Reports – Payroll deduction and distribution reports	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
712	Payroll Update Listing	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
713	Payroll Calculations – Paper and electronic reports used to balance gross net calculations	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>

714	State Teachers System and School Employees Retirement System Waivers – Waiver forms for students an/or jobs not eligible for retirement withholding	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input type="checkbox"/>
715	State Employees Retirement System (SERS) - Record of SERS withholdings monthly	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
716	State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
717	Annuity Reports	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
718	Benefit Folders/Reports – Listing of employee’s benefit enrollments	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
719	Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
720	Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
721	Employee Vacation/Sick Leave Records - Records of each employee’s sick and vacation leave	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
722	Time Sheets - Record of hours worked	Retain paper copy until scanned; retain scanned version 6 years provided audited	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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723	Overtime Authorization	Retain paper copy until scanned; retain scanned version 6 years	Paper Electronic		<input type="checkbox"/>
724	Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
725	Paycheck Register – Listing of checks issued each pay	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
726	Payroll Bank Statement – Includes bank statements and reconciliation	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
727	Deduction Authorization – Forms to withhold deductions from an employee’s pay	Retain paper copy until scanned; retain scanned version Until superseded or employee terminates	Paper Electronic		<input type="checkbox"/>
728	Court Ordered Garnishments	Retain paper copy until scanned; retain scanned version 4 years after cause fully paid	Paper Electronic		<input type="checkbox"/>
Reports					
801	State Audit s /GAAP (Generally Accepted Accounting Principles) Reports– Annual financial audit reports	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
802	Special Education (S.E.) Reports – Annual	Retain paper copy until scanned; retain scanned version 7 years	Paper Electronic		<input type="checkbox"/>
803	Vocation Education (V.E.) Reports - Annual	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
804	Ohio C ommon C ore Data (OC C D) Reports: Data on revenues and expenditures per pupil made by school districts.	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>

805	Drivers Education Report	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
806	Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
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; district release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when district/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 paper copy until scanned; retain scanned version for 5 years after end of school year then destroy.	Paper Electronic		<input type="checkbox"/>
808	Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports	Retain paper copy until scanned; retain scanned version Permanently	Paper Electronic		<input checked="" type="checkbox"/>
809	Title IX Reports – Includes any required reporting as requested by state or federal agencies	Retain paper copy until scanned; retain scanned version 10 years	Paper Electronic		<input checked="" type="checkbox"/>
810	State Minimum Standards – A record of minimum standards given to the District by the State Department	Retain paper copy until scanned; retain scanned version 10 years	Paper Electronic		<input checked="" type="checkbox"/>
811	Personnel State Reports (SF-1, CS-1)	Retain paper copy until scanned; retain scanned	Paper Electronic		<input type="checkbox"/>

		version 4 years provided audited			
812	Worker's Comp Wage Reports	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
813	Worker's Comp Payroll Reports	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
814	Bank Balance Certification (Co. Auditor)	Retain paper copy until scanned; retain scanned version 5 years	Paper Electronic		<input type="checkbox"/>
815	Transportation Reports – State transportation reports, T-1 and T-2	Retain paper copy until scanned; retain scanned version 4 years provided audited	Paper Electronic		<input type="checkbox"/>
816	EMIS Reports	Retain paper copy until scanned; retain scanned version 7 years	Paper Electronic		<input type="checkbox"/>

Sch. #	Record Series and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
General Records					
901	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	Retain paper copy until scanned; retain scanned version Until Superseded	Paper Electronic		<input type="checkbox"/>
902	Executive Correspondence – Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Retain paper copy until scanned; retain scanned version 5 years; file with related records if content requires longer retention; appraise for historical value.	Paper Electronic		<input type="checkbox"/>
903	General Correspondence – Requests for information pertaining to interpretations and other misc. inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Retain paper copy until scanned; retain scanned version 2 years	Paper Electronic		<input type="checkbox"/>

904	Transient Correspondence/Material– All informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters	Retain paper copy until scanned; retain scanned version until no longer of administrative value, then destroy	Paper Electronic		<input type="checkbox"/>
905	Copies, Duplicates, Non-Records - Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	Retain paper copy until scanned; retain scanned version Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
906	Exposure Reports – Report of contact with blood or other potentially infectious materials	Retain paper copy until scanned; retain scanned version 7 years	Paper Electronic		<input type="checkbox"/>
907	Incident/Accident Reports – A report of student/employee injuries or accidents including place, time and witnesses	Retain paper copy until scanned; retain scanned version 7 years provided no action pending	Paper Electronic		<input type="checkbox"/>