



SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Olmsted Falls City School District Records Commission Tel. No.: 440-427-6000

26937 Bagley Road, P.O. Box 38010, Olmsted Falls, OH 44138 Cuyahoga
 (ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM: Olmsted Falls City School District
 (POLITICAL SUBDIVISION NAME) (UNIT)

Mans. H... Treasurer August 17, 2013
 (SIGNATURE OF RESPONSIBLE OFFICIAL) (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on August 17, 2013 as reflected by the minutes kept by this commission.

Chairman, Records Commission: [Signature] Date _____
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Connie Connor 9/13/13
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: [Signature] 9-10-13
 For the Ohio Auditor of State Date

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				<input type="checkbox"/>
1101	Minutes	Treasurer	Permanent		<input checked="" type="checkbox"/>
1101.1	Audio Tapes	Treasurer	2 Years		<input type="checkbox"/>
1102	Blue Prints, Plans, Maps	Business Office & Secretary	Permanent		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases	Treasurer	Permanent		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	Until superseded		<input type="checkbox"/>
1105	Administrative Guidelines	Superintendent and Secretary	Until superseded		<input type="checkbox"/>

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
 (POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
1106	Court Decisions	Treasurer	Permanent		<input checked="" type="checkbox"/>
1107	Claims and Litigation	Treasurer	Permanent		<input checked="" type="checkbox"/>
1201	Elections	Treasurer	10 Years		<input type="checkbox"/>
1202	Record Disposal forms (RC-3)	Treasurer	10 Years		<input type="checkbox"/>
1203	Bargaining Agreements	Treasurer	10 Years after Expiration		<input type="checkbox"/>
1204	Budget Policy Files	Treasurer	5 Years		<input type="checkbox"/>
1301	Worker's Compensation Claims	Treasurer	10 Years after Financial Payment made	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.	<input type="checkbox"/>
1302	Bank Depository Agreements	Treasurer	4 Years after Completion		<input type="checkbox"/>
1303	Organization Reports	Treasurer	2 Years**		<input type="checkbox"/>
1304	Board Meeting Notes	Treasurer	1 Year		<input type="checkbox"/>
1305	Agendas	Treasurer	1 Calendar Year**		<input type="checkbox"/>
1401	Adopted Courses of Study	Asst. Supt. and Secretary	Until Superseded		<input type="checkbox"/>
1402	Adopted Special Education Programs	Asst Supt. and Secretary	Until Superseded		<input type="checkbox"/>
1403	Adopted Special Programs	Asst. Supt. and Secretary	Until Superseded		<input type="checkbox"/>
	* After end of fiscal year ** Provided Audited				
				REV. 6/02	

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FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
<u>2000</u>	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)				<input type="checkbox"/>
2101	Certified Active Employees	Human Resources & Personnel Secy.	Permanent		<input type="checkbox"/>
2102	Classified Active Employees	“	Permanent		<input type="checkbox"/>
2103	Certificated Inactive Employees	“	Permanent****		<input type="checkbox"/>
2104	Classified Inactive Employees	“	Permanent****		<input type="checkbox"/>
2105	Civil rights, Civil Services and Disciplinary Reports	“	Permanent****		<input type="checkbox"/>
2107	Retirement Letters	“	Permanent****		<input type="checkbox"/>
2108	Substitute records	“	25 Years		<input type="checkbox"/>
2301	Employee Contracts	Treasurer	4 Years after termination from employment.		<input type="checkbox"/>
2302	Professional Conference Applications	Asst. Supt. and Secretary	2 Years**		<input type="checkbox"/>
	* After end of fiscal year ** Provided Audited *** Hard copy maintained for 3 years after audited – then microfilmed				<input type="checkbox"/>
				Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
				REV. 6/02	

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FROM : _____
 (POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 Years after contract expires		<input type="checkbox"/>
2304	Unemployment Claims	Treasurer	5 Years		<input type="checkbox"/>
2305	Unemployment	Treasurer	5 Years	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.	<input type="checkbox"/>
2306	Applications (not hired)	Director of Human Resources	1 Year**		<input type="checkbox"/>
2307	Work Calendars of Employees	Personnel Secretary	Fiscal Year Plus 2 years		<input type="checkbox"/>
2308	Student Helper Applications	Personnel Secretary	2 Years		<input type="checkbox"/>
2309	Principal Working File (internal)	Building Principal and Secretary	Until next formal appraisal (per negotiated agreement)		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms	Director of Human Resources and Secretary	Termination of employment Plus 1 Year		<input type="checkbox"/>
2401	Job Descriptions	“	Retain until Superseded or Obsolete		<input type="checkbox"/>
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 (POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
3202	Suspensions/Expulsions Suspensions/Expulsions where the discipline was taken because, while at school, on school premises, or at a school function under the jurisdiction of a school district, the student: (1) carried a weapon to or possessed a weapon; (2) knowingly possessed or used illegal drugs, or sold or solicited the sale of a controlled substance; or (3) inflicted serious bodily injury upon another person Suspensions (not addressed above) Letters to Parents Office Discipline Expulsions (not addressed above)	Bldg Secretary	Ten years after graduation; or until all appeals exhausted, whichever occurs latest. Until student leaves Elemen., Jr. High, or HS, or until all appeals exhausted, whichever occurs latest. Ten years after graduation; or until all appeals exhausted, whichever occurs latest.		<input type="checkbox"/>
3203	Psychological Records (Restricted)	Special Ed. Secy/Nurse	Permanent***		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary	Through Graduation		<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: _____ (POLITICAL SUBDIVISION NAME) _____ (UNIT)

				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.	
3301	Teacher Grade Books/Records	Bldg Secretary	3 Years**		<input type="checkbox"/>
3302	Pre-School Screening Profiles	Bldg Secretary	3 Years		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits)	Bldg Secretary	3 Years		<input type="checkbox"/>
3304	Accident Reports	Nurse/Bldg Secretary	5 years provided no action pending		<input type="checkbox"/>
3305	Individual Educational Plan(s) (IEP(s)) ETR(s)/MFE(s) Section 504 Plan(s) Intervention Record(s) Gifted Education Record(s)/Plans(s) Acceleration Plan(s)	Bldg Secretary Special Ed. Secretary	Two Years* - after graduation		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application	Bldg Secretary	4 Years		<input type="checkbox"/>
3401	Emergency Information	Bldg Secretary	Until Superseded		<input type="checkbox"/>
	* After end of fiscal year				
	*** Hard Copy maintained for 5 years after student leaves system – then microfilmed				
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(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
4000	<u>BUILDING RECORDS</u>				
4202	Tornado and Fire Drill Records	Bldg Secretary	1 year*		<input type="checkbox"/>
4203	Building Health Inspections	Bldg Secretary Head Custodian	2 years*		<input type="checkbox"/>
4301	Student Activity Records Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticket sale reports	Bldg Secretary	2 years**	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.	
4302	Receipts/Deposit Slips	Bldg Secretary	4 years**		<input type="checkbox"/>
4303	Budget/Appropriation Records	Bldg Secretary	4 years**		<input type="checkbox"/>
4304	Requisitions/Purchase Orders	Bldg Secretary	10 years*		<input type="checkbox"/>
4401	Textbook Inventories	Bldg Secretary	Until Superseded		<input type="checkbox"/>
4402	Supplies Inventory	Bldg Secretary	Until Superseded		<input type="checkbox"/>
4403	Student Handbooks	Bldg Secretary	Until Superseded		<input type="checkbox"/>
4404	Building Security – Any and all documents such as visitor logs, student sign-ins, parent sign-ins, etc.	Bldg Secretary and Principal	3 Days		<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
5000	<u>CENTRAL DEPARTMENTAL RECORDS</u>				
	<u>Administrative Offices</u>				
5201	School Calendars	Supt. Secretary	5 Years		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 Years**	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.	
5302	Prevailing Wage Records	Business Office and Secretary	4 years**		<input type="checkbox"/>
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 years**		<input type="checkbox"/>
5305	Environmental Reports and Data (asbestos, etc.)	Business Office and Secretary	4 years**		<input type="checkbox"/>
5306	Vandalism Reports	Business Office and Secretary	4 years**		<input type="checkbox"/>
5307	Student Activity Purpose Clauses	Treasurer	4 years**		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities)	Treasurer	4 years**		<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)	Business Office and Secretary	1 year**		<input type="checkbox"/>
5310	Bids and Specifications (Successful)	Business Office and Secretary	4 years after completion of Project**		<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS-LGRP
	<u>Special Education Department</u>				
5221	Special Education Tutoring Reports	Special Ed. Secretary	2 years after graduation		<input type="checkbox"/>
5222	Individual Educational Plan(s) (IEP(s))	Bldg Secretary SpEd Secretary	2 years after graduation		<input type="checkbox"/>
5223	Psychological Records (Restricted)	SpEd Secretary	2 years after graduation		<input type="checkbox"/>
	<u>Transportation Department</u>				
5340	Driver Physical	Transportation <input type="checkbox"/> Secretary	2 years after termination	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.	<input type="checkbox"/>
5341	Fuel Consumption Data	Transportation Secretary	4 years**		<input type="checkbox"/>
5342	Transportation Records	Transportation Secretary	4 years**		<input type="checkbox"/>
5343	Field Trip forms and Volunteer Driver forms	Transportation Secretary	Fiscal year Plus 2 years		<input type="checkbox"/>
5441	Accident Reports	Transportation Secretary	3 years provided no action pending		<input type="checkbox"/>
5442	Vehicle Registration	Treasurer's Office	Life of Vehicle		<input type="checkbox"/>
5443	Vehicle License	Treasurer's Office	1 year after termination		<input type="checkbox"/>
5445	Driver Certification	Transportation Secretary	1 year after termination		<input type="checkbox"/>
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6000	<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	Treasurer	5 years**	<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 years**	<input type="checkbox"/>
6103	Bond Register	Treasurer	20 years after issue expires	<input type="checkbox"/>
6104	Securities	Treasurer	Permanent***	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.
6201	Investment Ledger	Treasurer	5 years**	
6202	Foundation Distribution	Treasurer	5 years**	
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	5 years**	
6204	Budgets (Annual)	Treasurer	5 years**	
6205	Insurance Policies	Treasurer	15 years after Expiration Provided all Claims settled	<input type="checkbox"/>
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6206	Contracts	Treasurer	15 years after Expiration		<input type="checkbox"/>
6207	Bonds and Coupons	Treasurer	Until Redeemed**		<input type="checkbox"/>
6208	Accounts Payable Ledgers	Treasurer	5 years**		<input type="checkbox"/>
6209	Accounts Receivable Ledgers	Treasurer	5 years**		<input type="checkbox"/>
6210	Budget Work Papers	Treasurer	5 years**		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders	Treasurer	10 years**		<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc.	Treasurer	10 years**	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.	<input type="checkbox"/>
6213	Federal Program Files Title I, II, III, IV-B, IV-C, & CI-B; Chapter 1, 2; Drug Free, etc.	Treasurer	10 years**		<input type="checkbox"/>
6214	Travel Expense Vouchers	Treasurer	10 years**		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 years**		<input type="checkbox"/>
	** Provided Audited				

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6216	State Reimbursement Settlement Sheets	Treasurer	5 years*		<input type="checkbox"/>
6217	Unemployment Claims	Treasurer	5 years		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds	Treasurer	5 years		<input type="checkbox"/>
6219	Certificate of Estimated Resources	Treasurer	15 years after Expiration		<input type="checkbox"/>
6220	Appropriation Resolution	Treasurer	5 years		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual)	Treasurer	5 years		<input type="checkbox"/>
6301	Cancelled Checks and Bank Settlements	Treasurer	4 years**	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.	<input type="checkbox"/>
6302	Publication Notice	Treasurer	4 years**		<input type="checkbox"/>
6303	Tuition Fees and Payments	Treasurer	4 years**		<input type="checkbox"/>
6304	School Finance (S.F.) Monthly Statements	Treasurer	4 years**		<input type="checkbox"/>
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	Treasurer	4 years**		<input type="checkbox"/>
6306	Travel Expense Reports	Treasurer	10 years**		<input type="checkbox"/>
6307	State Sales Tax Reports	Treasurer	4 years**		<input type="checkbox"/>
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6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Treasurer 4 years**		<input type="checkbox"/>
6309	Check Registers	Treasurer 4 years**		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs	Treasurer 4 years**		<input type="checkbox"/>
6311	Bids and Specifications (Unsuccessful)	Treasurer 1 year**		<input type="checkbox"/>
6312	Bids and Specifications (Successful)	Treasurer 4 year after completion of project**		<input type="checkbox"/>
6313	Receipt Books	Treasurer 4 years**	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.	<input type="checkbox"/>
6314	Extra Trip Records	Treasurer 4 years**		<input type="checkbox"/>
6315	Monthly Financial Reports	Treasurer 4 years**		<input type="checkbox"/>
6316	Accounting Data	Treasurer 4 years**		<input type="checkbox"/>
6317	Service Contracts	Treasurer 4 years**		<input type="checkbox"/>
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, etc.	Treasurer 3 years**		<input type="checkbox"/>
6319	Delivery/Packing Slips	Treasurer 1 year**		<input type="checkbox"/>
6401	Requisitions	Treasurer 1 year*		<input type="checkbox"/>
	*After end of fiscal year ** Provided Audited			
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7000	<u>PAYROLL RELATED</u>			
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Treasurer	Permanent***	<input type="checkbox"/>
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer	Permanent***	<input type="checkbox"/>
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement service, etc.	Treasurer	Permanent**	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.
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 years	
7301	W-2's, W-4's (Employer copy)	Treasurer	6 years and Current**	
7302	Federal Income Tax (Quarterly/Annual)	Treasurer	6 years and Current**	<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 years and Current**	<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual)	Treasurer	6 years and Current**	<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual)	Treasurer	6 years and Current**	<input type="checkbox"/>
7306	Payroll Reports Reports used for East payroll – Computer generated	Treasurer	4 years**	<input type="checkbox"/>
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7307	Payroll Update Listing Treasurer	4 years**		<input type="checkbox"/>
7308	Payroll Calculations Treasurer	4 years**	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.	<input type="checkbox"/>
7309	State Teachers System And School Employees Retirement System Waivers Treasurer	Permanent**		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Reports Treasurer	4 years**		<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 years**		<input type="checkbox"/>
7312	Annuity Reports Treasurer	4 years**		<input type="checkbox"/>
7313	Benefit Folders/Reports Treasurer	4 years**		<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave) Treasurer	4 years**		<input type="checkbox"/>
7315	Deduction Reports Voluntary payroll Deductions Treasurer	4 years**		<input type="checkbox"/>
7316	Employee Vacation/ Sick Leave Records Treasurer	4 years**		<input type="checkbox"/>
7317	Time Sheets Treasurer	6 years**		<input type="checkbox"/>
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8000	<u>REPORTS</u>				
8201	State Audit Reports	Treasurer	5 years		<input type="checkbox"/>
8202	#59, #659 and #4502	Treasurer	5 years		<input type="checkbox"/>
8203	#25 and #625	Treasurer	5 years		<input type="checkbox"/>
8204	School Finance (S.F.)Reports – annual	Treasurer	5 years		<input checked="" type="checkbox"/>
8205	Special Education (S.E.) Reports – annual	Sp Ed Secretary Asst. Supt. Secretary	7 years		<input checked="" type="checkbox"/>
8208	Drivers Education Reports	Treasurer	5 years		<input type="checkbox"/>
8211	Civil Rights Reports	Assistant Superintendent	Permanent***		<input checked="" type="checkbox"/>
8212	Title IX Reports	“ “	10 years		<input checked="" type="checkbox"/>
8213	SM-1 & SM-2 (Annual and Quarterly)	Treasurer	10 years		<input checked="" type="checkbox"/>
8214	State Minimum Standards	Asst. Superintendent	10 years		<input checked="" type="checkbox"/>
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(UNIT)

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8301	Personnel State Reports (Currently SF-1, CS-1)	Dir. Of Human Resources & Personnel Secretary	4 years**	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.	
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 years		<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years		<input type="checkbox"/>
8304	Transportation Reports	Transportation Secretary	4 years**		<input type="checkbox"/>
9000	<u>Other</u>				
9101	Personnel Directory	Dir. Of Human Resources and Personnel	10 years		<input checked="" type="checkbox"/>
9102	Enrollment Record (By grade and building)	Supt Secretary	Permanent***		<input type="checkbox"/>
9202	School Calendars	Supt Secretary	5 years		<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 years*		<input type="checkbox"/>
9402	Employee Handbooks	Supt Secretary	Until Superseded		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State And Federal Governmental Agencies	All Secretaries	Until Superseded		<input type="checkbox"/>
9404	Attendance Records	All Secretaries	Until Superseded		<input type="checkbox"/>

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

9405	Transient Material – All information of a temporary nature and/or temporary messages and notes, including, but not limited to, e-mail and voice mail messages, and all drafts used in the production of public records for which a final product has been produced	All Secretaries and Administrators	Retain until no longer of administrative value and then destroy		<input type="checkbox"/>
	* After end of fiscal year ** Provided Audited *** Hard Copy maintained for 5 years, then microfilmed				
			REV. 6/02		