



Ohio Historical Society  
State Archives of Ohio

Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

## INSTRUCTIONS—RC-2

### Section A: Local Government Unit

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

### Section B: Records Commission

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

### Section C: Ohio Historical Society – State Archives

- The reviewing agent from Ohio Historical Society Local Government Records Program (OHS-LGRP) will indicate on your RC-2 which records series will require a Certificate of Records Disposal (RC-3) prior to disposal.
- They will sign the form and forward it to the Auditor of State's Office.

### Section D: Auditor of State

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

### Section E: Records Retention Schedule

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

### GENERAL INSTRUCTIONS:

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

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

[localrecs@ohiohistory.org](mailto:localrecs@ohiohistory.org) OR The Ohio Historical Society  
State Archives of Ohio  
Local Government Records Archivist  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2497

--- The OHS-LGRP will review this RC-2 and forward it to the Auditor of State's Records Officer, Columbus.

--- This RC-2 is in effect when all signatures have been affixed to it. OHS-LGRP will return a copy of the approved form to the Records Commission. *The local records commission and the originating office should retain permanent copies of the form to document legal disposal of public records.*

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



## RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

**Section A: Local Government Unit**

Worthington City School District  
 (local government entity) \_\_\_\_\_ (unit)

\_\_\_\_\_  
 (signature of responsible official)      Jeffrey S. McCuen, Treasurer/CFO      March 20, 2012  
 (name)      (title)      (date)

**Section B: Records Commission**

Worthington City Schools      614.450.6121  
 Records Commission      (telephone number)

200 E. Wilson Bridge Road, Worthington, OH 43085      Franklin  
 (address)      (city)      (zip code)      (county)

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

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

\_\_\_\_\_  
 Records Commission Chair Signature      Date

**Section C: Ohio Historical Society - State Archives**

\_\_\_\_\_  
 Signature      Title      Date

**Section D: Auditor of State**

\_\_\_\_\_  
 Signature      Date

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

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**Section E: Records Retention Schedule**

**Worthington City Schools**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
<b>1000</b>	<b><u>Board &amp; Administrative Records</u></b>				
<b>1101</b>	Board meeting Minutes Treasurer Records all actions taken by the Board of Educ.	<b>Permanent</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1101.1</b>	Board meeting electronic recordings Treasurer Audio recording of regular board meetings	<b>2 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>1102</b>	Blue Prints, Plans, Maps Business Office and Secretary Schematic drawings of facilities and property	<b>Permanent</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1103</b>	Deeds, Easements, Leases Treasurer	<b>Permanent</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1104</b>	Board Policy Books and Other Adopted Policies Superintendent and Secretary	<b>1 year after superseded</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1105</b>	Administrative Regulations Superintendent	<b>1 year after superseded</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1106</b>	Court Decision Treasurer	<b>Permanent</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1107</b>	Claims and Litigation Treasurer	<b>5 years after closed</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1201</b>	Elections Treasurer	<b>10 years</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1202</b>	Record Disposal forms (RC-3) Treasurer	<b>10 years</b>	<b>Paper</b>		<input type="checkbox"/>
<b>1203</b>	Bargaining Agreements Treasurer	<b>10 years after expiration</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>1204</b>	Budget Policy Files Treasurer	<b>5 years</b>	<b>Paper</b>		<input type="checkbox"/>

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1301	Worker's Compensation Claims Treasurer	7 years	Electronic		<input type="checkbox"/>
1302	Bank Depository Agreements Treasurer	4 years after completion	Electronic		<input type="checkbox"/>
1303	Organization Reports Treasurer	2 years**	Paper		<input type="checkbox"/>
1304	Board Meeting Notes Treasurer	1 year	Paper		<input type="checkbox"/>
1305	Agendas Treasurer	1 calendar year**	Paper		<input type="checkbox"/>
1401	Adopted Courses of Study Superintendent and Secretary	Until Superseded	Electronic		<input type="checkbox"/>
1402	Adopted Special Education Programs Superintendent and Secretary	Until Superseded	Electronic		<input type="checkbox"/>
1403	Adopted Special Programs Superintendent and Secretary	Until Superseded	Electronic		<input type="checkbox"/>
1450	Email & Voice mail (General)	Discretion- ary	Electronic		<input type="checkbox"/>
1451	Email & Voice mail (Critical) Treasurer	2 years	Electronic		<input type="checkbox"/>

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<b>2000</b>	<b><u>Human Resources</u></b>				
	(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).				
<b>2101</b>	Certified Active Employees Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2102</b>	Classified Active Employees Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2103</b>	Certificated Inactive Employees Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2104</b>	Classified Inactive Employees Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2105</b>	Civil Rights, Civil Services and Disciplinary Reports Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2107</b>	Retirement Letters Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2108</b>	Substitute Records Asst. Supt, Personnel Secretary	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>2303</b>	Irregular Employee Contracts (Substitutes) Treasurer	<b>4 years after contract expires</b>	<b>Paper</b>		<input type="checkbox"/>
<b>2304</b>	Unemployment Claims Treasurer	<b>5 years</b>	<b>Paper</b>		<input type="checkbox"/>
<b>2306</b>	Applications (hot hired) Asst. Supt., Personnel and Secretary	<b>2 years**</b>	<b>Paper</b>		<input type="checkbox"/>

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2307	Schedule of Employees Asst. Supt., Personnel and Secretary	Fiscal Year plus 2 Years	Paper		<input type="checkbox"/>
2308	Student Helper Applications Asst. Supt., Personnel and Secretary	2 years	Paper		<input type="checkbox"/>
2309	Teacher Personnel Reports (Internal) Asst. Supt., Personnel and Secretary	Fiscal Year plus 1 Year	Paper		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms Asst. Supt., Personnel and Secretary	Termination of Employ. plus 1 year***	Electronic		<input type="checkbox"/>
2401	Job Description Asst. Supt., Personnel and Secretary	1 year after superseded	Paper		<input type="checkbox"/>
<b>3000</b>	<b><u>STUDENT RECORDS</u></b>				
3101	Student Records Folders Bldg. Secretary Enrollment/Withdrawal Birth Certificate Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Home Schooled Student Records	2 years  Permanent***	Paper  Electronic		<input type="checkbox"/> <input type="checkbox"/>
3102	Office Record Card (K-9) Bldg. Secretary	2 years  Permanent***	Paper  Electronic		<input type="checkbox"/> <input type="checkbox"/>
3201	Health/Medical Records – Nurse/Bldg. Sec. Visual Screening Hearing Screening Immunization Records	7 years after Graduation***	Electronic		<input type="checkbox"/>

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3202	Discipline Records Bldg. Secretary Letters to Parents Office Discipline	1 year after Student Leaves School	Paper		<input type="checkbox"/>
3203	Psychological Records (Restricted) Special Ed. Secretary/Nurse	Permanent***	Electronic		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters Bldg. Secretary	Through Graduation	Electronic		<input type="checkbox"/>
3301	Teacher Grade Books/Records Bldg. Secretary	3 years***	Electronic		<input type="checkbox"/>
3302	Pre-School Screening Profiles Bldg. Secretary	3 years	Paper		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits) Bldg. Secretary	3 years	Paper		<input type="checkbox"/>
3304	Accident Reports Nurse/Bldg. Secretary	5 years Provided no action pending	Paper		<input type="checkbox"/>
3305	Individual Education Plan (IEP) Bldg. Secretary/Special Ed. Secretary	2 years  Permanent	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
3306	Free/Reduced Price Lunch Application Bldg. Secretary	4 years	Electronic		<input type="checkbox"/>
3401	Emergency Information Bldg. Secretary	Until superseded	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>

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<b>4000</b>	<b><u>BUILDING RECORDS</u></b>				
<b>4202</b>	Tornado and Fire Drill Records Bldg. Secretary	<b>1 year*</b>	<b>Paper</b>		<input type="checkbox"/>
<b>4203</b>	Building Health Inspections Bldg. Secretary	<b>2 years*</b>	<b>Paper</b>		<input type="checkbox"/>
<b>4301</b>	Student Activity Records – Bldg. Secretary Pay-in forms Pay-out forms Account forms/Dist. Ticked sale reports	<b>2 years**</b>	<b>Paper</b>		<input type="checkbox"/>
<b>4401</b>	Textbook Inventories Bldg. Secretary	<b>Until superseded</b>	<b>Paper</b>		<input type="checkbox"/>
<b>4402</b>	Supplies Inventory Bldg. Secretary	<b>Until Superseded</b>	<b>Paper</b>		<input type="checkbox"/>
<b>4403</b>	Student Handbooks Bldg. Secretary	<b>Until Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>
	<b><u>Special Education Department</u></b>				
<b>5221</b>	Special Education Tutoring Reports Special Ed. Secretary	<b>2 years</b>  <b>10 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5222</b>	Individual Educational Plan (IEP) Special Ed. Secretary	<b>2 years</b>  <b>Permanent</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5223</b>	Psychological Records (Restricted) Special Ed. Secretary	<b>Permanent</b>	<b>Electronic</b>		<input type="checkbox"/>

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<b>5000</b>	<b><u>CENTRAL DEPT. RECORDS</u></b>  <u>Administrative Offices</u>				
<b>5301</b>	Repair, Installation and Maintenance Records Business Office and Secretary	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5302</b>	Prevailing Wage Records Business Office and Secretary	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5303</b>	Rental Information (Use of Facilities) Business Office and Secretary	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5304</b>	Work Orders Business Office and Secretary	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5305</b>	Environmental Reports and Data (asbestos, etc.) Business Office and Secretary	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5306</b>	Vandalism Reports Business Office and Secretary	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5307</b>	Student Activity Purpose Clauses Treasurer	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5308</b>	Sales Potential Forms (Student Activities) Treasurer	<b>2 years</b>  <b>4 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>5309</b>	Bids and Specifications (Unsuccessful) Treasurer	<b>1 year</b>	<b>Paper</b>		<input type="checkbox"/>
<b>5310</b>	Bid and Specifications (Successful) Treasurer	<b>4 years after completion of project</b>	<b>Paper</b>		<input type="checkbox"/>
<b>5311</b>	Contractor Files (Resolutions, additions, drawing, etc.) Business Office and Secretary	<b>Until Project Complete, if No Action Pending**</b>	<b>Paper</b>		<input type="checkbox"/>

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	<u>Transportation Department</u>				
5340	Driver Physical, Transportation Secretary	2 years after termination	Paper		<input type="checkbox"/>
5341	Fuel Consumption Data Transportation Secretary	4 years**	Electronic		<input type="checkbox"/>
5342	Transportation Records Transportation Secretary	4 years**	Electronic		<input type="checkbox"/>
5343	Field Trip forms and Volunteer Driver forms Transportation Secretary	Fiscal Year plus 2 yrs.	Paper		<input type="checkbox"/>
5441	Accident Reports Transportation Secretary	3 years Provided no action pending	Electronic		<input type="checkbox"/>
5442	Vehicle Registration Business Office and Secretary	Life of Vehicle	Paper		<input type="checkbox"/>
5443	Vehicle License Business Office and Secretary	1 year after termination	Paper		<input type="checkbox"/>
5445	Driver Certifications Transportation Secretary	1 year after termination	Paper		<input type="checkbox"/>
5446	Supplies Inventory Transportation Secretary	Until Superseded	Paper		<input type="checkbox"/>
5447	Vehicle Defect Report Transportation	Life of Vehicle	Electronic		<input type="checkbox"/>

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	<b><u>Food Service Department</u></b>				
5561	Food Service Records Cafeteria Supervisor Menus Food Production Milk Sold Students Served	1 year*  5 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
5562	Lunchroom Records Cafeteria Supervisor Cash Register Tapes Cashier's Daily Reports	1 year*  5 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
5563	Lunchroom Reports Cafeteria Supervisor (Free and Reduced Lunch)	1 year*  5 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
5565	Lunchroom License Cafeteria Supervisor	1 year after expiration	Paper		<input type="checkbox"/>
5564	Inventories Cafeteria Supervisor	Until Superseded			<input type="checkbox"/>

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<b>6000</b>	<b><u>FINANCIAL RECORDS</u></b>				
<b>6101</b>	Annual Financial Reports Treasurer Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail reports	<b>2 years**</b>  <b>5 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>6102</b>	Activity Fund Cash Journal and Ledger Treasurer	<b>2 years**</b>  <b>5 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>6103</b>	Bond Register Treasurer	<b>5 years After Issue Expires</b>	<b>Paper</b>		<input type="checkbox"/>
<b>6104</b>	Securities Treasurer	<b>2 years**</b>  <b>5 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>6201</b>	Investment Ledger Treasurer	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>6202</b>	Foundation Distribution Treasurer	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>

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6203	Tax Settlements Treasurer	5 years	Paper		<input type="checkbox"/>
6204	Budgets (Annual) Treasurer	5 years	Electronic		<input type="checkbox"/>
6205	Insurance Policies Treasurer	5 years After expiration provide claims settled	Paper (Open)  Electronic (once settled)		<input type="checkbox"/>  <input type="checkbox"/>
6206	Contracts Treasurer	5 years	Electronic		<input type="checkbox"/>
6207	Bond and Coupons Treasurer	Until Redeemed ***	Paper		<input type="checkbox"/>
6210	Budget Work papers	2 years	Electronic		<input type="checkbox"/>
6211	Vouchers, Invoices, and Purchase Orders Treasurer	2 years**  10 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
6212	State Program Files Treasurer Aux Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	2 years**  10 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
6213	Federal Program Files, Treasurer Title I, II, III, IV-B, IV-C & VI-B; Chapter 1, 2; Drug Free, etc.	2 years**  10 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>
6215	Tax Anticipation Notes, Treasurer (Records borrowing against future tax collections)	2 years**  10 years	Paper  Electronic		<input type="checkbox"/>  <input type="checkbox"/>

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6216	State Reimbursement Settlements, Treasurer	2 years** 5 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
6217	Unemployment Claims, Treasurer	2 year** 5 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds, Treasurer	2 years** 5 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
6219	Certificate of Estimated Resources, Treasurer	2 years** 5 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
6220	Appropriation Resolutions, Treasurer	2 years** 5 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
6222	Tax Apportionments, Treasurer	2 years** 5 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
6301	Canceled Checks and Bank Statements, Treasurer	4 years	Electronic		<input type="checkbox"/>
6302	Publication Notice, Treasurer	4 years	Paper		<input type="checkbox"/>
6303	Tuition Fees and Payments, Treasurer	4 years	Paper		<input type="checkbox"/>

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**Local Government Records Program**

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 Columbus, Ohio 43211-2497

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
6304	School Finance Monthly Statements, Treasurer	2 years	Electronic		<input type="checkbox"/>
6305	Investment Records, Treasurer (May include individual record of investments, bank confirmations, wire transfers, copy of CD, etc.)	4 years	Electronic		<input type="checkbox"/>
6308	Student Activity Fund, Treasurer (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6309	Check Registers, Treasurer	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs, Treasurer	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6311	Bids and Specifications, Treasurer (Unsuccessful)	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6312	Bids and Specifications, Treasurer (Successful)	2 years after completion of project**	Paper		<input type="checkbox"/>
6313	Receipt Books, Treasurer	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6314	Extra Trip Records, Treasurer	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6315	Monthly Financial Reports, Treasurer	4 years	Electronic		<input type="checkbox"/>
6316	Accounting Data, Treasurer	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6317	Service Contracts, Treasurer	2 years**	Paper		<input type="checkbox"/>
		4 years	Electronic		<input type="checkbox"/>
6319	Delivery/Packing Slips, Treasurer	1 year**	Paper		<input type="checkbox"/>

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<b>7000</b>	<u>PAYROLL RELATED</u>				
<b>7001</b>	Payroll Ledgers, Treasurer Bi-Weekly Payroll Reports, Quarterly Payroll Reports	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7102</b>	Earnings Registers, Treasurer By Staff Member By Calendar	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7103</b>	Monthly Payroll Reports, Treasurer Leave usage and Accumulation, Retirement service, etc.	<b>2 years</b>  <b>Permanent***</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7201</b>	Bureau of Employment Service Quarterly Reports, Treasurer	<b>2 years</b>  <b>7 years</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7301</b>	W-2's, W-4's, Treasurer (Employer copy)	<b>2 years</b>  <b>6 years and Current**</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7302</b>	Federal Income Tax, Treasurer (Quarterly/Annual)	<b>2 years</b>  <b>6 years and Current**</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7303</b>	Ohio Income Tax, Treasurer (Monthly/Annual)	<b>2 years</b>  <b>6 years and Current**</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>
<b>7304</b>	City Income Tax, Treasurer (Monthly/Annual)	<b>2 years</b>  <b>6 years and Current**</b>	<b>Paper</b>  <b>Electronic</b>		<input type="checkbox"/>  <input type="checkbox"/>

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7305	School Income Tax, Treasurer (Monthly/Annual)	2 years  6 years and Current**	Paper  Electronic		<input type="checkbox"/>
7306	Payroll Reports, Treasurer Reports used for Each payroll- Computer generated	2 years**  4 years	Paper  Electronic		<input type="checkbox"/> <input type="checkbox"/>
7307	Payroll Update Listing, Treasurer	4 years**	Paper		<input type="checkbox"/>
7308	Payroll Calculations, Treasurer	4 years**	Paper		<input type="checkbox"/>
7309	State Teachers System, Treasurer and School Employees Retirement System Waivers	Permanent***			<input type="checkbox"/>
7310	State Employees, Treasurer Retirement System (SERS) Reports	4 years**	Paper		<input type="checkbox"/>
7311	State Teachers, Treasurer Retirement System (STRS) Reports	4 years**	Paper		<input type="checkbox"/>
7312	Annuity Reports, Treasurer	4 years**	Paper		<input type="checkbox"/>
7313	Benefit Folders/Reports, Treasurer	4 years**	Paper		<input type="checkbox"/>
7314	Employee Request and/or Treasurer Authorization for Leave Forms (Sick, Vacation, Personal, or other leave)	4 years**	Electronic		<input type="checkbox"/>
7315	Deduction Reports, Treasurer Voluntary payroll Deductions	4 years**	Paper		<input type="checkbox"/>

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7316	Employee Vacation/ Sick Leave Records, Treasurer	4 years**	Electronic		<input type="checkbox"/>
7317	Time Sheets, Treasurer	6 years**	Paper		<input type="checkbox"/>
7318	Overtime Authorization, Treasurer	6 years	Paper		<input type="checkbox"/>
7319	Employee Insurance Bills, Treasurer Medical Dental Life	2 years** 4 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
7323	Paycheck Register, Treasurer	2 years** 4 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
7324	Payroll Bank Statement, Treasurer	2 years** 4 years	Paper Electronic		<input type="checkbox"/> <input type="checkbox"/>
7401	Deduction Authorization, Treasurer	Until Superseded or Employee Terminated			<input type="checkbox"/>

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<b>8000</b>	<b>REPORTS</b>				
<b>8201</b>	State Audit Reports, Treasurer	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8204</b>	School Finance, Treasurer (S.F.) Reports-annual	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8205</b>	Special Education (S.E.) Reports-annual Special Ed. Sec. Supt. Sec.	<b>7 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8206</b>	Vocation Education (V.E.) Reports-annual Vocational Sec. Supt. Sec.	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8207</b>	Ohio Common Core Data (OCCD) Reports Supt. Sec.	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8209</b>	Ohio Department of Education (ODE) Reports Bldg. Sec.	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8211</b>	Civil Rights Reports Supt. Sec.	<b>Permanent***</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>8212</b>	Title IX Reports Supt. Sec.	<b>10 years</b>	<b>Electronic</b>		<input type="checkbox"/>

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<b>9000</b>	<b><u>Other</u></b>				
<b>9101</b>	Personnel Directory Supt. Sec.	<b>10 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>9102</b>	Enrollment Record (By grade and building) Supt. Sec.	<b>Permanent**</b> <b>*</b>	<b>Electronic</b>		<input type="checkbox"/> <input type="checkbox"/>
<b>9202</b>	School Calendars Supt. Sec.	<b>5 years</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>9203</b>	Building, Boiler, Maintenance Reports Business Office and Sec.	<b>2 years*</b>	<b>Paper</b>		<input type="checkbox"/>
<b>9402</b>	Employee Handbooks Supt. Sec.	<b>Until</b> <b>Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>
<b>9403</b>	Directives, Standards, Laws for Local, State And Federal Governmental Agencies All Secretaries	<b>Until</b> <b>Superseded</b>	<b>Paper</b>		<input type="checkbox"/>
<b>9404</b>	Attendance Records	<b>Until</b> <b>Superseded</b>	<b>Electronic</b>		<input type="checkbox"/>

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