

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

- (1) To: Ohio Historical Society
- (2) From: Cleveland Municipal School District Records Commission (216) 858-1324 Telephone Number
- (3) Certification: No record shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim, or action. When records listed on this form are to be electronically maintained and the originals destroyed, please stipulate.

Authorized department official Janey J. Johnson 4/4/12
 Name, Title Date

(4) Approvals:
 Chairman, Records Commission [Signature] 4/4/12
 Name Date

Ohio Historical Society: Connie Connor 4/25/12
 Name Date

Auditor of State: Martin E. Marsh 5-23-12
 Name Date

Column (7) Retention Period (shown below for each record listed) identifies the length of time the District will retain either the original hard paper copy of the record, or, at the District's discretion, a digitized, stored and retrievable electronic copy of the record. Unless otherwise noted, digitized records are not required to be kept longer than the retention period stated in Column (7) below.

The District may initially create digital records and/or may immediately digitize hard paper copy records, at its discretion. The District's options are as follows:

- 1) If the District chooses to immediately digitize a new record or initially create only a digital record, then the digital copy will be stored in a retrievable format for the length of time stated in Column (7) and then destroyed. Any prior hard paper copies will be destroyed after sending in a Certificate of Records Disposal (RC3).
- 2) If however, the District chooses to retain hard paper copies, then those hard copies will be retained for the time period stated in Column (7) and either destroyed and/or permanently digitized and stored in a retrievable format, at the District's discretion after sending a Certificate of Records Disposal (RC3).

Approval of this Schedule of Records Retention and Disposition by the District's Records Commission, the Ohio Historical Society and the Ohio Auditor of State, or, the failure to respond within the statutory time period for approval, shall be automatically deemed as the approval to destroy any hard paper copies or digitally stored and retrievable copies as outlined above and in accordance with this Schedule without any further action or approval being necessary by the District's Records Commission, the Historical Society and the Auditor of State.

(5) Schedule Number	(6) Record Title and Description	Department/School	(7) Retention Period	(8) For use by approving agencies
1000	<u>BOARD AND ADMINISTRATIVE RECORDS</u>			
1101	Administrative Regulations	Board Office Office of Legal Affairs	15 years After Superseded	
1102	Board Policy Books and Other Adopted Policies	Board Office Office of Legal Affairs	15 years After Superseded	

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1104	Claims and Litigation	Office of Legal Affairs	Permanent	RC-3 Required by OHS
1105	Court Decisions	Office of Legal Affairs	Permanent	RC-3 Required by OHS
1106	Blueprints, Plans, Maps	Plant Mgmt and Operations	Permanent	RC-3 Required by OHS
1107	Deeds, Easements, Leases, Abstracts	Chief Financial Officer (CFO)	Permanent	RC-3 Required by OHS
1108	Minutes	CFO	Permanent	RC-3 Required by OHS
1201	Agendas	CFO	1 calendar year	
1202	Agreements (Bargaining and other)	CFO	20 years	
1203	Audio Tapes of Board Meetings	Board Office	2 years after end of fiscal year	
1204	Board Meeting Notices	CFO	1 year	
1205	Budget Policy Files	CFO	5 years	
1206	Records Commission (Record Disposal)	CFO	Permanent	
1207	Worker's Compensation	CFO/HR	10 years after final payment is made	
1301	Organization Reports	Purchasing	2 years (2)	
1302	Bank Depository Agreements	CFO	4 years after Completion (1)	
1401	Adopted Courses of Study	Chief Academic Officer (CAO)	2 years after end of fiscal year	
1402	Adopted Special Programs	CAO	Until Superseded	
1403	Adopted Special Education Programs	Purchasing	Until Superseded	
<u>2000</u>	<u>EMPLOYEE RECORDS</u>			
2100	Employee files include employment applications, contract/salary notices, evaluations, personnel actions, absence certification, transcripts, personnel interview data, and any other documents that become part of the file.	Human Resources (HR)	Permanent	
2101	Certificated Active Employees	Human Resources (HR)	Permanent	
2102	Certificated Inactive Employees	HR	Permanent	
2103	Civil Rights	Office of Legal Affairs	Permanent (3)	

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.

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2104	Civil Service Reports	HR	Permanent	
2105	Classified Inactive Employees	HR	Permanent (3)	
2106	Classified Active Employees	HR	Permanent (3)	
2107	I-9 Immigration Verification Forms	HR	3 years after date of hire or 1 year after date termination, whichever is later	
2108	Job Descriptions	HR	Permanent	
2109	Leaves of Absence Forms	HR	Permanent	
2110	Retirement Letters	HR	Permanent (3)	
2111	Separation Records (Resignations etc.)	HR	1 year from date of personnel action (1)	
2112	Substitute Records	HR	Permanent	
2113	Employee Disciplinary Records	HR	Permanent	
2201	Payroll Sign-In Sheets	All Schools/Depts	3 years	
2202	Payroll Time Sheets	All Schools/Depts	3 years	
2203	Sick Leave Forms	All Schools/Depts	3 years	
2204	Vacation Request Forms	All Schools/Depts	3 years	
2205	Employee Contracts and Salary Notices	HR	Permanent	
2206	Employee Request Forms	HR	10 years	
2207	Evaluations	HR	10 years	
2208	Irregular Employee Contracts(e.g.substitute)	HR	4 years after contract expires	
2209	Job Postings Records	HR	1 year from date of personnel action	
2301	Applications (not hired)	HR	2 years-digitalize and keep electronic copy permanently	
2302	Student Helper Applications	HR	2 years (1)	
2303	Unemployment Records	HR	4 years (1)	
2304	Unemployment Claims	HR	4 years after final claim is paid (1)	

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3000	<u>STUDENT RECORDS</u>			
3101	Closed Schools Student Records (Record Center)	HR	Permanent (2)	
3102	Student Census Records (1907-1966) (Record Center)	HR	Permanent	RC-3 Required by OHS
3104	Student Record Folders - Enrollment/Withdrawal Information - Grades/Transcripts - Activities Record - Attendance Records - Individual Test Results (Standardized, Competency, Proficiency, Aptitude) - Intervention Records - Foreign Exchange Records - Suspensions/Expulsions	Schools	Permanent (2)	
3105	Cosmetology Records	Vocational Education	Permanent (2)	
3201	Individual Test Results on Computer Tape: - Title I - Ohio Proficiency - California Achievement Tests	CAO	2 years Hard Copy Permanent Electronic Copy	
3202	Student Enrollment Log	Bilingual/ESL/ESL/ESL	10 years-Hard copy 10years-electronic copy	
3203	Student Transfer Forms	Student Assignments	5 years	
3204	Student Enrollment Forms	Student Assignments	5 years	
3205	Student Assignment Notice and Application Forms	Student Assignments	6 months	
3206	Student Data Maintenance Forms	Student Assignments	1 year	
3207	Evaluation Team Report (ETR)	Special Education	7 years	
3208	Professional Service Delivery Documentation (Medicaid)	Special Education	7 years	
3209	Psychological Records	Special Education	Permanent (2)	
3211	Child Abuse/Neglect Referral Letters	Schools	Through Graduation	
3212	Discipline Records - Letters to Parents - Office Discipline - Corporal Punishment - Reporting Form - Incident Report - Intent to Suspend - Emergency Removal	Schools	Until Student leaves K-8 or HS plus 1 year	

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3213	Health/Medical Records - Visual Screening - Hearing Screening - Immunization Records	Schools	7 years after graduation	
3214	Individual Education Plan	Special Education	Permanent (2)	
3301	Age and Schooling Records (Work Permits)	Schools	3 years (1)	
3302	Pre-School Screening Profiles	Schools	3 years (1)	
3303	Teacher Grade Book/Records	Schools	5 years	
3401	Enrollmen record-Language minority students	Bilingual/ESL	Through Graduation	
3402	Individual Test Results	Bilingual/ESL	Through Graduation	
3403	Student Master File Reports	Student Assignments	Until Superceded	
3404	Emergency Information	Schools	Until Student leaves K-8 or HS plus 1year	
3405	Student Photo Identification	Safety & Security	Graduation plus 1 year	
4000	<u>BUILDING RECORDS</u>			
4101	Cash Fund Ledgers	CFO	Permanently kept in electronic format	
4201	Accidental Injury - Employee	Safety & Security/HR	5 years provided no action pending	
4202	Attendance Excuse Notes from Parents	Schools	End of school year (1)	
4203	Authorization - III Students Transported	Schools	5 years (1)	
4204	Average Daily Membership Records	Schools	5 years (1)	
4205	Building Health Inspections	Schools	5 years	
4206	Permission Slips	Schools	End of school year	
4209	Tornado and Fire Drill Records	Schools/ Safety & Security	2 years 1 year plus current	
4301	Bank Distribution Form	Schools	4 years (1)	
4302	Bank Statements	Schools	4 years (1)	
4303	Cancelled Checks	Schools	4 years (1)	
4304	Receipts/Deposit Slips	Schools	4 years (1)	

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4305	Student Activity Records - Pay-In Forms - Pay-Out Forms - Account Forms/Dist - Budget Forms - Req/Purchase Orders - Purpose Clauses - Sales Project Potential Forms - Ticket Sales Reports	Schools	4 years (1)	
4306	Supplies Inventories	Schools	Until Superseded (1)	
4401	Textbook Inventories	CAO	Until Superseded	
4402	Student Handbooks	Schools	Until Superseded	RC-3 required by OHS
5000	<u>CENTRAL DEPARTMENT RECORDS</u>			
5203	Blood Pathogen/Exposure Report	All Schools/Depts	Permanent	
5204	Budget Reports/Data	All Schools/Depts	4 years	
5205	Inservice Data/Files	All Schools/Depts	5 years	
5207	Purchase Order/Requisitions and Direct Payment requests(with copies of invoices)	All Schools/Depts	4 years	
5208	Tutor reports	All Schools	5 years	
5209	State Reimbursement Claims	CFO	5 years	
5401	Equipment Inventory	All Schools/Depts	Until Superseded (1)	
5402	Supplies Inventory	All Schools/Depts	Until Superseded (1)	
	<u>CHIEF ACADEMIC OFFICE</u>			
5210	Local, State, and Federally Funded Grants: Funded applications	CAO	5 years	
5211	Local, State, and Federally Funded Grants: Project evaluations	CAO	5 years	
	<u>Bilingual/ESL</u>			
5212	Annual Reports	Bilingual/ESL	7 years	RC-3 Required by OHS
5213	Program Activities	Bilingual/ESL	7 years	
5214	Proposals	Bilingual/ESL	7 years	
	<u>HUMAN RESOURCES</u>			
5403	Handbooks, Employee	HR	Until Superseded	

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	<u>COMMUNITY RELATIONS</u>			
5216	News Releases	Community Relations	Calendar year	RC-3 Required by OHS
5217	Publications	Community Relations	Calendar year	RC-3 Required by OHS
	<u>FUNDED PROGRAMS</u>			
5101	Title II-A	Funded programs Compensatory Ed	3 years (1)	
5102	Title II-D Technology	Funded programs Compensatory Ed	3 years (1)	
5103	Title V	Funded programd Compensatory Ed	3 years (1)	
5104	Title IV Safe and Drug Free Schools	Funded programs Compensatory Ed	3 years (1)	
5105	Special Trust (Fund 007)	Funded programs Auxiliary Service	3 years unless stated otherwise in grant agreement	
5218	Application/Approval	Funded programs Auxiliary Service	10 years	
5219	Fiscal Allocations	Funded programs Auxiliary Service	10 years	
5220	General Information (correspondence, etc.)	Funded programs Auxiliary Service	10 years	
5221	Mobile/Modular Unit Purchases	Funded programs Auxiliary Service	10 years	
5222	Needs Assessment	Funded programs Auxiliary Service	10 years	
5223	PSI Payments	Funded programs Auxiliary Service	10 years	
5224	Request for Nonpublic Service	Funded programs Auxiliary Service	10 years	
5225	School Inventory	Funded programs Auxiliary Service	10 years	
5226	SF 238 (Mobile/Modular Application)	Funded programs Auxiliary Service	10 years	
5227	SF 230 Expenditure Reports	Funded programs	10 years	

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5228	SF 200	Auxiliary Service Funded programs Auxiliary Service	10 years	
5229	State ADM Reports	Funded programs Auxiliary Service	5 years	
5230	Title I Records: CCIP Application/Approval, Basic Skills (Non-Public), Carryover Cash Request, Comparability, Delinquent (Residential Schools Program), District Improvement, Educational Monetary Assis- tance Distribution (EMAD) Count, Employee Request Forms, Evaluations, Excluded Parties List Systems(EPLS), Final Expenditure Reports,Audit Findings, General (ODE), Inventory, Needs Assessment, Neglected (Residential Schools Program), Inter-District Request for Service change, Non-Public/Private Schools Documentation and Waivers, Parent Involvement, Schoolwide, Supplemental Educational Services (SES), Temporary Assistance to Needy Families(TANF) Count, Time and Effort.	Funded programs Compensatory Ed	3 years (1)	
5231	Title VI: Application/Approval, Employee Request Forms, Evaluations, Final Expenditure General (ODE), Professional Development, Payrolls	Funded programs Compensatory Ed	3 years (1)	
5232	Utility Payments	Funded programs Compensatory Ed	3 years (1)	
	<u>FACILITIES</u>			
5233	Bids and Specifications (Successful)	Plant Management & Operations	Permanent	
5234	Preventive Maintenance Reports	Plant Management & Operations	Fiscal Year plus 2 years	
5301	Bids and Specifications (Unsuccessful)	Plant Management & Operations	Permanent	
5302	Contractor Files (Resolutions, drawings, etc)	Plant Management & Operations	2 years after project complete if no action pending(1)	
5303	Environmental Reports and Data (Asbestos etc)	Plant Management & Operations	Permanent	

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(5) Schedule Number	(6) Record Title and Description	Department/School	(7) Retention Period	(8) For use by approving agencies
5304	Plant Equipment Inventory	Plant Management & Operations	Until Superseded (1)	
5305	Prevailing Wage Records	Plant Management & Operations	4 years (1)	
5306	Rental Information (Use of Facilities)	Plant Management & Operations	4 years (1)	
5307	Repair, Installation, & Maintenance Records	Plant Management & Operations	4 years (1)	
5308	Supplies Inventory	Plant Management & Operations	Until Superseded (1)	
5310	Work Orders	Plant Management & Operations	4 years (1)	
5404	Vehicle Registration	Plant Management & Operations	Life of Vehicle	
5405	Warranty/Guarantee	Plant Management & Operations	Life/Warranty of Equipment	
<u>FOOD & CHILD NUTRITION SERVICE</u>				
5237	Commodity Processing	Food Service	3 years	
5238	Delivery Tickets	Food Service	3 years	
5239	Equipment Repair Records	Food Service	3 years	
5240	Financial Report to Support Program Operations	Food Service	3 years	
5241	General Correspondence	Food Service	3 years	
5242	Policy Agreement with State	Food Service	3 years	
5243	Purchase Summary Reports	Food Service	3 years	
5244	State MR Reports	Food Service	3 years	
5245	Vehicle Health Tag Permits	Food Service	3 years	
5311	Bank Deposit Slips	Food Service	3 years (1)	
5312	Daily Cash Register Tapes	Food Service	3 years (1)	
5313	Daily Service Records	Food Service	3 years (1)	
5314	Daily Meal Tickets	Food Service	3 years (1)	
5315	Food/Supply/Equipment Bids	Food Service	3 years (1)	

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5316	Free/Reduced Meal Status Listings	Food Service	3 years (1)	
5317	Meal Applications	Food Service	3 years (1)	
5318	Meal Application Verification	Food Service	3 years (1)	
5319	Menus	Food Service	3 years (1)	
5320	Production Records	Food Service	3 years (1)	
5321	Security Money Pickup Records for Bank Deposits	Food Service	3 years (1)	
5406	Food Service Operations Standard Inspection Reports	Food Service	3 years	
5407	Food Service Operation Licenses	Food Service	Until Terminated plus 1 year	
5408	Inventory Records	Food Service	3 years	
	<u>INTERNAL AUDIT</u>			
5246	Audit Workpapers	Internal Audit	4 years	
	<u>LIBRARY/MEDIA INSTRUCTIONAL SERVICES</u>			
5247	Circulation Reports	CAO	3 years	
5248	Classroom Visitations	CAO	2 years	
5249	Collection Inventory	Schools	2 years	
5250	Non-Public School Book Inventory	CAO	5 years	
5251	Release Time	CAO	2 years	
5409	Building Inventory Records - A / V Equipment (Public & Non-Public)	Schools	Until Superseded	
	<u>STUDENT ASSIGNMENTS</u>			
5252	School Waiting Lists	Student Assignments	1 year	
5253	School Eligibility Lists	Student Assignments	2 years	
	<u>PURCHASING</u>			
5254	Bids and Specifications (Unsuccessful)	Purchasing	Permanent	
5322	Bids and Specifications (Successful)	Purchasing	Permanent	
5323	Fuel Consumption Data	Purchasing	4 years (1)	

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5410	Supplies Inventories <u>SAFETY & SECURITY</u>	Purchasing	Until Superseded (1)	
4209	Tornado and Fire Drill Records	Safety & Security	1 year plus current	
5255	Student Accident Reports	Safety & Security/ Risk Management	Graduation plus 1 year Hard copy-7 years after student leaves system	
5268	Employee/Visitor/Vehicle Accident Report	Safety & Security/ Risk Management	7 years provided no action pending	
5256	Student/Employee Incident Reports and Statements	Safety & Security	Graduation plus 1 year. Hard copy-5 years after student leaves system.	
5257	Vandalism Reports	Safety & Security	7 years. Hard copy archived after 2 years	
5414	Vehicle defect reports (repairs)	Safety & Security	Life of vehicle	
6304	Contracts Service	Safety & Security	4 years (1)	
6305	Purchase Orders/Requisitions	Safety & Security	10 years (1)	
5237	Student Photo Identification	Safety & Security	Graduation plus 1 year	
	<u>SPECIAL EDUCATION DEPARTMENT</u>			
5258	Individual Educational Programs Case Management Files - Psychological Records - MFE - Ineligible/existing/deceased students - Individualized Educational Programs and related services - Hearing screenings - Student Assessment files - Speech Language Only - Therapy reports/data - Medicaid reports/data	Special Education/ Schools	5 years exceeding graduation	
	<u>TRANSPORTATION</u>			
5259	Abstracts	Transportation	1 year	
5260	Accident Reports	Transportation/ Risk Management	5 years provided no action pending	
5261	Certification-Superintendent	Transportation/HR	1 year	
5262	Department of Transportation Drug &	Transportation	10 years	

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	Alcohol tests - positives			
5263	Department of Transportation Drug & Alcohol tests - negatives	Transportation	4 years	
5264	Driver Physical	Transportation	2 years after termination	
5265	Duplicate billing information from vendors	Transportation	2 years	
5266	Field Trip Forms and Volunteer Driver Forms	Transportation	Fiscal Year plus 2 years	
5267	Original Payroll time cards and backup information	Transportation	5 years	
5269	Vehicle License	Transportation	Until Termination plus 1 year	
5324	Fuel Consumption Data	Transportation	4 years (1)	
5325	Supplies Inventory	Transportation	Until Superseded (1)	
5326	Transportation Records	Transportation	4 years (1)	
5415	School bus route information	Transportation	Until Superseded	
5416	Vehicle Deficit Report	Transportation	Life of Vehicle	
5417	Vehicle Registration	Transportation	Life of Vehicle	
<u>6000</u>	<u>FINANCIAL RECORDS</u>			
6101	Securities	CFO	Permanent (3)	
6201	Budget Appropriations	CFO	4 years	
6202	Budget work papers	CFO	4 years	
6203	Financial Summaries	CFO	4 years	
6204	Fund Ledger Summaries	CFO	4 years	
6205	Monthly Financial Reports	CFO	2 + current year	
6206	Year End Reports	CFO	5 years	
6207	Bilingual/ESL	Bilingual/ESL	10 years	
6208	Immigrant Education Fund	Bilingual/ESL	10 years	
6209	Carryover/Budget Information	Budgets/All Depts	10 years	

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6210	Accounts Payable Aging Schedules	Food Service	3 years	
6211	Check Registers	Food Service	3 years	
6212	Internal Purchase Orders	Food Service	3 years	
6213	Internal Vouchers	Food Service	3 years	
6214	Resolutions	Food Service	3 years	
6215	Expenditure Reports	CAO	5 years	
6216	Purchase Order Listing	Purchasing	10 years (3)	
6217	Grant reports/data	Special Education	5 years	
6218	Bond Register	CFO	20 years after issue expires	
6219	Employee Bonds, Board Member Bonds	CFO/Risk Management	5 years	
6220	Insurance Policies	CFO/Risk Management	15 years after Expiration provided all claims settled (3)	
6221	Tax Apportionments, Semi-Annual	CFO	5 years	
6222	Appropriation Resolutions	CFO (Budgets)	5 years	
6223	Certificate of Estimated Resources	CFO (Budgets)	15 years after expiration	
6224	Contracts	CFO/Purchasing	15 years after expiration	
6225	Federal Program Files Title I, II, III, IV-B, IV-C, and VI-B Chapter 1, 2, Drug Free, etc.	CFO (Budgets)	5 years	
6226	Monthly Financial Reports	CFO (Budgets)	Current year only	
6227	State Program Files Auxiliary Services, DPPF, Adult Vocational, Excess Lottery, Data processing, Public/ Private Grants, etc.	CFO (Budgets)	5 years	
6228	Unemployment Claims	HR	4 years after final claim is paid (1)	
6301	Accounts Receivable Ledgers	Food Service	5 years (1)	
6302	Bank Statements	Food Service	4 years (1)	
6303	Bids and Specifications (Accepted and Rejected)	Purchasing	4 years (1)	
6304	Contracts: Service	Purchasing / Safety &	15 years after expiration	

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		Security		
6305	Purchase/Requisition Orders	Purchasing/Accounting/ Safety & Security	10 years (1)	
6306	Purchase Orders/Requisitions	Purchasing	10 years (1)	
6307	Accounting Data - Payroll/Fringe Related - JVs & Pack-ups - FIN 107 - Update - Post Runs - Void Check Lists - Manual Check Lists - P.O. & Res. Adj. Letters - Cancellations - Consultant Agreements - 1099's (employer copy)	CFO	4 years (1)	
6308	Activity Fund Cash Journal and Ledger	CFO	5 years (1)	
6309	Annual Financial Reports - Appropriation Ledgers - Revenue/Expense Ledgers - Vendor Listing - Check Register - Purchase Order Listing - Invoice List - Detail Report	CFO	5 years (1)	
6310	Bonds and Coupons	CFO	Until Bond Issues Redeemed (1)	
6311	Budgets (Annual)	CFO	5 years (1)	
6312	Cancelled Checks (or CD ROM) and Bank Statements	CFO	4 years (1)	
6313	Check Registers/Commercial	CFO	4 years (1)	
6314	Deposit Slips/Cash Proofs	CFO	4 years (1)	
6315	Foundation Distribution	CFO	5 years (1)	
6316	Investment Ledger	CFO	5 years (1)	
6317	Investment Records (May include individual record of investments, bank confirmation, wire transfers,copy of CD etc.	CFO	5 years (1)	
6318	Monthly Financial Reports	CFO	4 years (1)	
6319	Receipt Books	CFO	4 years (1)	

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(5) Schedule Number	(6) Record Title and Description	Department/School	(7) Retention Period	(8) For use by approving agencies
6320	School Finance Monthly Statement	CFO	4 years (1)	
6321	State Subsidy Requests Applications for driver education, pupil transportation , special education, etc.	CFO	3 years (1)	
6322	State Sales Tax reports	CFO	4 years (1)	
6323	State Reimbursement Settlement Sheets	CFO	5 years (1)	
6324	Student Activity Fund (Pay-Ins, Pay-Outs, Receipts, Deposits Reports)	CFO	4 years (1)	
6325	Tax Settlements (Semi-Annual) and Advances	CFO	5 years (1)	
6326	Tax Anticipation Notes	CFO	10 years (1)	
6327	Travel Expense/Mileage Vouchers	CFO	10 years (1)	
6328	Tuition Fees and Payments	CFO	4 years (1)	
6329	Vouchers, Invoices on Purchase Orders/ Direct Payment Requests (District)	CFO	10 years (1)	
6330	Budget Work Papers - FA-1 Forms, SBM-1 Forms - CPS Budget - Submissions/Associated Workpapers	CFO (Budgets)	5 years (1)	
6331	Publication Notice	CFO/Purchasing	4 years (1)	
<u>7000</u>	<u>PAYROLL RECORDS</u>			
7101	Earnings Register - By Staff Member - By Calendar Year	CFO (Payroll)	Permanent	
7102	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.)	CFO (Payroll)	Permanent	
7103	Payroll Ledgers - Bi-Weekly Payroll Reports - Quarterly Payroll Reports	CFO (Payroll)	Permanent	
7201	Bureau of Employment Service Quarterly Reports	CFO (Payroll)	7 years	
7301	Payroll Update Listing	CFO (Payroll)	4 years (1)	
7302	Annuity Reports	CFO	4 years (1)	
7303	Benefit Folder/Report	CFO	4 years (1)	

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(3) Hard copy maintained for 3 years after audited-then electronically maintained.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record Title and Description	Department/School	(7) Retention Period	(8) For use by approving agencies
7304	Deduction Reports - Voluntary Employment - Payroll Deductions	CFO (Payroll)	4 years (1)	
7305	Employee Request for and/or Authorization of Sick, Vacation, Personal, or Other Leave	CFO (Payroll)/HR	4 years (1)	
7306	Employee Insurance Bills Medical, Dental, Life	CFO/HR	4 years (1)	
7307	Federal Income Tax	CFO	At least 4 years after the tax due date for the return period to which the records relate, or the date such tax is paid, whichever is later	
7308	Ohio Income Tax (Monthly/Annual)	CFO	6 years and Current(1)	
7309	Overtime Authorization	CFO	4 years (1)	
7310	Paycheck Register (Not Ledgers)	CFO	4 years (1)	
7311	Payroll Calculations	CFO	4 years (1)	
7312	Payroll Bank Statement	CFO	4 years (1)	
7313	Payroll Reports (All Reports Used for Each Payroll-Computer Generated-except those listed under 7001, and 7102-3 above)	CFO	4 years (1)	
7314	Payroll Update Listings	CFO	4 years (1)	
7315	School Income Tax (Monthly/Annual)	CFO	6 years and Current(1)	
7316	School Employees Retirement System (SERS) Reports	CFO	4 years (1)	
7317	State Teachers Retirement System (STRS) Reports	CFO	4 years (1)	
7318	State Teachers and School Employees - System and School - Employees Retirement - System Waivers	CFO	Permanent	
7319	Time Sheets	CFO	4 years (1)	
7320	W-2 (Employer Copy)	CFO	6 years and Current(1)	
7401	Deduction Authorization	CFO	Until Superseded or	

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record Title and Description	Department/School	(7) Retention Period	(8) For use by approving agencies
			Employee Terminated	
<u>8000</u>	<u>REPORTS</u>			
8101	Periodic Status Reports submitted to the Office of School Monitoring and Community Relations (OSMCR)	CAO	Permanent (2 years Hard Copy, older - scanned)	
8102	Audit Reports and Letters	Internal Audit	Permanent	
8201	Drivers Education Reports	CAO	5 years	
8202	Federal/State reports/data	All Schools/Depts	5 years	
8203	Impact Aid - Federal Report	CAO	5 years	
8204	OCCD-8 State Report	CAO	5 years	
8205	Ohio Common Core Data (OCCD) Reports	CAO	5 years	
8206	State Minimum Standards	CAO	5 years	
8207	OS/Civil Rights Reports	CAO	5 years	
8208	Title IX Reports	CAO	5 years	
8209	Special Education (S.E.) Reports	CAO	5 years	
8211	#25 and #625 Reports	CFO	5 years	
8212	#59 and #659 or #4502 Reports	CFO	5 years	
8213	County Auditor: Bank Balance Certification	CFO	5 years	
8214	County Auditor: Annual Wages(for W.C.)	CFO	5 years	
8215	Ohio Dept. of Education (ODE) Reports	CFO	5 years	
8216	SM-1 & SM-2 (Annual and Quarterly)	CFO	10 years	RC-3 Required by OHS
8217	Career Technical Training Reports	Career Technical	5 years	
8301	Personnel State Report-Currently SF-1,CS-1	HR	4 years (1)	
<u>9000</u>	<u>OTHER</u>			
9101	Enrollment Record (by Grade and Building)	Student Assignments	Permanent	RC-3 Required by OHS
9201	Building, Boiler, Maintenance Reports	Plant Management & Operations	2 years	
9202	Health Reports	CAO	2 years	
9403	Directives, Standards, Laws from Local, State and Federal Governmental Agencies	All	Until Superseded	

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.

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