



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
 Columbus, Ohio 43211-2497

Section E: Records Retention Sched

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Miller City – New Cleveland Local School District		Office of the Treasurer	
(local government entity)		(unit)	
	Michael Siebeneck	Treasurer	November 21, 2014
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Miller City – New Cleveland LSD Records Commission		419-876-3172	
Records Commission		(telephone number)	
200 N. Main Street	Miller City	45864	Putnam
(address)	(city)	(zip code)	(county)

To have this form returned to the Records Commission electronically, include an email address: ml_treas@noacsc.org

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.

Nov 18, 2013

Records Commission Chair Signature Date

Section C: Ohio Historical Society - State Archives

	Gov't Records Archivist - LGRP	11/20/13
Signature	Title	Date

Section D: Auditor of State

	12-6-13
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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(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
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				<input type="checkbox"/>
1101	Minutes Treasurer	Permanent	Paper / Electronic		<input checked="" type="checkbox"/>
1102	Blue Prints, Plans, Maps Superintendent and Secretary	Permanent	Paper / Electronic		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases Treasurer	Permanent	Paper		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies Superintendent and Secretary	1 year after superceded	Paper / Electronic		<input type="checkbox"/>
1105	Administrative Regulations Superintendent and Secretary	1 year after superceded	Paper / Electronic		<input type="checkbox"/>
1106	Court Decisions Superintendent and Secretary	Permanent	Paper		<input checked="" type="checkbox"/>
1107	Claims and Litigation Superintendent and Secretary	Permanent	Paper		<input checked="" type="checkbox"/>
1201	Elections Treasurer	10 Years	Paper		<input type="checkbox"/>
1202	Record Disposal forms (RC-3) Treasurer	10 Years	Paper / Electronic		<input type="checkbox"/>
1203	Bargaining Agreements Treasurer	10 Years after Expiration	Paper / Electronic		<input type="checkbox"/>
1204	Budget Policy Files Treasurer	5 Years	Paper / Electronic		<input type="checkbox"/>
1301	Worker's Compensation Claims Treasurer	10 Years after Financial Payment made	Paper / Electronic		<input type="checkbox"/>
1302	Bank Depository Agreements Treasurer	4 Years after Completion	Paper / Electronic		<input type="checkbox"/>



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1303	Organization Reports	Treasurer	2 Years**	Paper / Electronic		<input type="checkbox"/>
1304	Board Meeting Notes	Treasurer	1 Year	Paper / Electronic		<input type="checkbox"/>
1305	Agendas	Treasurer	1 Calendar Year**	Paper / Electronic		<input type="checkbox"/>
1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
	* After end of fiscal year **Provided Audited ***Hard copy maintained for 3 years after audited- then microfilmed or electronically scanned.					<input type="checkbox"/>



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2000	<u>EMPLOYEE RECORDS</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 Superintendent and Secretary Employees	Permanent	Paper		<input type="checkbox"/>
2102	Classified Active Employees	Permanent	Paper		<input type="checkbox"/>
2103	Certificated Inactive Employees	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
2104	Classified Inactive Employees	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
2105	Civil rights, Civil Services and Disciplinary Reports	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
2106	Retirement Letters	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
2107	Substitute records	25 Years	Paper		<input type="checkbox"/>
2301	Employee Contracts Treasurer	4 Years after termination from employment.	Paper		<input type="checkbox"/>
2302	Professional Conference Applications Treasurer	2 Years**	Paper		
2303	Irregular Employee Contracts (Substitutes, etc.) Treasurer	4 Years after contract expires	Paper		<input type="checkbox"/>
2304	Unemployment Claims Treasurer	5 Years	Paper		<input type="checkbox"/>
2305	Unemployment Treasurer	5 Years	Paper		<input type="checkbox"/>



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(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
2306	Applications (not hired)	Superintendent and Secretary	2 Years**	Paper		<input type="checkbox"/>
2307	Schedules of Employees	Principal	Fiscal Year Plus 2 years	Paper / Electronic		<input type="checkbox"/>
2308	Student Helper Applications	“	2 Years	Paper		<input type="checkbox"/>
2309	Teacher Personnel Reports (internal)	“	Fiscal Year Plus 1 year	Paper		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms	Treasurer	Termination of employment plus 1 year	Paper		<input type="checkbox"/>
2311	Job Descriptions	“	Retain until Superseded or Obsolete	Paper / Electronic		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
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3000	<u>STUDENT RECORDS</u>				<input type="checkbox"/>
3101	Student Record Folders Bldg Secretary Enrollment/Withdrawl Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
3102	Office Record Card (K-9) Bldg Secretary	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
3103	Class Schedule (Vocational) Bldg Secretary	3 Years After Graduation	Paper / Electronic		<input type="checkbox"/>
3201	Health/Medical Records Bldg Secretary Visual Screening Hearing Screening Immunization Records	7 Years After Graduation	Paper / Electronic		<input type="checkbox"/>
3202	Discipline Records Bldg Secretary Letters to Parents Office Discipline	1 Year after Student leaves School	Paper / Electronic		<input type="checkbox"/>
3203	Psychological Records Bldg Secretary. (Restricted)	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
3204	Child Abuse/Neglect Bldg Secretary Referral Letters	Through Graduation	Paper / Electronic		<input type="checkbox"/>
3301	Teacher Grade Books/ Records Bldg Secretary	3 Years**	Paper / Electronic		<input type="checkbox"/>
3302	Pre-School Screening Bldg Secretary Profiles	3 years	Paper / Electronic		<input type="checkbox"/>



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3303	Age and Schooling Records (Work Permits) Bldg Secretary	3 years	Paper		<input type="checkbox"/>
3304	Accident Reports Bldg Secretary	5 years provided no action pending	Paper		<input type="checkbox"/>
3305	Individual Educational Plan (IEP) Bldg Secretary County Office	Permanent	Paper / Electronic / Microfiche		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application Bldg Secretary	4 years	Paper / Electronic		<input type="checkbox"/>
3401	Emergency Information Bldg Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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4000	<u>BUILDING RECORDS</u>				<input type="checkbox"/>
4202	Tornado and Fire Drill Records Bldg Secretary	1 year*	Paper / Electronic		<input type="checkbox"/>
4203	Building Health Inspections Bldg Secretary	2 years*	Paper / Electronic		<input type="checkbox"/>
4301	Student Activity Records Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports Student Advisor	2 years**	Paper / Electronic		<input type="checkbox"/>
4302	Textbook Inventories Bldg Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
4303	Supplies Inventory Bldg Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
4304	Student Handbooks Bldg Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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5000	<u>CENTRAL DEPARTMENTAL RECORDS</u>				<input type="checkbox"/>
	<u>Administrative Offices</u>				<input type="checkbox"/>
5201	School Calendars Superintendent	5 years	Paper / Electronic		<input type="checkbox"/>
5301	Repair, Installation and Superintendent Maintenance Records	4 years**	Paper / Electronic		<input type="checkbox"/>
5302	Prevailing Wage Superintendent Records	4 years**	Paper		<input type="checkbox"/>
5303	Rental Information Superintendent (Use of Facilities)	4 years**	Paper		<input type="checkbox"/>
5304	Work Orders Superintendent	4 years**	Paper		<input type="checkbox"/>
5305	Environmental Reports Superintendent And Data (asbestos, etc.)	4 years**	Paper		<input type="checkbox"/>
5306	Vandalism Reports Superintendent	4 years**	Paper / Electronic		<input type="checkbox"/>
5307	Sales Potential Forms Treasurer (Student Activities)	4 years**	Paper		<input type="checkbox"/>
5308	Bids and Specifications Treasurer (Unsuccessful)	1 year**	Paper		<input type="checkbox"/>
5309	Bids and Specifications Treasurer (Successful)	4 years after completion of Project**	Paper		<input type="checkbox"/>
5310	Contractor Files Superintendent (Resolutions, additions, drawings, etc.)	Until Project Complete, if No Action Pending**	Paper		<input type="checkbox"/>
5311	Preventive Maintenance Superintendent Reports	Fiscal year Plus 2 years	Paper		<input type="checkbox"/>



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5312	Warranty/Guarantee	Superintendent	Life/Warranty of Equipment	Paper		<input type="checkbox"/>
5313	Plant and Equipment Inventory	Treasurer	Until Superseded	Paper / Electronic		<input type="checkbox"/>
5314	Textbook/Workbook Inventory	Curriculum Dir. and Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
5315	Supplies Inventory	Bldg. Secretary	Until Superseded	Paper / Electronic		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
	<u>Special Education Department</u>					<input type="checkbox"/>
5321	Special Education Tutoring Reports	Secretary	10 years	Paper / Electronic		<input type="checkbox"/>
5322	Individual Educational Plan (IEP)	Secretary	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
5323	Psychological Records (Restricted)	Secretary	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>



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



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	<u>Food Service Department</u>				<input type="checkbox"/>
5561	Food Service Records Menus Food Production Milk Sold Students Served Cafeteria Supervisor	4 years**	Paper / Electronic		<input type="checkbox"/>
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports Cafeteria Supervisor/ Cashier	4 years**	Paper / Electronic		<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced) Cafeteria Supervisor	4 years**	Paper / Electronic		<input type="checkbox"/>
5564	Inventories/Supplies Cafeteria Supervisor	Until Superseded**	Paper / Electronic		<input type="checkbox"/>
5565	Lunchroom License Cafeteria Supervisor	1 year after expiration	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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6000	<u>FINANCIAL RECORDS</u>				<input type="checkbox"/>
6101	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	5 years**	Paper / Electronic		<input type="checkbox"/>
6102	Activity Fund Cash Treasurer Journal and Ledger	5 years**	Paper / Electronic		<input type="checkbox"/>
6103	Bond Register Treasurer	20 years after issue expires	Paper / Electronic		<input type="checkbox"/>
6104	Securities Treasurer	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
6201	Investment Ledger Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6202	Foundation Distribution Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6203	Tax Settlements (Semi- (Annual) and Advances OSDI Settlements Treasurer	5 years**	Paper		<input type="checkbox"/>
6204	Budgets (Annual) Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6205	Insurance Policies Treasurer	15 years after Expiration Provided all Claims settled	Paper		<input type="checkbox"/>
6206	Contracts Superintendent	15 years after Expiration	Paper		<input type="checkbox"/>
6207	Bonds and Coupons Treasurer	Until Redeemed**	Paper		<input type="checkbox"/>



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6208	Accounts Payable Ledgers Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6209	Accounts Receivable Ledgers Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6210	Budget Work Papers Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders Treasurer	10 years**	Paper / Electronic		<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc. Treasurer	10 years**	Paper / Electronic		<input type="checkbox"/>
6213	Federal Program Files Title I,II,III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc. Treasurer	10 years**	Paper / Electronic		<input type="checkbox"/>
6214	Travel Expense Vouchers Treasurer	10 years**	Paper / Electronic		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections) Treasurer	10 years**	Paper		<input type="checkbox"/>
6216	State Reimbursement Settlement Sheets (SF-6, SF-14) Treasurer	5 years**	Paper / Electronic		<input type="checkbox"/>
6217	Unemployment Claims Treasurer	5 years	Paper		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds Treasurer	5 years	Paper		<input type="checkbox"/>
6219	Certificate of Estimated Resources Treasurer	15 years after Expiration	Paper		<input type="checkbox"/>
6220	Appropriation Resolutions Treasurer	5 years	Paper		<input type="checkbox"/>



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6222	Tax Apportionments Treasurer (Semi-Annual)	5 years	Paper		<input type="checkbox"/>
6301	Canceled Checks and Treasurer Bank Settlements (Voided Checks)	4 years**	Paper / Electronic		<input type="checkbox"/>
6302	Publication Notice Treasurer	4 years**	Paper		<input type="checkbox"/>
6303	Tuition Fees and Payments Treasurer	4 years**	Paper / Electronic		<input type="checkbox"/>
6304	School Finance (S.F.) Treasurer Monthly Statements	4 years**	Paper / Electronic		<input type="checkbox"/>
6305	Investment Records Treasurer (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	4 years**	Paper		<input type="checkbox"/>
6306	Travel Expense Reports Treasurer	10 years**	Paper		<input type="checkbox"/>
6307	State Sales Tax Reports Treasurer	4 years**	Paper		<input type="checkbox"/>
6308	Student Activity Fund Treasurer (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	4 years**	Paper		<input type="checkbox"/>
6309	Check Registers Treasurer	4 years**	Paper / Electronic		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs Treasurer	4 years**	Paper		<input type="checkbox"/>
6311	Bids and Specifications Treasurer (Unsuccessful)	1 year**	Paper		<input type="checkbox"/>
6312	Bids and Specifications Treasurer (Successful)	4 year after completion of project**	Paper		<input type="checkbox"/>
6313	Receipt Books Treasurer	4 years**	Paper		<input type="checkbox"/>



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6314	Extra Trip Records Treasurer	4 years**	Paper		<input type="checkbox"/>
6315	Monthly Financial Reports Treasurer	4 years**	Paper / Electronic		<input type="checkbox"/>
6316	Accounting Data Treasurer	4 years**	Paper / Electronic		<input type="checkbox"/>
6317	Service Contracts Superintendent	4 years**	Paper		<input type="checkbox"/>
6318	State Subsidy Reports Treasurer Applications for driver education, Pupil transportation, Special Education, etc.	3 years**	Paper / Electronic		<input type="checkbox"/>
6319	Delivery/Packing Slips Treasurer	1 year**	Paper		<input type="checkbox"/>
6401	Requisitions Treasurer	1 year*	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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7000	<u>PAYROLL RELATED RECORDS</u>				<input type="checkbox"/>
7001	Payroll Ledgers Treasurer Bi-Weekly Payroll Reports, Quarterly; Payroll Reports	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
7102	Earnings Registers Treasurer By Staff Member By Calendar Year	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
7103	Monthly Payroll Reports Treasurer Leave usage and Accumulation, Retirement service, etc.	Permanent***	Paper / Electronic / Microfiche		<input type="checkbox"/>
7201	Bureau of Employment Treasurer Service Quarterly Reports	7 years	Paper / Electronic		<input type="checkbox"/>
7301	W-2's, W-4's Treasurer (Employer copy)	6 years and Current**	Paper / Electronic		<input type="checkbox"/>
7302	Federal Income Tax Treasurer (Quarterly/Annual)	6 years and Current**	Paper		<input type="checkbox"/>
7303	Ohio Income Tax Treasurer (Monthly/Annual)	6 years and Current**	Paper		<input type="checkbox"/>
7304	City Income Tax Treasurer (Monthly/Annual)	6 years and Current**	Paper		<input type="checkbox"/>
7305	School Income Tax Treasurer (Monthly/Annual)	6 years and Current**	Paper		<input type="checkbox"/>
7306	Payroll Reports Treasurer Reports used for Each payroll-computer generated	4 years**	Paper / Electronic		<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***	Paper / Electronic / Microfiche		<input type="checkbox"/>



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Local Government Records Program

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 Columbus, Ohio 43211-2497

Section E: Records Retention Schedule

Miller City – New Cleveland Local School District
 (local government entity)

Office of the Treasurer
 (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
7310	State Employees Treasurer Retirement System (SERS) Reports	4 years**	Paper / Electronic		<input type="checkbox"/>
7311	State Teachers Treasurer Retirement System (STRS) Reports	4 years**	Paper / Electronic		<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**	Paper		<input type="checkbox"/>
7315	Deduction Reports Treasurer Voluntary payroll deductions	4 years**	Paper		<input type="checkbox"/>
7316	Employee Vacation/ Sick Leave Records Treasurer	4 years**	Paper		<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	4 years**	Paper		<input type="checkbox"/>
7323	Paycheck Register Treasurer	4 years**	Paper		<input type="checkbox"/>
7324	Payroll Bank Statement Treasurer	4 years**	Paper / Electronic		<input type="checkbox"/>
7401	Deduction Authorization Treasurer	Until Superseded or Employee Terminated	Paper		<input type="checkbox"/>
	* After end of fiscal year **Provided Audited ***Hard copy maintained for 3 years after audited- then microfilmed or electronically scanned				<input type="checkbox"/>



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8000	REPORTS				<input type="checkbox"/>
8201	State Audit Reports Treasurer	5 years	Paper / Electronic		<input type="checkbox"/>
8202	#59, #659 and #4502 Treasurer	5 years	Paper / Electronic		<input type="checkbox"/>
8203	#25 and #625 Treasurer	5 years	Paper / Electronic		<input type="checkbox"/>
8204	School Finance Treasurer (S.F.) Reports- annual	5 years	Paper / Electronic		<input type="checkbox"/>
8205	Special Education Secretary (S.E.) Reports-annual	7 years	Paper / Electronic		<input type="checkbox"/>
8206	Vocation Education Superintendent (V.E.) Reports-annual	5 years	Paper / Electronic		<input type="checkbox"/>
8207	Ohio Common Core Data Superintendent (OCCD) Reports	5 years	Paper		<input type="checkbox"/>
8208	Drivers Education Reports Superintendent	5 years	Paper		<input type="checkbox"/>
8209	Ohio Department of Secretary Education (ODE) Reports	5 years	Paper / Electronic		<input type="checkbox"/>
8211	Civil Rights Reports Superintendent	Permanent***	Paper / Electronic / Microfiche		<input checked="" type="checkbox"/>
8212	Title IX Reports Superintendent	10 years	Paper / Electronic		<input checked="" type="checkbox"/>
8213	SM-1 & SM-2 Treasurer (Annual and Quarterly)	10 years	Paper / Electronic		<input checked="" type="checkbox"/>
8214	State Minimum Standards Secretary	10 years	Paper / Electronic		<input checked="" type="checkbox"/>



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8301	Personnel State Reports (Currently SF-1, CS-1) Personnel Secretary	4 years**	Paper / Electronic		<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor) Treasurer	5 years	Paper / Electronic		<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor) Treasurer	5 years	Paper / Electronic		<input type="checkbox"/>
8304	Transportation Reports Transportation Secretary	4 years**	Paper / Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
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9000	OTHER					<input type="checkbox"/>
9101	Personnel Directory	Superintendent	10 years	Paper / Electronic		<input type="checkbox"/>
9102	Enrollment Record & Class Registers (By grade and building)	Superintendent	Permanent***	Paper / Electronic		<input checked="" type="checkbox"/>
9202	School Calendars	Superintendent	5 years	Paper / Electronic		<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	Superintendent	2 years*	Paper / Electronic		<input type="checkbox"/>
9402	Employee Handbooks	Superintendent	Until Superseded	Paper / Electronic		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	Secretaries	Until Superseded	Paper / Electronic		<input type="checkbox"/>
9404	Attendance Records Permission Slips	Secretaries	Until Superseded	Paper / Electronic		<input type="checkbox"/>
9500	Building Security Camera Video	Superintendent	15 days (due to drive capacity)	Electronic		<input type="checkbox"/>
9501	Transportation – Bus Video	Superintendent	60 days (due to drive capacity)	Electronic		<input type="checkbox"/>
9502	Correspondence/Transient Notes (incl. hand written notes, voice mail, ect.)	Superintendent	Until no longer of administrative value	Paper / Electronic		<input type="checkbox"/>
9503	A-Site CDs/microfilm Fiscal/Payroll Reports EMIS reports	Treasurer	Permanent	Paper / Electronic /Microfilm		<input type="checkbox"/>
						<input type="checkbox"/>
	* After end of fiscal year **Provided Audited ***Hard copy maintained for 3 years after audited- then microfilmed or electronically scanned					<input type="checkbox"/>