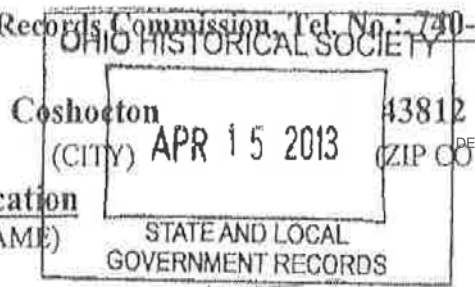


(1) TO: Coshocton City Board of Education Records Commission, Tel. No. 740-622-1901


1207 Cambridge Road,
(ADDRESS)

(2) FROM: Coshocton City Board of Education
(POLITICAL SUBDIVISION NAME)



Coshocton
(COUNTY)

(UNIT)

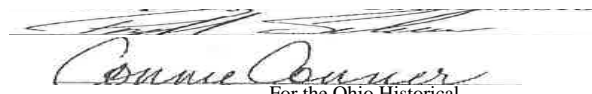

(SIGNATURE OF RESPONSIBLE OFFICIAL)

Treasurer
(TITLE)

5/15/13
(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 May 12, 2011 as reflected by the minutes kept by this commission.

Chairman, Records Commission:


For the Ohio Historical Society

4/11/2013
Date

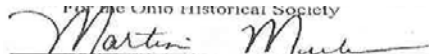
Subject to selection upon receipt of a

Certificate of Records Disposal (RC-3):

4/22/2013

Date

Approved by the Ohio Auditor of State
For the Ohio


For the Ohio Historical Society

4/26/2013
Date

DENOTES CHANGE

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS				
1101	Minutes	Treasurer	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS
1101.1	Audio Tapes-Recordings	Treasurer	2 Years	Digital	
1102	Blue Prints, Plans, Maps	Business Office- Superintendent & Secretary	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS
1103	Deeds, Easements, Leases	Treasurer	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS
1104	Board Policy Books and Other Adopted Policies	Superintendent & Secretary	1 year after superseded	Paper, digital, or microfilm/microfiche	
1105	Administrative Regulations	Superintendent & Secretary	1 year after superseded	Paper, digital, or microfilm/microfiche	
1103	Court Decisions	Treasurer	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS
1107	Claims and Litigation	Treasurer	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS
1201	Elections	Treasurer	10 Years	Paper, digital, or microfilm/microfiche	
1202	Record Disposal Forms (RC-3)	Treasurer	10 Years	Paper, digital, or microfilm/microfiche	
1203	Bargaining Agreements	Treasurer	10 Years after Expiration	Paper, digital, or microfilm/microfiche	
1204	Budget Policy Files	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
1301	Worker's Compensation Claims	Treasurer	10 Years after Financial Payment Made	Paper, digital, or microfilm/microfiche	
1302	Bank Depository Agreements	Treasurer	4 Years after Completion	Paper, digital, or microfilm/microfiche	
1303	Organization Reports	Treasurer	2 Years Provided Audited	Paper, digital, or microfilm/microfiche	
1304	Board Meeting Notes	Treasurer	1 Year	Paper, digital, or microfilm/microfiche	
1305	Agendas	Treasurer	1 Calendar Year Provided Audited	Paper, digital, or microfilm/microfiche	
1401	Adopted Courses of Study	Superintendent & Secretary	Until Superseded	Paper, digital, or microfilm/microfiche	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
1402	Adopted Special Education Programs	Superintendent & Secretary	Until Superseded	Paper, digital, or microfilm/microfiche	
1403	Adopted Special Programs	Superintendent & Secretary	Until Superseded	Paper, digital, or microfilm/microfiche	
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.)</u>				
2101	Certified Active Employees	Asst Supt, Superintendent & Personnel Secretary	Permanent	Paper, digital, or microfilm/microfiche	
2102	Classified Active Employees	Asst Supt, Superintendent & Personnel Secretary	Permanent	Paper, digital, or microfilm/microfiche	
2103	Certificated Inactive Employees	Asst Supt, Superintendent & Personnel Secretary	Permanent - Hard copy maintained for 3 years after audited then microfilmed	Paper, digital, or microfilm/microfiche	
2104	Classified Inactive Employees	Asst Supt, Superintendent & Personnel Secretary	Permanent - Hard copy maintained for 3 years after audited then microfilmed	Paper, digital, or microfilm/microfiche	
2105	Civil rights, Civil Services and Disciplinary Reports	Asst Supt, Superintendent & Personnel Secretary	Permanent - Hard copy maintained for 3 years after audited then microfilmed	Paper, digital, or microfilm/microfiche	
2107	Retirement Letters	Asst Supt, Superintendent & Personnel Secretary	Permanent - Hard copy maintained for 3 years after audited then microfilmed	Paper, digital, or microfilm/microfiche	
2108	Substitute Records	Asst Supt, Superintendent & Personnel Secretary	25 Years	Paper, digital, or microfilm/microfiche	
2301	Employee Contracts	Treasurer	4 Years after Termination from Employment	Paper, digital, or microfilm/microfiche	
2302	Professional Conference Applications	Asst Supt, Superintendent & Personnel Secretary	2 Years Provided Audited	Paper, digital, or microfilm/microfiche	
2303	Irregular Employee Contracts (Substitutes, etc.)	Asst Supt, Superintendent & Personnel Secretary	4 Years after contract expires	Paper, digital, or microfilm/microfiche	
2304	Unemployment Claims	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
2305	Unemployment	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
2306	Applications (not hired)	Asst Supt, Superintendent & Personnel Secretary	2 Years Provided Audited	Paper/Digital	
2307	Schedules of Employees	Asst Supt, Superintendent & Personnel Secretary	Fiscal Year Plus 2 years	Paper, digital, or microfilm/microfiche	
2308	Student Helper Applications	Asst Supt, Superintendent & Personnel Secretary	2 Years	Paper, digital, or microfilm/microfiche	
2309	Teacher Personnel Reports (Internal)	Asst Supt, Superintendent & Personnel Secretary	Fiscal Year Plus 1 year	Paper, digital, or microfilm/microfiche	
2310	I-9 Immigration Verification Forms	Asst Supt, Superintendent & Personnel Secretary	Termination of employment plus 1 year	Paper, digital, or microfilm/microfiche	
2401	Job Descriptions	Asst Supt, Superintendent & Personnel Secretary	Retain until Superseded or Obsolete	Paper, digital, or microfilm/microfiche	
3000	<u>STUDENT RECORDS</u>				

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
3101	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 Home Schooled Student Records	Building Secretary- Administrator	Permanent – Hard-copy- maintained-for- 5-years-after- Student-leaves- system-then- microfilmed-	Paper, digital, or microfilm/microfiche	
3102	Office Record Card (K-9)	Building Secretary- Administrator	Permanent – Hard-copy- maintained-for- 5-years-after- Student-leaves- system-then- microfilmed-	Paper, digital, or microfilm/microfiche	
3103	Cosmetology Records (Vocational)	Vocational Secretary- Administrator	Permanent – Hard-copy- maintained-for- 5-years-after- Student-leaves- system-then- microfilmed-	Paper, digital, or microfilm/microfiche	
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Building Secretary- Administrator	7 Years After Graduation	Paper, digital, or microfilm/microfiche	
3202	Discipline Records Letters to Parents Office Discipline	Building Secretary- Administrator	1 Year after Student Leaves School	Paper, digital, or microfilm/microfiche	
3203	Psychological Records (Restricted) *Hard Copy maintained for two years past student's 22nd birthday *Then, electronic copy of first and last psychological records maintained with special education records.	Special Ed. Secretary- Administrative Assistant/Nurse	Permanent – Hard-copy- maintained-for- 5-years-after- Student-leaves- system-then- microfilmed-	Paper, digital, or microfilm/microfiche	
3204	Child Abuse/Neglect Referral Letters	Building Secretary- Administrator	Through Graduation	Paper, digital, or microfilm/microfiche	
3301	Teacher Grade Books/Records	Building Secretary- Administrator	3 Years Provided Audited	Paper, digital, or microfilm/microfiche	
3302	Pre-School Screening Profiles	Building-Secretary Director of Special Services	3 Years	Paper, digital, or microfilm/microfiche	
3303	Age and Schooling Records (Work Permits)	Building Secretary- Administrator	3 Years	Paper, digital, or microfilm/microfiche	
3304	Accident Reports	Nurse/Building Secretary- Administrator	5 Years provided no action pending	Paper, digital, or microfilm/microfiche	
3305	Individual Educational Plan (IEP) *Hard Copy maintained for two years past student's 22nd birthday *Then, electronic copy of first and last psychological records maintained with special education records.	Building-Secretary Special- Ed.-Director of Special Services	Permanent	Paper, digital, or microfilm/microfiche	
3306	Free/Reduced Price Lunch Application	Building-Secretary Director of Food Service	4 Years	Paper, digital, or microfilm/microfiche	
3401	Emergency Information	Building Secretary- Administrator	Until Superseded	Paper, digital, or microfilm/microfiche	
4000	<u>BUILDING RECORDS</u>			Paper, digital, or microfilm/microfiche	
4202	Tornado and Fire Drill Records	Building Secretary- Administrator	1 Year After end of fiscal year	Paper, digital, or microfilm/microfiche	
4203	Building Health Inspections	Building Secretary- Administrator	2 Years After end of fiscal year	Paper, digital, or microfilm/microfiche	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
4301	Student Activity Records Pay-in Forms Pay-out Forms Account Forms/District Budget Forms Requisitions Purchase orders Ticket sale reports	Building Secretary- Administrator	2 Years Provided Audited	Paper, digital, or microfilm/microfiche	
4302	Receipts/Deposit Slips	Building Secretary- Administrator	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
4303	Budget/Appropriation Records	Building Secretary- Administrator	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
4304	Requisitions/Purchase Orders	Building Secretary- Administrator	10 Years Provided Audited	Paper, digital, or microfilm/microfiche	
4401	Text Book Inventories	Director of Curriculum, Building Secretary- Administrator, Guidance	Until Superseded	Paper, digital, or microfilm/microfiche	
4402	Supplies Inventory	Building Secretary- Administrator	Until Superseded	Paper, digital, or microfilm/microfiche	
4403	Student Handbooks	Building Secretary- Administrator	Until Superseded	Paper, digital, or microfilm/microfiche	
5000	<u>CENTRAL DEPARTMENTAL RECORD</u> <u>Administrative Offices</u>				
5201	School Calendars	Superintendent Secretary	5 Years	Paper, digital, or microfilm/microfiche	
5301	Repair, Installation and Maintenance Records	Director of Special Services/Maintenance & Grounds, Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5302	Prevailing Wage Records	Treasurer Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5303	Rental Information (Use of Facilities)	Treasurer Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5304	Work Orders	Director of Special Services/Maintenance & Grounds, Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5305	Environmental Reports and Data (asbestos, etc.)	Director of Special Services/Maintenance & Grounds, Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5306	Vandalism Reports	Director of Special Services/Maintenance & Grounds, Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5307	Student Activity Purpose Clauses	Business Office & Secretary- Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5308	Sales Potential Forms (Student Activities)	Treasurer Business Office & Secretary-	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5309	Bids and Specifications (Unsuccessful)	Treasurer Business Office & Secretary-	1 Year Provided Audited	Paper, digital, or microfilm/microfiche	
5310	Bids and Specifications (Unsuccessful)	Treasurer Business Office & Secretary-	4 Years after completion of Project Provided Audited	Paper, digital, or microfilm/microfiche	
5311	Contractor Files (Resolutions, additions, drawings, etc.)	Treasurer Business Office & Secretary-	Until Project Complete, If No Action Pending, Provided Audited	Paper, digital, or microfilm/microfiche	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
5401	Preventive Maintenance Reports	Director of Special Services/Maintenance & Grounds, Business Office & Secretary	Fiscal Year Plus 2 years	Paper, digital, or microfilm/microfiche	
5402	Warranty/Guarantee	Director of Special Services/Maintenance & Grounds, Business Office & Secretary	Life/Warranty of Equipment	Paper, digital, or microfilm/microfiche	
5403	Plant and Equipment Inventory	Director of Special Services/Maintenance & Grounds/Treasurer Business Office & Secretary	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche	
5404	Textbook/Workbook Inventory	Curriculum Director & Secretary Director of Curriculum, Building Administrator, Guidance	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche	
5405	Supplies Inventory	Treasurer Business Office & Secretary	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche	
<u>SPECIAL EDUCATION DEPARTMENT</u>					
5221	Special Education Tutoring Reports	Director of Special Services Ed. Secretary	10 Years	Paper, digital, or microfilm/microfiche	
5222	Individual Educational Plan (IEP) *Hard Copy maintained for two years past student's 22nd birthday *Then, electronic copy of first and last psychological records maintained with special education records.	Director of Special Services Ed. Secretary	Permanent*** Hard Copy maintained for 3 Years after Audited - Then Microfilmed	Paper, digital, or microfilm/microfiche	
5223	Psychological Records (Restricted) *Hard Copy maintained for two years past student's 22nd birthday *Then, electronic copy of first and last psychological records maintained with special education records.	Director of Special Services Ed. Secretary	Permanent*** Hard Copy maintained for 3 Years after Audited - Then Microfilmed	Paper, digital, or microfilm/microfiche	
<u>TRANSPORTATION DEPARTMENT</u>					
5340	Driver Physical	Transportation Secretary Director of Transportation	2 Years after Termination	Paper, digital, or microfilm/microfiche	
5341	Fuel Consumption Data	Transportation Secretary Director of Transportation	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5342	Transportation Records	Transportation Secretary Director of Transportation	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5343	Field Trip Forms and Volunteer Driver Forms	Transportation Secretary Director of Transportation	Fiscal Year Plus 2 years	Paper, digital, or microfilm/microfiche	
5441	Accident Reports	Transportation Secretary Director of Transportation	3 Years Provided No Action Pending	Paper, digital, or microfilm/microfiche	
5442	Vehicle Registration	Business Office & Secretary Treasurer	Life of Vehicle	Paper, digital, or microfilm/microfiche	
5443	Vehicle License	Business Office & Secretary Treasurer	1 Year after Termination	Paper, digital, or microfilm/microfiche	
5445	Driver Certifications	Transportation Secretary Director of Transportation	1 Year after termination	Paper, digital, or microfilm/microfiche	
5446	Supplies Inventory	Transportation Secretary Director of Transportation	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche	
5447	Vehicle Defect Report	Transportation Secretary Director of Transportation	Life of Vehicle	Paper, digital, or microfilm/microfiche	
<u>FOOD SERVICE DEPARTMENT</u>					
5561	Food Service Records Menus Food Production Milk Sold Students Served	Cafeteria Supervisor Director of Food Service	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	Cafeteria Supervisor Director of Food Service	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
5563	Lunchroom Reports (Free and Reduced)	Cafeteria Supervisor <i>Director of Food Service</i>	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
5564	Inventories	Cafeteria Supervisor <i>Director of Food Service</i>	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche	
5565	Lunchroom License	Cafeteria Supervisor <i>Director of Food Service</i>	1 Year After Expiration	Paper, digital, or microfilm/microfiche	
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 Provided Audited	Paper/Digital	
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 Years Provided Audited	Paper/Digital	
6103	Bond Register	Treasurer	20 Years After Issue Expires	Paper/Digital	
6104	Securities	Treasurer	Permanent – Hard Copy – Maintained for 3 Years After Audit – Then – Microfilmed	Paper/Digital	
6201	Investment Ledger	Treasurer	5 Years Provided Audited	Paper/Digital	
6202	Foundation Distribution	Treasurer	5 Years Provided Audited	Paper/Digital	
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	5 Years Provided Audited	Paper/Digital	
6204	Budgets (Annual)	Treasurer	5 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6205	Insurance Policies	Treasurer	15 Years after Expiration Provided all Claims Settled	Paper, digital, or microfilm/microfiche	
6206	Contracts	Treasurer	15 Years After Expiration	Paper, digital, or microfilm/microfiche	
6207	Bonds and Coupons	Treasurer	Until Redeemed Provided Audited	Paper, digital, or microfilm/microfiche	
6208	Accounts Payable Ledgers	Treasurer	5 Years Provided Audited	Paper/Digital	
6209	Accounts Receivable Ledgers	Treasurer	5 Years Provided Audited	Paper/Digital	
6210	Budget Work Papers	Treasurer	5 Years Provided Audited	Paper/Digital	
6211	Vouchers, Invoices and Purchase Orders	Treasurer	10 Years Provided Audited	Paper/Digital	
6212	State Program Files Aux Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, Etc.	Treasurer	10 Years Provided Audited	Paper/Digital	
6213	Federal Program Files Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	Treasurer	10 Years Provided Audited	Paper/Digital	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
6214	Travel Expense Vouchers	Treasurer	10 Years Provided Audited	Paper/Digital	
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 Years Provided Audited	Paper/Digital	
6216	State Reimbursement Settlement Sheets	Treasurer	5 Years Provided Audited	Paper/Digital	
6217	Unemployment Claims	Treasurer	5 Years	Paper/Digital	
6218	Employee Bonds, Board Member Bonds	Treasurer	5 Years	Paper/Digital	
6219	Certificate of Estimated Resources	Treasurer	15 Years After Expiration	Paper, digital, or microfilm/microfiche	
6220	Appropriation Resolutions	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
6222	Tax Apportionments (Semi-Annual)	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
6301	Canceled Checks and Bank Statements	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6302	Publication Notice	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6303	Tuition Fees and Payments	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6304	School Finance (S.F) Monthly Statements	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6305	Investment Records (May include Individual Record of Investments, Bank Confirmations, Wire Transfers, Copy of CD, etc.)	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6306	Travel Expense Reports	Treasurer	10 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6307	State Sales Tax Reports	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6309	Check Registers	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6310	Deposit Slips/Cash Proofs	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6311	Bids and Specifications (Unsuccessful)	Treasurer	1 Year Provided Audited	Paper, digital, or microfilm/microfiche	
6312	Bids and Specifications (Successful)	Treasurer	4 Years after completion of Project Provided Audited	Paper, digital, or microfilm/microfiche	
6313	Receipt Books	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6314	Extra Trip Records	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6315	Monthly Financial Reports	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6316	Accounting Data	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6317	Service Contracts	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
6318	State Subsidy Reports Applications for Driver Education, Pupil Transportation, Special Education, etc.	Treasurer	3 Years Provided Audited	Paper, digital, or microfilm/microfiche	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
6319	Deliver/Packing Slips	Treasurer	1 Year Provided Audited	Paper, digital, or microfilm/microfiche	
6401	Requisitions	Treasurer	1 Year After end of fiscal year	Paper, digital, or microfilm/microfiche	
7000	<u>PAYROLL RELATED</u>				
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Treasurer	Permanent – Hard Copy Maintained for 5 Years After Audit Then Microfilmed	Paper, digital, or microfilm/microfiche	
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer	Permanent – Hard Copy Maintained for 5 Years After Audit Then Microfilmed	Paper, digital, or microfilm/microfiche	
7103	Monthly Payroll Reports Leave Usage and Accumulation, Retirement Service, etc.)	Treasurer	Permanent – Hard Copy Maintained for 5 Years After Audit Then Microfilmed	Paper, digital, or microfilm/microfiche	
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 Years	Paper, digital, or microfilm/microfiche	
7301	W-2's, W-4's (Employer Copy)	Treasurer	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche	
7302	Federal Income Tax (Quarterly/Annual)	Treasurer	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche	
7303	Ohio Income Tax (Quarterly/Annual)	Treasurer	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche	
7304	City Income Tax (Quarterly/Annual)	Treasurer	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche	
7305	School Income Tax (Quarterly/Annual)	Treasurer	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche	
7306	Payroll Reports Reports used for Each Payroll - Computer Generated	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7307	Payroll Update Listing	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7308	Payroll Calculations	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7309	State Teachers System and School Employees Retirement System Waivers	Treasurer	Permanent – Hard Copy maintained for 5 Years Then Microfilmed	Paper, digital, or microfilm/microfiche	
7310	State Employees Retirement System (SERS) Reports	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7311	State Teachers Retirement System (STRS) Reports	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7312	Annuity Reports	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7313	Benefit Folders/Reports	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
7314	Employee Request and/or Authorization for Leave Forms n(Sick, Vacation, Personal, or other leave)	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7315	Deduction Reports Voluntary Payroll Deduction	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7316	Employee Vacation/Sick Leave Records	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7317	Time Sheets	Treasurer	6 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7318	Overtime Authorization	Treasurer	6 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7319	Employee Insurance Bills Medical Dental Life	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7323	Paycheck Register	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7324	Payroll Bank Statement	Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
7401	Deduction Authorization	Treasurer	Until Superceded or Employee Terminated	Paper, digital, or microfilm/microfiche	
8000	<u>REPORTS</u>				
8201	State Audit Reports	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8202	#59, #659 and #4502	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8203	#25 and #625	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8204	School Finance (S.F) Reports - Annual	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8205	Special Education (S.E.) Reports - Annual	SpEd-Secretary-Supt Secretary Director of Special Services/Superintendent	7 Years	Paper, digital, or microfilm/microfiche	
8206	Vocation Education (V.E.) Reports - Annual	Voe-Secretary-Supt Secretary Superintendent	5 Years	Paper, digital, or microfilm/microfiche	
8207	Ohio Common Core Data (OCCD) Reports	Supt-Secretary Superintendent	5 Years	Paper, digital, or microfilm/microfiche	
8208	Drivers Education Reports	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8209	Ohio Department of Education (ODE) Reports	Bldg-Secretary Superintendent	5 Years	Paper, digital, or microfilm/microfiche	
8211	Civil Rights Reports	Supt-Secretary Superintendent	Permanent — Hard-Copy Maintained for 5-Years, then Microfilmed	Paper, digital, or microfilm/microfiche	
8212	Title IX R Reports	Supt-Secretary Superintendent	10 Years	Paper, digital, or microfilm/microfiche	
8213	SM-1 & SM-2 (Annually and Quarterly)	Treasurer	10 Years	Paper, digital, or microfilm/microfiche	
8214	State Minimum Standards	Supt-Secretary Superintendent	10 Years	Paper, digital, or microfilm/microfiche	
8301	Personnel State Reports (Currently SF-1, CS-1)	Personnel-Secretary Treasurer	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 Years	Paper, digital, or microfilm/microfiche	
8304	Transportation Reports	Director of Transportation Secretary	4 Years Provided Audited	Paper, digital, or microfilm/microfiche	
9000	<u>OTHER</u>				

(5) Schedule Number	(6) Record title and description	(7) Responsibility	(8) Retention Period	(9) Media Type	(10) For use by Auditor of State or OHS-LGRP
9101	Personnel Directory	Supt-Secretary- Superintendent	10 Years	Paper, digital, or microfilm/microfiche	
9102	Enrollment Record (By Grade and Building)	Supt-Secretary- Superintendent	Permanent – Hard Copy- maintained for 5 years then Microfilmed	Paper, digital, or microfilm/microfiche	
9202	School Calendars	Supt-Secretary- Superintendent	5 Years	Paper, digital, or microfilm/microfiche	
9203	Building, Boiler, Maintenance Reports	Business Office and- Secretary Director of Maintenance/Grounds	2 Years After End of Fiscal Year	Paper, digital, or microfilm/microfiche	
9402	Employee Handbooks	Supt-Secretary- Superintendent	Until Superseded	Paper, digital, or microfilm/microfiche	
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries-	Until Superseded	Paper, digital, or microfilm/microfiche	
9404	Attendance Records	Building Administrators	Until Superseded	Paper, digital, or microfilm/microfiche	