



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Coshocton City Schools (Local Government Entity)	Board of Education (Unit)
Dr. Jer e Butcher (Signature of Responsible Official)	President (Name) (Title) (Date)

Section B: Records Commission

Coshocton City Schools Board of Education (Local Government Entity)	Records Commission (Telephone Number)	(740) 622-1901
1207 Cambridge Rd (Address)	Coshocton (City)	43812 Coshocton (Zip Code) (County)

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

terri.eyerman@coshoctoncityschools.com

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.

Terri Eyerman, Treasurer/CFO Records Commission Chair Signature	Date
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Section C: Ohio History Connection - State Archives

Signature	Title	Date
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Section D: Auditor of State

Signature	Title	Date
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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

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018

RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Section E: Table of Records to be Disposed

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS				<input type="checkbox"/>
1101	Minutes	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS	<input type="checkbox"/>
1101.1	Audio Tapes-Recordings	2 Years	Digital		<input type="checkbox"/>
1102	Blue Prints, Plans, Maps	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS	<input type="checkbox"/>
1103	Deeds, Easements, Leases	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS	<input type="checkbox"/>

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Section E: Table of Records to be Disposed

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
1104	Board Policy Books and Other Adopted Policies	1 year after superceded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1105	Administrative Regulations	1 year after superceded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1103	Court Decisions	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS	<input type="checkbox"/>
1107	Claims and Litigation	Permanent	Paper, digital, or microfilm/microfiche	RC-3 Required by OHS	<input type="checkbox"/>
1201	Elections	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1202	Record Disposal Forms (RC-3)	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1203	Bargaining Agreements	10 Years after Expiration	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1204	Budget Policy Files	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1301	Worker's Compensation Claims	10 Years after Financial Payment Made	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1302	Bank Depository Agreements	4 Years after Completion	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1303	Organization Reports	2 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1304	Board Meeting Notes	1 Year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1305	Agendas	1 Calendar Year Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1401	Adopted Courses of Study	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1402	Adopted Special Education Programs	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
1403	Adopted Special Programs	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
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>				<input type="checkbox"/>
2101	Certified Active Employees	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2102	Classified Active Employees	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2103	Certificated Inactive Employees	Permanent -Hard copy maintained for 3 years after audited then microfilmed	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2104	Classified Inactive Employees	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2105	Civil rights, Civil Services and Disciplinary Reports	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2107	Retirement Letters	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2108	Substitute Records	25 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
2301	Employee Contracts	4 Years after Termination from Employment	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2302	Professional Conference Applications	2 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2303	Irregular Employee Contracts (Substitutes, etc.)	4 Years after contract expires	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2304	Unemployment Claims	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2305	Unemployment	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2306	Applications (not hired)	2 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
2307	Schedules of Employees	Fiscal Year Plus 2 years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2308	Student Helper Applications	2 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2309	Teacher Personnel Reports (Internal)	Fiscal Year Plus 1 year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms	Termination of employment plus 1 year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
2401	Job Descriptions	Retain until Superseded or Obsolete	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3000	STUDENT RECORDS				<input type="checkbox"/>
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	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3102	Office Record Card (K-9)	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3103	Cosmetology Records (Vocational)	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	7 Years After Graduation	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3202	Discipline Records Letters to Parents Office Discipline	1 Year after Student Leaves School	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
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.	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Through Graduation	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3301	Teacher Grade Books/Records	3 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

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3302	Pre-School Screening Profiles	3 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits)	3 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3304	Accident Reports	5 Years provided no action pending	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
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.	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application	4 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
3401	Emergency Information	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4000	<u>BUILDING RECORDS</u>		Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4202	Tornado and Fire Drill Records	1 Year After end of fiscal year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4203	Building Health Inspections	2 Years After end of fiscal year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4301	Student Activity Records Pay-in Forms Pay-out Forms Account Forms/District Budget Forms Requisitions Purchase orders Ticket sale reports	2 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4302	Receipts/Deposit Slips	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4303	Budget/Appropriation Records	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4304	Requisitions/Purchase Orders	10 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4401	Text Book Inventories	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4402	Supplies Inventory	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
4403	Student Handbooks	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5000	<u>CENTRAL DEPARTMENTAL RECORD</u> <u>Administrative Offices</u>				<input type="checkbox"/>
5201	School Calendars	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5302	Prevailing Wage Records	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5303	Rental Information (Use of Facilities)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5304	Work Orders	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5305	Environmental Reports and Data (asbestos, etc.)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

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5306	Vandalism Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5307	Student Activity Purpose Clauses	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)	1 Year Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5310	Bids and Specifications (Unsuccessful)	4 Years after completion of Project Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5311	Contractor Files (Resolutions, additions, drawings, etc.)	Until Project Complete, If No Action Pending, Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5401	Preventive Maintenance Reports	Fiscal Year Plus 2 years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5402	Warranty/Guarantee	Life/Warranty of Equipment	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5403	Plant and Equipment Inventory	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5404	Textbook/Workbook Inventory	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5405	Supplies Inventory	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
	<u>SPECIAL EDUCATION DEPARTMENT</u>				<input type="checkbox"/>
5221	Special Education Tutoring Reports	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
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.	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
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.	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
	<u>TRANSPORTATION DEPARTMENT</u>				<input type="checkbox"/>
5340	Driver Physical	2 Years after Termination	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5341	Fuel Consumption Data	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5342	Transportation Records	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5343	Field Trip Forms and Volunteer Driver Forms	Fiscal Year Plus 2 years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5441	Accident Reports	3 Years Provided No Action Pending	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5442	Vehicle Registration	Life of Vehicle	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5443	Vehicle License	1 Year after Termination	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5445	Driver Certifications	1 Year after termination	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

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(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
5446	Supplies Inventory	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5447	Vehicle Defect Report	Life of Vehicle	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
	FOOD SERVICE DEPARTMENT				<input type="checkbox"/>
5561	Food Service Records Menus Food Production Milk Sold Students Served	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5564	Inventories	Until Superseded Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
5565	Lunchroom License	1 Year After Expiration	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6000	FINANCIAL RECORDS				<input type="checkbox"/>
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	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6103	Bond Register	20 Years After Issue Expires	Paper/Digital		<input type="checkbox"/>
6104	Securities	Permanent	Paper/Digital		<input type="checkbox"/>
6201	Investment Ledger	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6202	Foundation Distribution	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6203	Tax Settlements (Semi-Annual) and Advances	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6204	Budgets (Annual)	5 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6205	Insurance Policies	15 Years after Expiration Provided all Claims Settled	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6206	Contracts	15 Years After Expiration	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6207	Bonds and Coupons	Until Redeemed Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6208	Accounts Payable Ledgers	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6209	Accounts Receivable Ledgers	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>

RECORDS RETENTION ON SCHEDULE (RC-2) – Part 2*See instructions before completing this form. Must be submitted with PART 1***Section E: Table of Records to be Disposed**

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
6210	Budget Work Papers	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders	10 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6212	State Program Files Aux Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, Etc.	10 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6213	Federal Program Files Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	10 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6214	Travel Expense Vouchers	10 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	10 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6216	State Reimbursement Settlement Sheets	5 Years Provided Audited	Paper/Digital		<input type="checkbox"/>
6217	Unemployment Claims	5 Years	Paper/Digital		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds	5 Years	Paper/Digital		<input type="checkbox"/>
6219	Certificate of Estimated Resources	15 Years After Expiration	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6220	Appropriation Resolutions	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual)	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6301	Canceled Checks and Bank Statements	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6302	Publication Notice	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6303	Tuition Fees and Payments	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6304	School Finance (S.F) Monthly Statements	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6305	Investment Records (May include Individual Record of Investments, Bank Confirmations, Wire Transfers, Copy of CD, etc.)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6306	Travel Expense Reports	10 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6307	State Sales Tax Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6309	Check Registers	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6311	Bids and Specifications (Unsuccessful)	1 Year Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6312	Bids and Specifications (Successful)	4 Years after completion of Project Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6313	Receipt Books	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6314	Extra Trip Records	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

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6315	Monthly Financial Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6316	Accounting Data	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6317	Service Contracts	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6318	State Subsidy Reports Applications for Driver Education, Pupil Transportation, Special Education, etc.	3 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6319	Deliver/Packing Slips	1 Year Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
6401	Requisitions	1 Year After end of fiscal year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7000	<u>PAYROLL RELATED</u>				<input type="checkbox"/>
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7102	Earnings Registers By Staff Member By Calendar Year	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7103	Monthly Payroll Reports Leave Usage and Accumulation, Retirement Service, etc.)	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7201	Bureau of Employment Service Quarterly Reports	7 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7301	W-2's, W-4's (Employer Copy)	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual)	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7303	Ohio Income Tax (Quarterly/Annual)	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7304	City Income Tax (Quarterly/Annual)	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7305	School Income Tax (Quarterly/Annual)	6 Years and Current Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7306	Payroll Reports Reports used for Each Payroll - Computer Generated	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7307	Payroll Update Listing	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7308	Payroll Calculations	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7309	State Teachers System and School Employees Retirement System Waivers	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7312	Annuity Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7313	Benefit Folders/Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7315	Deduction Reports Voluntary Payroll Deduction	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

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7316	Employee Vacation/Sick Leave Records	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7317	Time Sheets	6 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7318	Overtime Authorization	6 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7319	Employee Insurance Bills Medical Dental Life	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7323	Paycheck Register	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7324	Payroll Bank Statement	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
7401	Deduction Authorization	Until Superseded or Employee Terminated	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8000	<u>REPORTS</u>				<input type="checkbox"/>
8201	State Audit Reports	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8202	#59, #659 and #4502	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8203	#25 and #625	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8204	School Finance (S.F) Reports - Annual	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8205	Special Education (S.E.) Reports - Annual	7 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8206	Vocation Education (V.E.) Reports - Annual	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8208	Drivers Education Reports	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8209	Ohio Department of Education (ODE) Reports	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8211	Civil Rights Reports	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8212	Title IX R Reports	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8213	SM-1 & SM-2 (Annually and Quarterly)	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8214	State Minimum Standards	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8301	Personnel State Reports (Currently SF-1, CS-1)	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor)	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor)	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
8304	Transportation Reports	4 Years Provided Audited	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
9000	<u>OTHER</u>				<input type="checkbox"/>
9101	Personnel Directory	10 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>

RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form Must be submitted with PART 1***Section E: Table of Records to be Disposed**

(Local Government Entity)		(Unit)			
(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
9102	Enrollment Record (By Grade and Building)	Permanent	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
9202	School Calendars	5 Years	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	2 Years After End of Fiscal Year	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
9402	Employee Handbooks	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>
9404	Attendance Records	Until Superseded	Paper, digital, or microfilm/microfiche		<input type="checkbox"/>