



Book	Administrative Guideline Manual
Section	8000 Operations
Title	PUBLIC RECORDS
Code	ag8310A
Status	Active
Adopted	July 1, 2012
Last Revised	May 20, 2020

#### 8310A - **PUBLIC RECORDS**

The School District's public records are available for public inspection and/or copying in accordance with State law.

#### **Designation of Officers**

The District's Records Custodian/Officer ("DRO") is Sean Nuccio, Treasurer/Budget Director/CFO ("Treasurer/CFO"). Mr. Nuccio's contact information is: 5311 Longwood Avenue, Parma, OH 44134, (440) 885-2324, [nuccios@parmacityschools.org](mailto:nuccios@parmacityschools.org).

#### **Definitions**

"Public record" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

"Public record" does not mean any of the following: medical records; documents containing genetic information; trial preparation records; confidential law enforcement investigatory records; and other records the release of which is prohibited by State or Federal law, including, but not limited to, student personally identifiable information and student directory information when the student's parents have affirmatively withdrawn consent for release of it in writing.

"Electronic record" includes any record having been created, generated, sent, communicated, received, or stored by electronic means.

"Redaction" means obscuring or deleting any information that is exempt from public inspection or copying from an item that otherwise meets the definition of a "public record."

#### **Location and Time**

Public records shall be made available at the Treasurer/CFO's office for inspection during regular business hours, with the exception of published holidays. The District shall organize and maintain public records in a manner such that they are promptly made available for inspection or copying. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. No record shall be removed from such location. A member of the staff must be present throughout the inspection and copying of such record.

While the District is responsible for promptly preparing and making available public records, State law does not require the District to provide additional information that may be related to a record but is not part of a record. In addition, the District is not required to create a new record to respond to a public request for information if no public record is available that is

responsive to the request or to respond to requests for information when the information requested is not contained in a public record.

While personnel files contain public records, some specific information and/or records contained in such files may be confidential and not subject to disclosure (see AG 8320).

## Procedures

The following procedures shall be followed in connection with requests to inspect and secure copies of District public records:

- A. Requests to inspect and/or obtain copies of public records shall be submitted to the DRO. A public records request must at least identify the records requested with sufficient clarity to allow the District to identify, retrieve, and review the records. If it is not clear what records are being sought, the DRO shall contact the requester for clarification.
- B. Individuals requesting to inspect and/or obtain copies of public records are asked to place their request in writing so that the District can respond promptly to the request with the exact records that are being requested. Written requests help to ensure that the proper (i.e., most responsive) records are provided in a timely manner to the person making the request. This is particularly true with respect to more complex and/or voluminous requests. The District, however, recognizes that a person does not have to place his/her request in writing identify himself/herself when making a request. Forms are available to help facilitate compliance with a public records request.

The District may ask that the requestor's identity and reason the information is sought be in writing but the requestor is not required to identify himself/herself or the intended use of the requested public record(s). unless the request is for student directory information.

Each request shall be evaluated for an estimated length of time required to gather the records. Routine request for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both draft and final form), budgets, salary information, forms and applications, personnel roster, etc.

With respect to public records that are determined to be available, the DRO will direct the requestor to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

With respect to records that are determined not to be available, the Treasurer's office will notify the requestor of same, noting the reason for unavailability on the request form if one is submitted, and return one (1) copy of the form to the requestor. The Treasurer's office shall also notify the requestor of the estimated time necessary to process and fulfill the request, make arrangements with the requestor for delivery of the requested records, and arrange a method of communication between the requestor and the District in the event that further information is needed by the District to fulfill the request.

The District will track public records requests using a log or similar tracking method. The tracking method will include: date the in-person, verbal, written or email request received (date stamp written requests); name of requestor (only if voluntarily provided; requests can be under a pseudonym or made anonymously); type of records requested; date requests were fulfilled; and name of person fulfilling request.

The District will use standard request forms that are available to requestors to use if they wish, as well as for the staff to use when a request is made via phone.

## Fees

Upon request, copies of public records will be provided at the actual cost of making copies:

- A. The charge for paper copies is ten cents (.10) per page.
- B. The charge for downloaded computer files to a compact disc is \$ 1.00 per disc.
- C. There is no charge for documents e-mailed unless redactions were necessary at which time the 10 cents per page fee applies and must be paid prior to the release of documents.

A person who requests a copy of a public record may choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record(s) as well as

the costs for postage and mailing supplies.

### **Electronic Mail**

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District). E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the DRO.

The DRO shall treat such e-mail/records from private accounts as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 - "Public Records" or this guideline, they may fall under Policy 8315 - "Information Management" or AG 8315 - "Litigation Hold Procedure."

### **RETENTION OF RECORDS**

The District Records Commission is responsible for completing an "Application for One-time Disposal of Obsolete Records" Form RC-1, and for developing the District's "Schedule of Records Retention and Disposition" - Form RC-2. Both forms must be submitted to and approved by the Ohio History Connection and the State Auditor. Subsequent revisions to the RC-2 Form must also be approved using this same process. Only in conformance with the approved "Application for One-time Disposal of Obsolete Records - Form RC-1" or the "Schedule of Records Retention and Disposition - Form RC-2" may the District's Records Commission review applications for the disposal of obsolete records. The District Records Commission will utilize the "Certificate of Disposal Form" RC-3 when required as indicated by the Ohio History Connection on the approved RC-2 form.

To facilitate the development, updating and/or revision of the Schedule of Records Retention and Disposition, and in reviewing requests for disposal of obsolete records, the District Records Commission shall utilize the following guidelines recommended by the State Auditor's office.

**(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.)**

This schedule lists records commonly created by school districts, educational service centers, and career technical schools. The retention periods specified herein are either required by statute or have been determined by best practice. Local Records Commissions may edit retention periods based on the administrative, fiscal, legal, and historical value of the records.

The local school district, education service center, or career technical school should also notate the media type of the records on the schedule in column 4. The records can be maintained on separate formats (i.e. paper and electronic) for different amounts of time.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a ten (10) year retention period also be maintained in either paper or microfilm formats.

Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

**ELECTRONIC MAIL** (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **ACCOUNTING RECORDS – BUILDINGS AND CO DEPARTMENTS**

**SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

4301 Student Activity Two Years \*\*  
 Pay-In Forms  
 Pay-Out Forms  
 Account Forms/Dist.  
 Budget Forms  
 Req/Purchase Orders  
 Purpose Clauses  
 Sales Potential Projections  
 Ticket Sales  
 Reports

4302 Receipts/Deposit Slips Four Years \*\*

4303 Budget/Appropriation Records Four Years \*\*

4304 Requisitions/Purchase Orders Ten Years \*\*

\*\* Provided audited

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION****BUILDING RECORDS - OTHER****SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

4202 Tornado and Fire Drill Records One Year \*

4203 Building Health Inspections Two Year \*

4401 Textbook Inventories Until Superseded

4402 Supplies Inventories Until Superseded

4403 Student Handbooks Until Superseded

5201 School Calendars Five Years

8209 ODE (Ohio Department of Education) Five Years  
 Reports

9403 Directives, Standards, Laws Until Superseded from Local, State, and Federal Governmental Agencies

\* After end of fiscal year

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION****BUSINESS OFFICE SCHEDULE****SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

1102 Blueprints, Plans, Maps Permanent

1103 Deeds, Easements, Lease, Abstracts Permanent

2105 Civil Rights Reports Permanent\*\*\*

5301 Repair, Installation & Maintenance Four Years\*\*  
 Records

5302 Prevailing Wage Records Four Years\*\*

5303 Rental Information Four Years\*\*  
(Use of Facilities)

5304 Work Orders Four Years\*\*

5305 Environmental Reports and Data Four Years\*\*

5306 Vandalism Reports Four Years\*\*

5309 Bids and Specifications One Year \*\*  
(Unsuccessful)

5310 Bids and Specifications Four Years after

s. Completion of Proj.

5311 Contractor Files (Resolutions, Until Project Comp.,

ii. drawings, etc.) if no action pending\*\*

5401 Preventative Maintenance Reports Fiscal Year Plus Two Years

5402 Warranty/Guarantee Life/Warranty of Equipment

5405 Supplies Inventory Until Superseded\*\*

5442 Vehicle Registration Life of Vehicle

5443 Vehicle License Until Termination plus One Year

6205 Insurance Policies 15 Years after Expiration Provided All Claims Settled

6206 Contracts 15 Years after Expiration

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **CURRICULUM AND FEDERAL GRANTS OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

1401 Adopted Courses of Study Until Superseded

1403 Adopted Special Programs Until Superseded

5404 Textbook/Workbook Inventory Until Superseded\*\*

6212 State Program Files Ten Years\*\*

Aux Svc, DPPF, Adult Voc, Excess Lottery, Data Processing Public/Private Grants, etc.

6213 Federal Program Files Ten Years\*\*

Title I, II, III, IV-B, IV-C & VI-B;

Chapter 1, 2, Drug-Free, etc.

9403 Directives, Standards, Laws from Local, Until Superseded  
State & Federal Governmental Agencies

\*\* Provided Audited

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **FOOD SERVICES OFFICE SCHEDULE**

**SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

5561 Food Service Records: Menus Four Years\*\*  
Food Production, Milk Sold, Students Served

5562 Lunchroom Records Four Years\*\*  
Cash Register Tapes  
Cashier's Daily Reports

5563 Lunchroom Reports Four Years\*\*  
Free & Reduced

5564 Inventories Until Superseded\*\*

5565 Lunchroom License One Year after Expiration

6211 Vouchers, Invoices, and Ten Years\*\*  
Purchase Orders

9403 Directives, Standards, Laws from Until Superseded  
Local, State, and Federal Governmental Agencies

\*\* Provided Audited

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION****HUMAN RESOURCES OFFICE SCHEDULE****SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts, and any other documents which became part of the file.

2101 Certificated Active Employees Permanent

2102 Classified Active Employees Permanent

2103 Certificated Inactive Employees Permanent\*\*\*

2104 Classified Inactive Employees Permanent\*\*\*

2105 Civil Rights, Civil Service, Permanent\*\*\*  
and Disciplinary Reports

2107 Retirement Letters Permanent\*\*\*

2108 Substitute Records 25 Years

2301 Employee Contracts and Four Years after Salary Notices Termination of Emp.

2302 Professional Conferences Applications Two Years\*\*

2303 Irregular Employee Contracts Four Years after

i. etc) Contract Expires

2304 Unemployment Claims Five Years

2305 Unemployment Records Five Years

2306 Applications (not hired) Two Years\*\*

2307 Schedule of Employees Fiscal Year plus Two Years

2308 Student Helper Applications Two Years

2309 Teacher Personnel Reports (internal) Fiscal Year plus One Year

2310 I-9 Immigration Verification Forms Termination of Employment plus One Year

2401 Job Descriptions Until Superseded

6217 Unemployment Claims Five Years

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **HUMAN RESOURCES OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

7314 Employee Request and/or Authorization Four Years\*\*  
for Leave (Sick, Vacation, Personal, Other)

8301 Personnel State Reports Four Years\*\*  
Currently SF-1, CS-1

9403 Directives, Standards, Laws from Until Superseded  
Local, State, and Federal Governmental Agencies

9404 Attendance Records Until Superseded

\*\* Provided Audited

\*\*\* Hard copy maintained for five years after leaving system, then micro-filmed

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **PAYROLL AND BENEFITS OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

7001 Payroll Ledgers Permanent\*\*\*  
Bi-Weekly Payroll Reports  
Quarterly Payroll Reports  
Payroll Reports

7102 Earnings Registers Permanent\*\*\*  
by Staff Member  
by Calendar Year

7103 Monthly Payroll Reports Permanent\*\*\*  
(leave usage and accumulation, retirement service, etc.)

7201 Bureau of Employment Services Seven Years  
Quarterly Reports

7301 W-2 and W-4 Employer Copy Six Years & Current\*\*

7302 Federal Income Tax Six Years & Current\*\*  
Quarterly/Annual)

7303 Ohio Income Tax Six Years and Current\*\*  
(Monthly/Annual)

7304 City Income Tax Six Years & Current\*\*  
(Monthly/Annual)

7305 School Income Tax Six Years & Current\*\*  
(Monthly/Annual)

7306 Payroll Reports (All reports used for Four Years\*\*  
each payroll – computer-generated – EXCEPT those listed under 7001, 7102 and 7103 above

7307 Payroll Update Listings Four Years\*\*

7308 Payroll Calculations Four Years\*\*

7309 STRS and SERS Waivers Permanent\*\*\*

7310 SERS Reports Four Years\*\*

7311 STRS Reports Four Years\*\*

7312 Annuity Reports Four Years\*\*

7313 Benefit Folder/Report Four Years\*\*

7314 Employee Request and/or Four Years\*\*  
Authorization (Sick, Vacation, Personal, or Other Leave)

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **PAYROLL AND BENEFITS OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

7315 Deduction Reports Four Years\*\*  
Voluntary Payroll  
Deductions

7316 Employee Vacation/Sick Leave Records Four Years\*\*

7317 Time Sheets Six Years

7318 Overtime Authorization Six Years

7319 Employee Insurance, Bills, Four Years\*\*  
Medical, Dental, Vision, Life

7323 Paycheck Register Four Years\*\*

7401 Deduction Authorization Until Superseded or Employee Terminated

9403 Directives, Standards, Laws from Until Superseded  
Local, State, and Federal Governmental Agencies

9404 Attendance Records Until Superseded

\* After end of fiscal year

\*\* Provided Audited

\*\*\* Hard copy maintained for five years after leaving system, then micro-filmed

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **SPECIAL EDUCATION OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**



1402 Adopted Special Education Programs Until Superseded

8205 Special Education Reports Seven Years

5221 Special Education Tutoring Reports Ten Years

5222 Individual Educational Plan (IEP) Permanent \*\*\*

5223 Psychological Records Permanent\*\*\*  
Restricted

6212 State Grants Ten Years\*\*  
Special Education Related

6213 Federal Grants Ten Years\*\*  
Special Education Related

9403 Directives, Standards, Laws from Until Superseded  
Local, State, and Federal Governmental Agencies

\*\* Provided Audited

\*\*\* Hard copy maintained for five years after leaving system, then micro-filmed

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION

### STUDENT RECORDS

#### SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD

3101 Student Record Folders Permanent\*\*\*  
Enrollment/Withdrawal Information  
Grades/Transcripts  
Activities Records  
Attendance Records  
Individual Test Results  
Intervention Records  
Foreign Exchange Records  
Suspensions/Expulsions  
Home Schooled Student Records

3102 Office Record Card (K-9) Permanent\*\*\*

3103 Cosmetology Records Permanent\*\*\*

3201 Health/Medical Records 7 Years after  
Visual Screening Graduation  
Hearing Screening  
Immunization Records

3202 Discipline Records One Year after  
Letters to Parents Student Leaves  
Office Discipline School

3203 Psychological Records Permanent\*\*\*  
(Restricted)

3204 Child Abuse/Neglect Through Graduation  
Referral Letters

3301 Teacher Grade Book/Records Three Years\*

3302 Pre-School Screening Profile Three Years

3303 Work Permits Three Years  
 3304 Accident Reports Five Years providing no action pending  
 3305 IEP Permanent\*\*\*  
 3306 Free/Reduced Lunch Application Four Years  
 3401 Emergency Information Until Superseded  
 9403 Directives, Standards, Laws from Until Superseded  
 Local, State, and Federal Government Agencies

\* After end of fiscal year

\*\*\* Hard copy maintained for five years after student leaves system – then micro-filmed.

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **SUPERINTENDENT'S SECRETARY SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

1104 Board Policy Books and Other One Year after Adopted Policies Superseded  
 1105 Administrative Regulations One Year after Superseded  
 1403 Adopted Special Programs Until Superseded  
 5201 School Calendars Five Years  
 8207 Ohio Common Core Data Five Years  
 (OCCD) Reports  
 8209 Ohio Department of Education Five Years  
 (ODE) Reports  
 8211 Civil Rights Reports Permanent\*\*\*  
 8212 Title IX Reports Ten Years  
 8214 State Minimum Standards Ten Years  
 9101 Personnel Directory Permanent\*\*\*  
 9102 Enrollment Record Permanent\*\*\*  
 (by Grade and Building)  
 9402 Employee Handbooks Until Superseded  
 9403 Directives, Standards, Laws Until Superseded from Local, State and Federal Governmental Agencies

\*\* Provided Audited

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## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **TREASURER'S OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

1101 Minutes Permanent

1101.1 Audio Tapes Two years

1106 Court Decisions Permanent

1107 Claims and Litigation Permanent

1201 Elections 10 Years

1202 Records Commission Records Disposal 10 Years  
RC-3

1203 Bargaining Agreements 10 Years after Expiration

1204 Budget Policy Files 5 Years

1301 Worker's Compensation Claims 10 Years after Fin. Payment Made

1302 Bank Depository Agreements Four Years after Completion

1303 Organization Reports Two Years\*\*

1304 Board Meeting Notices One Year

1305 Agendas One Calendar Year\*\*

5307 Student Activity Purpose Clauses Four Years\*\*

5308 Sales Potential Forms Four Years\*\*  
(Student Activity)

5403 Plant and Equipment Inventory Until Superseded\*\*

6101 Annual Financials Five Years\*\*  
Appropriation Ledgers  
Budget Ledgers  
Revenue Journals  
Vendor Listing  
Check Register  
Purchase Order Listing  
Invoice List  
Account Reports  
Financial Summary  
Detail Reports

6102 Activity Fund Cash Journal & Ledger Five Years\*\*

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **TREASURER'S OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

6103 Bond Register 20 Years after Issue Expires

6104 Securities Permanent\*\*\*

6201 Investment Ledger Five Years\*\*

6202 Foundation Distribution Five Years\*\*

6203 Tax Settlements (semi-annual) Five Years\*\*  
and Advances

- 6204 Budgets (Annual) Five Years\*\*
- 6205 Insurance Policies 15 Years after Expiration Provided All Claims Settled
- 6206 Contracts 15 Years after Expiration
- 6207 Bonds and Coupons Until Redeemed\*\*
- 6208 Accounts Payable Ledgers Five Years\*\*
- 6209 Accounts Receivable Ledgers Five Years\*\*
- 6210 Budget Work Papers Five Years\*\*
- 6211 Vouchers, Invoices, and Ten Years\*\*  
Purchase Orders
- 6212 State Program Files Ten Years\*\*  
Aux Svc, DPPF, Adult Voc, Excess Lottery, Data Processing, Public/Private Grants, etc.
- 6213 Federal Program Files Ten Years\*\*  
Title I, II, III, IV-B, IV-C & VI-B;  
Chapter 1, 2, Drug-Free, etc.
- 6214 Travel Expense Vouchers Ten Years\*\*
- 6215 Tax Anticipation Notes Ten Years\*\*
- 6216 State Reimbursement Five Years\*\*  
Settlement Sheets
- 6218 Employee Bonds, Board Member Bonds Five Years
- 6219 Certificate of Estimated Resources 15 Years after Exp.

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **TREASURER'S OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

- 6220 Appropriation Resolutions Five Years
- 6222 Tax Apportionments (semi-annual) Five Years
- 6301 Cancelled Checks & Bank Statements Four Years\*\*
- 6302 Publication Notice Four Years\*\*
- 6303 Tuition: Fees and Payments Four Years\*\*
- 6304 School Finance (S.F.) Monthly Four Years\*\*  
Statement
- 6305 Investment Reports Four Years\*\*
- 6306 Travel Expense Reports Ten Years\*\*  
Board & Employee
- 6307 State Sales Tax Reports Four Years\*\*
- 6308 Student Activity Fund Four Years\*\*  
(Pay-Ins, Pay-Outs, Receipts/Deposits, Cancelled Checks, Reports)

6309 Check Registers Four Years\*\*

6310 Deposit Slips/Cash Proofs Four Years\*\*

6313 Receipt Books Four Years\*\*

6314 Extra Trip Records Four Years\*\*

6315 Monthly Financial Reports Four Years\*\*

6316 Accounting Data Four Years\*\*

6317 Service Contracts Four Years\*\*

6318 State Subsidy Requests Three Years\*\*\*  
Applications for driver education, pupil transportation, special education, etc.

6401 Requisitions One Year\*\*

7324 Payroll Bank Statement Four Years\*\*

8201 State Audit Reports Five Years

## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **TREASURER'S OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

8202 #59 & #659 or #4502 Reports Five Years

8203 #25 & #625 Reports Five Years

8204 School Finance (S.F.) Reports Five Years

8213 SM-1 & SM-2 Reports 10 Years  
Quarterly and Annual

8302 County Auditor: Annual Wages Five Years for Workers Compensation

8303 County Auditor: Bank Balance Five Years  
Certification

9403 Directives, Standards, Laws from Until Superseded  
Local, State & Federal Governmental Agencies

\* After end of fiscal year

\*\* Provided Audited

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## **SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

### **VOCATIONAL OFFICE SCHEDULE**

#### **SCHEDULE # RECORD SERIES TITLE RETENTION PERIOD**

3103 Cosmetology Records Permanent\*\*\*

8206 Vocation Education Reports Five Years

9403 Directives, Standards, Laws from Until Superseded

Local, State, and Federal Governmental Agencies

\*\* Provided audited

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Revised 11/28/18

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R.C. 149.381

Form RC-1, Form RC-2, Form RC-3, Ohio History Connection