

## Records Retention Schedule

This Retention Schedule does not imply that all records listed have been or should be created by the School.

Records will 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.

The media type of a record does not control the retention period; rather the content of the record determines the retention period. 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.

| Record and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Retention Period                                                                                                                    |
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| <b>Board and Governance Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |
| Minutes – Official copy of proceedings of regular and special meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Permanent                                                                                                                           |
| Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Transient. Not a record once minutes are prepared.                                                                                  |
| Agendas – Written outlines of material to be discussed at the Board meetings                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 calendar year provided audited                                                                                                    |
| Board Meeting Packets – Packets prepared for board members. May include agendas, copies of reports and informational handouts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Retain until minutes transcribed and approved                                                                                       |
| Blueprints, Plans, & Maps – Provide detailed description of school facilities and property                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Permanent                                                                                                                           |
| Deeds, Easements, Leases – Real estate documents of ownership, easements and leased property by school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Permanent                                                                                                                           |
| Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1 year after superseded                                                                                                             |
| <b>Court Decisions &amp; Claims and Litigations</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                     |
| Administration of Federal and Stated Categorical Grant Programs - Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre-and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title 1 parent advisory councils, coordination with other school-based programs and services, etc.) | Retain until completion of State Auditor's examination report or retain for period required by grant or program, whichever is later |
| Budget Policy Files – annual budget (tax and appropriation) preparation and documentation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5 years                                                                                                                             |
| Workers Compensation Claims – Claims filed by employees due to on the job injury                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10 years after financial payment made                                                                                               |
| Bank Depository Agreements – An agreement between a bank and the school where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4 years after completion                                                                                                            |
| Organization Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2 years provided audited                                                                                                            |
| Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Until superseded                                                                                                                    |

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| Adopted Special Education Program – A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio’s Operating Standards”)                                                                                                                                               | Until superseded                                                                                                      |
| Adopted Special Programs – Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities                                                                                                                                                                                                                                                                                      | Until superseded                                                                                                      |
| Photo/Media Release - External Usage - Records documenting permission for non-school entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video and audio recordings.                                                                                                                                                                                        | Retain for six years after end of school year                                                                         |
| Photo/Media Release - Records documenting permission or denial of permission for the school to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newsletter) Includes annual student identification/class pictures taken by school-contracted photographer.                                                                                                                                   | Retain for six years after image/recording no longer being used, then destroy.                                        |
| Public Record Requests – Requests for records & documentation that requests were fulfilled                                                                                                                                                                                                                                                                                                                                                                                  | 2 years                                                                                                               |
| Organizational Memberships                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Until superseded                                                                                                      |
| Visitor Log                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | One school year                                                                                                       |
| Before and After School Child Care Documents - Registration Forms, Sign In/Out Sheets, Receipts & Weekly Reports Receipts & detail information to back-up Treasurer receipts                                                                                                                                                                                                                                                                                                | 2 years                                                                                                               |
| Child Care License – Copy of Child Care license issued by ODE, required for outside school hours sites. Not required for after school at risk sites.                                                                                                                                                                                                                                                                                                                        | 3 years plus current year provided audited                                                                            |
| <b>Employee Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                       |
| Personnel Files (Short-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include: employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), waiver(s). | 7 years after employment termination                                                                                  |
| Personnel Files (Long-Term Retention)- Documentation of the history and status of the status of the employment relationship with an individual employee. Includes substitute teachers, coaches, and advisors. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers                                                                                                             | 75 years after employment termination.                                                                                |
| Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment                                                                                                                                                                                                                                                                                                                              | 7 years after termination of employment or case closed, whichever is later, or in accordance with collective contract |
| Comp Time Cards – Accumulated and used comp time cards                                                                                                                                                                                                                                                                                                                                                                                                                      | Current fiscal year                                                                                                   |
| Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results                                                                                                                                                                                                                                                                                                                                      | 5 years                                                                                                               |
| Teacher Lesson Plan Books                                                                                                                                                                                                                                                                                                                                                                                                                                                   | End of current school year or until superseded                                                                        |
| Employee Contracts – Written agreement between the school and the employee                                                                                                                                                                                                                                                                                                                                                                                                  | 4 years after termination                                                                                             |

## Records Retention Schedule

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| Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity                                                                                                             | 2 years provided audited                                                   |
| Irregular Employee Contracts – Written agreement between the school and substitutes and other irregular employees benefits                                                                                                                    | 4 years after contract expires                                             |
| Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied                                                                                                                         | 5 years provided audited                                                   |
| Unemployment Records – Documentation of unemployment records                                                                                                                                                                                  | 5 years                                                                    |
| Applications (not hired) – Applications submitted of individuals not hired into the school                                                                                                                                                    | 2 years provided audited                                                   |
| Schedules of Employees                                                                                                                                                                                                                        | Fiscal year plus 2 years                                                   |
| Teacher Personnel Reports (internal)                                                                                                                                                                                                          | Fiscal year plus 1 year                                                    |
| I-9 Immigration Form – Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2. | 3 years after date of hire or 1 year after termination, whichever is later |
| Job Descriptions – Description of expectations and responsibilities of each job                                                                                                                                                               | Retain until superseded or obsolete                                        |
| Job Postings – Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range.              | 2 years                                                                    |
| LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports                                                                                                                                                   | Until superseded                                                           |
| LPDC (Local Professional Development Committee) Meeting Minutes                                                                                                                                                                               | 10 years                                                                   |
| Staff Acceptable Use Policy – A Form signed by staff agreeing to use the school network responsibly for school related work                                                                                                                   | 6 years                                                                    |
| Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information                                                                                                                            | 5 years                                                                    |
| Annual Training Documentation – Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/credits/ points awarded; sign-in sheets, and attendee lists                   | 3 years plus current year provided audited                                 |
| Teachers Certificates and Temporary Professional Education Permits                                                                                                                                                                            | 6 years after end of fiscal year, then destroy                             |
| Employee Handbooks – Handbooks that each employee receives upon being hired                                                                                                                                                                   | Until superseded                                                           |
| Physician's Report of Work Ability – Physicians report of ability/restrictions for injured employees                                                                                                                                          | 7 years                                                                    |
| <b>Student Records - (Long-Term)</b>                                                                                                                                                                                                          |                                                                            |
| Student Information– Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed                                                                              | Permanent                                                                  |
| Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts                                              | 75 years after graduation, withdrawal, or transfer                         |
| Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ - achievement ability tests                                                                    | 75 years after graduation, withdrawal, or transfer                         |
| Foreign Exchange Records – Records of students from foreign countries                                                                                                                                                                         | 75 years after graduation, withdrawal, or transfer                         |

## Records Retention Schedule

| <b>Student Records- (Short-Term)</b>                                                                                                                                                                                                                                                                             |                                                     |
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| Activity Record – A list of activities students participated in during their high school years                                                                                                                                                                                                                   | 6 years after graduation, withdrawal, or transfer   |
| Student Worker Applications                                                                                                                                                                                                                                                                                      | 6 years after graduation, withdrawal, or transfer   |
| Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.                                                                                                                                                | 6 years after graduation, withdrawal, or transfer   |
| Intervention Records – Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans | 6 years after graduation, withdrawal, or transfer   |
| Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the school                                                                                                                                                                                                                     | 6 years after graduation, withdrawal, or transfer   |
| Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence.                                            | 6 years after graduation, withdrawal, or transfer   |
| Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor & parent's notes                                                                                                                                                                | 1 year                                              |
| Cumulative Photo Records                                                                                                                                                                                                                                                                                         | 1 year after graduation                             |
| Curriculum Requests/Waivers/Substitutions - Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school school staff is required (principal, teacher, counselor, etc.).                                                                          | 1 year after graduation                             |
| Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing                                                                                                                                                                                                                                      | Retain until end of school year                     |
| Student Acceptable Use Policy – A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication                                                                                                                             | 6 years                                             |
| Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian                                                                                                                                                                                                                          | Retain until end of school year, then destroy.      |
| Student Schedules/Contact Information                                                                                                                                                                                                                                                                            | Until superseded                                    |
| Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record                                                                                                                                                                                         | End of current school year                          |
| Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities                                                                                                                                                                                                | 2 years after end of fiscal year                    |
| Adult Basic Literacy Education/General Education Development. (ABLE/GED) Records – Includes student registration forms, release of information form, student progress forms, and standardized assessment answer sheets.                                                                                          | 1 year                                              |
| Custody Court Documents – Verification of court established guardianship/custody                                                                                                                                                                                                                                 | Until superseded or student reaches 18 years of age |
| Notice of Placement Termination – A notice of termination of placement relinquishing care and control, noticed received from the County Juvenile Court                                                                                                                                                           | 5 years                                             |
| Child Abuse/Neglect Referral Letters – Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency - includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.                      | Through graduation                                  |
| Teacher Grade Books/Records                                                                                                                                                                                                                                                                                      | 3 years provided audited                            |
| Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students                                                                                                                                                                                                   | 3 years                                             |

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| Transfer Records – Records of students transferring from one school to another (granted/not granted)                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 5 years                                                                                                                                                       |
| Emergency Information – A form containing student emergency contact information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Until superseded                                                                                                                                              |
| Health/Medical Records – Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions                                                                                                                                                                                                                                                                                                                                            | 10 years after last contact                                                                                                                                   |
| Health Logs – Record of health care services provided to students such as medication and first aid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2 years                                                                                                                                                       |
| Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 4 years                                                                                                                                                       |
| <b>Special Needs Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                               |
| Special Education Tutoring Reports – These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program.                                                                                                                                                                                                                                                                                                                                                   | Retain 6 years after student graduates or would have normally graduated.                                                                                      |
| Psychological Records (Restricted) – Records that document all students who are provided counseling, psychological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material | Retain 10 years after last contact. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)                                      |
| Evaluation Team Report (ETR) – A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability                                                                                                                                                                                                                                                                                                                                                                               | Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1) |
| Individual Education Plan (IEP) – A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report)                                                                                                                                                                                                                                                                                                                                 | Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1) |
| 504/ADA Plan – Plan that allows various accommodations for a student with a general disability                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1) |
| Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student                                                                                                                                                                                                                                                                                                                      | Retain for 6 years after student graduates or withdraws                                                                                                       |
| Transfer of Home-Based Student to School - Records relating to the transfer of home-based student to school, including placement/ evaluation test results, notice of transfer, etc.                                                                                                                                                                                                                                                                                                                                                                                        | Retain for 3 years after student graduates or withdraws                                                                                                       |
| Special Needs Records (Student not Eligible) - Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program                                                                                                                                                                                                                                                                                                                                                                                        | Retain for 5 years after student determined to be ineligible then destroy.                                                                                    |

## Records Retention Schedule

| <b>Facility Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                           |
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| Building Account Reports – Report of maintenance and custodial services accounts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Until superseded                                          |
| E-Rate Funding Application – Federal Telecommunications funding applications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 6 years                                                   |
| Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3 years plus current year provided audited                |
| School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Retain 6 years after obsolete or superseded, then destroy |
| Records of Drills or Rapid Dismissals and School Safety Drills – Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73. | 1 year after end of fiscal year                           |
| Fire Inspection – Reports of building inspection performed by the city Fire Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 4 years provided audited                                  |
| Building Inspection Reports – Elevator, sprinkler, and alarm system reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2 years                                                   |
| Building Health Inspections – A record of all health inspections performed within a building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 2 years after end of fiscal year                          |
| Student Activity Records – Pay in forms, pay-out forms; account forms/Dist.; budget forms, requisitions; purchase order; ticket sales reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2 years                                                   |
| Receipt and Deposit Slips – copies of receipts for monies turned into the office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 4 years provided audited                                  |
| Budget and Appropriation Records – Record of building budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4 years provided audited                                  |
| Requisitions and Purchase Orders – Record of money being requested and a record of items purchased from the building budget                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2 years                                                   |
| Inventories – Inventory of supplies, textbooks, and other materials purchased and used with the building                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Until superseded                                          |
| Student Handbook – Handbook containing student policies, regulations and codes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Until superseded                                          |
| Building Security/Surveillance videos                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Use for one cycle then reuse provided no action pending   |
| <b>Administrative Records</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                           |
| School Calendars – Calendar for in session/out of session school days as well as professional days for teachers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 5 years                                                   |
| Personnel Directory – Names, phone numbers and addresses of all employees                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 10 years                                                  |
| Enrollment Record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Permanent                                                 |
| Facilities & Equipment Inventory – Inventory of real estate and equipment owned by school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Until superseded provided audited                         |
| Building, Boiler & Maintenance Reports – Inspection/ maintenance reports for each building including boiler inspection/ maintenance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Until superseded provided audited                         |
| Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2 years provided audited                                  |
| Environmental Reports and Data – Reports on asbestos and other environmental issues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 4 years provided audited                                  |
| Student Activity Purpose Clauses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Until superseded                                          |
| Sales Potential Form (Student Activities)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 4 years provided audited                                  |
| Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 4 years provided audited                                  |

## Records Retention Schedule

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| Bids and Specifications (Unsuccessful) - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC                                                         | 1 year provided audited                                                                                                    |
| Bids and Specifications (Successful) - Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC                                                       | 4 years after completion of project                                                                                        |
| Contractor Files – Contractor resolutions, additions drawings, etc.                                                                                                                               | 5 years after completion of project provided audited and no action pending                                                 |
| <b>Transportation</b>                                                                                                                                                                             |                                                                                                                            |
| Driver Physical – A report of the annual physical performed on drivers                                                                                                                            | 6 years (See OAC 3301-83-07-E-7)                                                                                           |
| Daily Bus Schedules – may show bus route, time trip began and ended, number of pupils carried, and drivers signature                                                                              | Retain for 6 years after end of school year, then destroy                                                                  |
| Fuel Consumption Data – Fuel records for the buses                                                                                                                                                | 4 years provided audited                                                                                                   |
| Transportation Records – Transportation requests received from schools that include student and busing information                                                                                | 4 years provided audited                                                                                                   |
| Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips                                                                                                   | Fiscal year plus 2 years                                                                                                   |
| Preventive Maintenance Reports – A report of work performed to maintain equipment                                                                                                                 | Fiscal years plus 2 years                                                                                                  |
| Warranty/Guarantee – Warranty of equipment                                                                                                                                                        | Life of equipment                                                                                                          |
| Plant and Equipment Inventory                                                                                                                                                                     | Until superseded provided audited                                                                                          |
| Vendor Data: W-9 & 1099 documents maintained as long as active vendor then retention period is applied.                                                                                           | 6 years & current provided audited                                                                                         |
| Accident Reports - Law enforcement reports regarding bus accidents                                                                                                                                | 3 years provided no action pending                                                                                         |
| Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.                                                                           | Life of vehicle                                                                                                            |
| Vehicle License - BMV licensing documentation of motor vehicles                                                                                                                                   | 1 year after termination                                                                                                   |
| Vehicle Records – Vehicle insurance, finance paperwork                                                                                                                                            | As long as vehicle is owned by school                                                                                      |
| Driver Certification – Bus driver certification form                                                                                                                                              | 1 year after termination                                                                                                   |
| Supplies Inventory – Shop/mechanic inventory                                                                                                                                                      | Until superseded                                                                                                           |
| Vehicle Defect Report – Record of defects on each bus                                                                                                                                             | Life of vehicle                                                                                                            |
| Bus on Board Security & Surveillance videos                                                                                                                                                       | Use for one recording cycle then reuse provided no action pending                                                          |
| Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and students name | Retain for 1 year after incident, then destroy                                                                             |
| Application for Special Transportation - Application for students with physical disabilities/medical problems                                                                                     | Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner |
| Bus Condition Checklist - Daily evaluation of bus by drivers                                                                                                                                      | Retain for 1 year after end of school year                                                                                 |

## Records Retention Schedule

| <b>Food Services</b>                                                                                                                                                                                                                                                                                           |                                                       |
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| Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served                                                                                                                                                                                                         | 4 years provided audited                              |
| Lunchroom Records – Cashier’s daily production sheets from each building, cash register tapes                                                                                                                                                                                                                  | 4 years provided audited                              |
| Lunchroom Reports – Confidential applications for free and reduced lunch benefits                                                                                                                                                                                                                              | 4 years provided audited                              |
| Inventories – Inventory of food supplies                                                                                                                                                                                                                                                                       | 4 years provided audited                              |
| Lunchroom/ Food Service License – Current food service license, issued annually by the board of health of the health district in which the food service operation is located.                                                                                                                                  | 1 year after expiration                               |
| Vendor Food Service Contract – Contract between the school and an outside vendor providing meals and snacks                                                                                                                                                                                                    | 3 years plus current year provided audited            |
| Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval                                                                                                                                                                | Retain for 6 years after plan obsolete or superseded  |
| <b>Financial Records</b>                                                                                                                                                                                                                                                                                       |                                                       |
| Audit Reports – Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications                                                                                                                                                                             | 3 years plus current year provided audited            |
| Annual Financial Reports – Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes: Annual Ledgers, Budget Ledgers, Vendor Listing, Check Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports | 5 years provided audited                              |
| Activity Fund Cash Journal & Ledger                                                                                                                                                                                                                                                                            | 5 years provided audited                              |
| Securities                                                                                                                                                                                                                                                                                                     | Permanent                                             |
| Investment Ledger – Report of investments owned by school                                                                                                                                                                                                                                                      | 5 years provided audited                              |
| Foundation Distribution – Report from the Ohio Dept. of Education for foundation (state basic aid) receipts                                                                                                                                                                                                    | 5 years provided audited                              |
| Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts                                                                                                                                                                 | 5 years provided audited                              |
| Insurance Policies                                                                                                                                                                                                                                                                                             | 15 years after expiration provided all claims settled |
| Contracts – An agreement with specific terms between an entity with the school                                                                                                                                                                                                                                 | 15 years after expiration                             |
| Accounts Payable Ledger – Outstanding payables                                                                                                                                                                                                                                                                 | 5 years provided audited                              |
| Accounts Receivable Ledgers – Outstanding revenue due to the school school                                                                                                                                                                                                                                     | 5 years provided audited                              |
| Vouchers, Invoices and purchase orders – A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract.                                                                  | 10 years provided audited. ORC 3313.29.               |
| State Program Files – Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants                                                                                                                                              | 10 years provided audited                             |
| Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.                                                                                                                                                                                          | 10 years provided audited                             |
| Travel Expense Vouchers – Document of expenditures for travel of school employees                                                                                                                                                                                                                              | 10 years provided audited                             |
| Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars                                                                                                                                                               | 10 years provided audited                             |
| State Reimbursement Settlement Sheets                                                                                                                                                                                                                                                                          | 5 years provided audited                              |
| Unemployment Claims – Documentation of unemployment for application of unemployment benefits                                                                                                                                                                                                                   | 5 years                                               |



## Records Retention Schedule

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| Treasurer or Employee Bonds – Documents related to the performance and theft insurance binder held on required employees, officers, etc.                              | 5 years                              |
| Canceled Checks and Bank Settlements – All checking accounts reconciliation and statements                                                                            | 4 years provided audited             |
| Publication Notice – Legal notice of publication in the newspaper                                                                                                     | 4 years                              |
| Tuition Fees and Payments – Receipt records at the Treasurer’s Office                                                                                                 | 4 years provided audited             |
| Unpaid Student Fees                                                                                                                                                   | Through graduation                   |
| School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Dept. of Education to record receipts and expenditures related to the foundation payments. | 4 years provided audited             |
| Investment Records – Individual record of investments bank confirmations, wire transfers, copies of CD’s                                                              | 4 years provided audited             |
| Travel Expense Reports                                                                                                                                                | 10 years provided audited            |
| State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.                                                                   | 4 years provided audited             |
| Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts                | 4 years provided audited             |
| Check Registers – Lists of checks issued by the school                                                                                                                | 4 years provided audited             |
| Deposit Slips/Cash Proofs – Receipts for deposit slips                                                                                                                | 4 years provided audited             |
| Receipt Books – Receipts issued for money received.                                                                                                                   | 4 years provided audited             |
| Extra Trip Records                                                                                                                                                    | 4 years provided audited             |
| Monthly Financial Reports – Report generated to report the financial status of the school to the sponsor                                                              | 4 years provided audited             |
| Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC                                                    | 4 years provided audited             |
| Service Contracts - Contracts for services provided from an outside education                                                                                         | 4 years provided audited             |
| State Subsidy Reports – Applications for driver education, pupil transportation and special education                                                                 | 3 years provided audited             |
| Delivery/Packing Slips                                                                                                                                                | 1 year provided audited              |
| Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order                       | 1 year after end of fiscal year      |
| Non-Sufficient Fund Checks Documentation & Notifications                                                                                                              | 4 years provided audited             |
| <b>Payroll Related Records</b>                                                                                                                                        |                                      |
| Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability                                                            | 7 years                              |
| Payroll Ledgers – Record of gross to net calculations by employee                                                                                                     | 75 years                             |
| Earning Registers – Record of gross to net calculations by employee and by calendar year                                                                              | 75 years                             |
| Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee                                        | 75 years                             |
| Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee)                                             | 7 years                              |
| W-2’s and W-4’s – Employer’s copy of calendar year record of taxable earnings, a record of employee federal exemptions                                                | 6 years and current provided audited |
| Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941                                                             | 6 years and current provided audited |

## Records Retention Schedule

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| Ohio Income Tax – Monthly and annual record of Ohio Income tax withheld and remitted IT-4                                                           | 6 years and current provided audited    |
| City Income Tax – Monthly and annual record of municipality income tax withheld and remitted                                                        | 6 years and current provided audited    |
| School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1                                            | 6 years and current provided audited    |
| Payroll Reports – Payroll deduction and distribution reports                                                                                        | 4 years provided audited                |
| Payroll Update Listing                                                                                                                              | 4 years provided audited                |
| Payroll Calculations – Paper and electronic reports used to balance gross net calculations                                                          | 4 years provided audited                |
| State Teachers System and School Employees Retirement System Waivers – Waiver forms for students an/or jobs not eligible for retirement withholding | Permanent                               |
| State Employees Retirement System (SERS) - Record of SERS withholdings monthly                                                                      | 4 years provided audited                |
| State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual                                                              | 4 years provided audited                |
| Annuity Reports                                                                                                                                     | 4 years provided audited                |
| Benefit Folders/Reports – Listing of employee’s benefit enrollments                                                                                 | 4 years provided audited                |
| Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave                                       | 4 years provided audited                |
| Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee                                  | 4 years provided audited                |
| Employee Vacation/Sick Leave Records - Records of each employee’s sick and vacation leave                                                           | 4 years provided audited                |
| Time Sheets - Record of hours worked                                                                                                                | 6 years provided audited                |
| Overtime Authorization                                                                                                                              | 6 years                                 |
| Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills                                              | 4 years provided audited                |
| Paycheck Register – Listing of checks issued each pay                                                                                               | 4 years provided audited                |
| Payroll Bank Statement – Includes bank statements and reconciliation                                                                                | 4 years provided audited                |
| Deduction Authorization – Forms to withhold deductions from an employee’s pay                                                                       | Until superseded or employee terminates |
| Court Ordered Garnishments                                                                                                                          | 4 years after cause fully paid          |
| <b>Reports</b>                                                                                                                                      |                                         |
| State Audit s /GAAP (Generally Accepted Accounting Principles) Reports– Annual financial audit reports                                              | 5 years                                 |
| Special Education (S.E.) Reports – Annual                                                                                                           | 7 years                                 |
| Vocation Education (V.E.) Reports - Annual                                                                                                          | 5 years                                 |
| Ohio Common Core Data (OCCD) Reports: Data on revenues and expenditures per pupil made by school districts.                                         | 5 years                                 |
| Drivers Education Report                                                                                                                            | 5 years                                 |
| Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education                                                 | 5 years                                 |

## Records Retention Schedule

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| <p>Alternative Learning Experience - Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when school/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/contacts/ monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred</p> | <p>Retain for 5 years after end of school year.</p>                              |
| <p>Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p>Permanent</p>                                                                 |
| <p>Title IX Reports – Includes any required reporting as requested by state or federal agencies</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>10 years</p>                                                                  |
| <p>Personnel State Reports (SF-1, CS-1)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>4 years provided audited</p>                                                  |
| <p>Worker’s Comp Wage Reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>5 years</p>                                                                   |
| <p>Worker’s Comp Payroll Reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>5 years</p>                                                                   |
| <p>Bank Balance Certification (Co. Auditor)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>5 years</p>                                                                   |
| <p>Transportation Reports – State transportation reports, T-1 and T-2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>4 years provided audited</p>                                                  |
| <p>EMIS Reports</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>7 years</p>                                                                   |
| <p><b>Non-Records</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                  |
| <p>Transient Correspondence/Material– All informal and/or temporary messages and notes, including email, voice mail messages, texts, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the school which are answered by standard form letters</p>                                                                                                                                                                                                                                                      | <p>Not records. Retain until no longer of administrative value, then destroy</p> |
| <p>Copies, Duplicates, Non-Records - Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Not records. Until no longer of administrative value</p>                      |