



**Norwalk City School District  
Board of Education  
Records Retention Commission  
January 9, 2017  
7:30 pm - 7:45 pm  
Norwalk High School**

**AGENDA and DOCUMENTS**

**AGENDA**

**Norwalk City School District  
Board of Education  
Records Retention Commission  
Monday, January 9, 2017, 7:30 pm - 7:45 pm  
Norwalk High School**

**I. Opening of Records Commission Meeting**

**II. Call to Order - Roll Call**

Board President, Superintendent and Treasurer.

A. Approve Records retention schedule.

ORC 149.41 School district records commission.

There is hereby created in each city, local, joint vocational, and exempted village school district a school district records commission . . . Each records commission shall be composed of the president, the treasurer of the board of education . . . and the superintendent of schools in each such district . . . The commission shall meet at least once every twelve months.

The function of the commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by any employee of the school district or educational service center. The commission may dispose of records pursuant to the procedure outlined in section 149.381 of the Revised Code. The commission, at any time, may review any schedule it has previously approved and, for good cause shown, may revise that schedule under the procedure outlined in that section.

B. Adjourn Records Commission Meeting



**Ohio Historical Society**  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

Page 1A of     

APR - 2 2015

STATE AND LOCAL  
 GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

### Section A: Local Government Unit

Norwalk City Schools  
 (local government entity) (unit)

Sue E. Lehmann (signature of responsible official)      Sue E. Lehmann (name)      Treasurer (title)      3/31/15 (date)

### Section B: Records Commission

Norwalk City Schools  
 Records Commission (telephone number)

134 Benedict Avenue (address)      Norwalk (city)      44857 (zip code)      Huron (county)

To have this form returned to the Records Commission electronically, include an email address: Treasurer@norwalktruckers.net

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Sue E. Lehmann (Signature)      3/31/15 (Date)

Records Commission Chair Signature      Date

### Section C: Ohio Historical Society - State Archives

Caroline Elbertson (Signature)      Government Records Archivist (Title)      4/8/15 (Date)

### Section D: Auditor of State

Martin E. Mohr (Signature)      4-23-15 (Date)

Signature      Date

**Please Note: The State Archives retains RC-2 forms permanently.  
 It is strongly recommended that the Records Commission retain a permanent copy of this form**



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description              |  | (7)<br>Retention<br>Period                  | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP<br><input type="checkbox"/> |
|---------------------------|--|--|---|----------------------|--|
| 1106                      | Court Decisions                                  | Treasurer  | Permanent                                   |                      | <input checked="" type="checkbox"/>                                    |
| 1107                      | Claims and Litigation                            | Treasurer  | Permanent                                   |                      | <input checked="" type="checkbox"/>                                    |
| 1201                      | Elections  | Treasurer  | 10 Years                                    |                      | <input type="checkbox"/>   |
| 1202                      | Record Disposal forms<br>(RC-3)                  | Treasurer  | 10 Years                                    |                      | <input type="checkbox"/>   |
| 1203                      | Bargaining Agreements                            | Treasurer  | 10 Years after<br>Expiration                |                      | <input type="checkbox"/>   |
| 1204                      | Budget Policy Files                              | Treasurer  | 5 Years                                     |                      | <input type="checkbox"/>   |
| 1301                      | Worker's Compensation<br>Claims                  | Treasurer  | 10 Years after<br>Financial<br>Payment made |                      | <input type="checkbox"/>   |
| 1302                      | Bank Depository<br>Agreements                    | Treasurer  | 4 Years after<br>Completion                 |                      | <input type="checkbox"/>   |
| 1303                      | Organization Reports                             | Treasurer  | 2 Years**                                   |                      | <input type="checkbox"/>   |
| 1304                      | Board Meeting Notes                              | Treasurer  | 1 Year                                      |                      | <input type="checkbox"/>   |
| 1305                      | Agendas  | Treasurer  | 1 Calendar<br>Year**                        |                      | <input type="checkbox"/>   |
| 1401                      | Adopted Courses of<br>Study                      | Superintendent<br>and Secretary  | Until<br>Superseded                         |                      | <input type="checkbox"/>   |
| 1402                      | Adopted Special<br>Education Programs            | Superintendent<br>and Secretary  | Until<br>Superseded                         |                      | <input type="checkbox"/>   |
| 1403                      | Adopted Special Programs                         | Superintendent<br>and Secretary  | Until<br>Superseded                         |                      | <input type="checkbox"/>   |
|                           | *After end of fiscal year<br>** Provided Audited | Audited means: the vendor<br>has been audited by the<br>Auditor of State and the<br>audit report has been<br>received pursuant to<br>Sec. 11-25 G.S. |   |                      | <b>REV.<br/>11/12</b>  |

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description  | (7)<br>Retention<br>Period                 | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|--|--|----------------------|--|
| <u>2000</u>               | (Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.) |  |                      |  |
| 2101                      | Certified Active Employees                      Asst Supt, Personnel Secretary   | Permanent                                  |                      | <input type="checkbox"/>                   |
| 2102                      | Classified Active Employees                      “   | Permanent                                  |                      | <input type="checkbox"/>                   |
| 2103                      | Certificated Inactive Employees                      “   | Permanent                                  |                      | <input type="checkbox"/>                   |
| 2104                      | Classified Inactive Employees                      “   | Permanent                                  |                      | <input type="checkbox"/>                   |
| 2105                      | Civil rights, Civil Services and Disciplinary Reports                      “   | Permanent                                  |                      | <input type="checkbox"/>                   |
| 2107                      | Retirement Letters                      “  | Permanent                                  |                      | <input type="checkbox"/>                   |
| 2108                      | Substitute records                      “  | 25 Years                                   |                      | <input type="checkbox"/>                   |
| 2301                      | Employee Contracts                      Treasurer  | 4 Years after termination from employment. |                      | <input type="checkbox"/>                   |
| 2302                      | Professional Conference Applications                      Asst. Supt, Personnel and Secretary  | 2 Years**                                  |                      | <input type="checkbox"/>                   |
|                           | *After end of fiscal year<br>**Provided Audited  |  |                      | <b>REV.<br/>11/12</b>                      |

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM : Norwalk City Schools

(POLITICAL SUBDIVISION NAME)

(UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description                 |  | (7)<br>Retention<br>Period                  | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|---|--|---|----------------------|--|
| 2303                      | Irregular Employee<br>Contracts (Substitutes, etc.) | Treasurer                                | 4 Years after<br>contract expires           |                      | <input type="checkbox"/>                   |
| 2304                      | Unemployment Claims                                 | Treasurer                                | 5 Years                                     |                      | <input type="checkbox"/>                   |
| 2305                      | Unemployment  | Treasurer                                | 5 Years                                     |                      | <input type="checkbox"/>                   |
| 2306                      | Applications<br>(not hired)                         | Asst Supt.<br>Personnel and<br>Secretary | 2 Years**                                   |                      | <input type="checkbox"/>                   |
| 2307                      | Schedules of<br>Employees                           | "  | Fiscal Year<br>Plus 2 years                 |                      | <input type="checkbox"/>                   |
| 2308                      | Student Helper<br>Applications                      | "  | 2 Years                                     |                      | <input type="checkbox"/>                   |
| 2309                      | Teacher Personnel<br>Reports (internal)             | "  | Fiscal Year<br>Plus 1 year                  |                      | <input type="checkbox"/>                   |
| 2310                      | I-9 Immigration<br>Verification Forms               | "  | Termination<br>of employment<br>plus 1 year |                      | <input type="checkbox"/>                   |
| 2401                      | Job Descriptions                                    | "  | Retain until<br>Superseded or<br>Obsolete   |                      | <input type="checkbox"/>                   |
|                           | ** Provided Audited                                 |  |   |                      |  |
|                           |   |  |   |                      | <b>REV.<br/>11/12</b>                      |

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description   | (7)<br>Retention<br>Period               | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|---|--|----------------------|--|
| <u>3000</u>               | <u>STUDENT RECORDS</u>  |  |                      |  |
| 3101                      | Student Record Folders      Bldg Secretary<br>Enrollment/Withdrawal<br>Information<br>Grades/Transcripts<br>Activities Record<br>Attendance Records<br>Individual Test Results<br>Standardized<br>Competency/Proficiency<br>Aptitude<br>Intervention Records<br>Foreign Exchange Records<br>Suspensions/Expulsions<br>Home Schooled Student Records | Permanent                                |                      | <input type="checkbox"/>                   |
| 3102                      | Office Record Card (K-9)      Bldg Secretary  | Permanent                                |                      | <input type="checkbox"/>                   |
| 3103                      | Cosmetology Records      Voc. Secretary<br>(Vocational)   | Permanent                                |                      | <input type="checkbox"/>                   |
| 3201                      | Health/Medical Records      Nurse/Bldg<br>Visual Screening              Secretary<br>Hearing Screening<br>Immunization Records  | 7 Years After<br>Graduation              |                      | <input type="checkbox"/>                   |
| 3202                      | Discipline Records      Bldg Secretary<br>Letters to Parents<br>Office Discipline   | 1 Year after<br>Student leaves<br>School |                      | <input type="checkbox"/>                   |
| 3203                      | Psychological Records      Special Ed.<br>(Restricted)<br>Secretary/Nurse   | Permanent                                |                      | <input type="checkbox"/>                   |
| 3204                      | Child Abuse/Neglect      Bldg Secretary<br>Referral Letters   | Through<br>Graduation                    |                      | <input type="checkbox"/>                   |
| 3301                      | Teacher Grade Books/<br>Records      Bldg Secretary   | 3 Years**                                |                      | <input type="checkbox"/>                   |

**REV.  
11/12**



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|---------------------------|---|--|----------------------|--|
| 3302                      | Pre-School Screening Profiles      Bldg Secretary                                 | 3 years                                  |                      | <input type="checkbox"/>                   |
| 3303                      | Age and Schooling Records (Work Permits)      Bldg Secretary                      | 3 years                                  |                      | <input type="checkbox"/>                   |
| 3304                      | Accident Reports      Nurse/Bldg Secretary  | 5 years<br>provided no<br>action pending |                      | <input type="checkbox"/>                   |
| 3305                      | Individual Educational Plan (IEP)      Bldg Secretary<br>Special Ed.<br>Secretary | Permanent                                |                      | <input type="checkbox"/>                   |
| 3306                      | Free/Reduced Price Lunch Application      Bldg Secretary                          | 4 years                                  |                      | <input type="checkbox"/>                   |
| 3401                      | Emergency Information      Bldg Secretary   | Until<br>Superseded                      |                      | <input type="checkbox"/>                   |
|                           | ** Provided Audited   |  |                      |  |
|                           |   |  |                      | <b>REV.<br/>11/12</b>                      |

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Norwalk City Schools

(POLITICAL SUBDIVISION NAME)

(UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description  | (7)<br>Retention<br>Period | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|--|----------------------------|----------------------|--|
| 4000                      | <u>BUILDING RECORDS</u>  |                            |                      |  |
| 4202                      | Tornado and Fire Drill Records                      Bldg Secretary   | 1 year*                    |                      | <input type="checkbox"/>                   |
| 4203                      | Building Health Inspections                      Bldg Secretary  | 2 years*                   |                      | <input type="checkbox"/>                   |
| 4301                      | Student Activity Records                      Bldg Secretary<br>Pay-in forms<br>Pay-out forms<br>Account forms/Dist.<br>Budget forms<br>Requisitions<br>Purchase orders<br>Ticked sale reports | 2 years**                  |                      | <input type="checkbox"/>                   |
| 4302                      | Receipts/Deposit Slips                      Bldg Secretary   | 4 years**                  |                      | <input type="checkbox"/>                   |
| 4303                      | Budget/Appropriation Records                      Bldg Secretary   | 4 years**                  |                      | <input type="checkbox"/>                   |
| 4304                      | Requisitions/<br>Purchase Orders                      Bldg Secretary   | 10 years**                 |                      | <input type="checkbox"/>                   |
| 4401                      | Textbook Inventories                      Bldg Secretary   | Until<br>Superseded        |                      | <input type="checkbox"/>                   |
| 4402                      | Supplies Inventory                      Bldg Secretary   | Until<br>Superseded        |                      | <input type="checkbox"/>                   |
| 4403                      | Student Handbooks                      Bldg Secretary  | Until<br>Superseded        |                      | <input type="checkbox"/>                   |
|                           | *After end of fiscal year<br>** Provided Audited   |                            |                      | <b>REV.<br/>11/12</b>                      |



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description                             | (7)<br>Retention<br>Period       | (8)<br>Media<br>Type                                    | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|---|----------------------------------|---|--|
|                           | <u>Administrative Offices – Continued</u>                       |                                  |   |  |
| 5311                      | Contractor Files<br>(Resolutions,<br>Additions, drawings, etc.) | Business Office<br>and Secretary | Until Project<br>Complete, if<br>No Action<br>Pending** | <input type="checkbox"/>                   |
| 5401                      | Preventive Maintenance<br>Reports                               | Business Office<br>and Secretary | Fiscal year<br>Plus 2 years                             | <input type="checkbox"/>                   |
| 5402                      | Warranty/Guarantee  | Business Office<br>and Secretary | Life/Warranty<br>of Equipment                           | <input type="checkbox"/>                   |
| 5403                      | Plant and Equipment<br>Inventory                                | Business Office<br>and Secretary | Until<br>Superseded**                                   | <input type="checkbox"/>                   |
| 5404                      | Textbook/Workbook<br>Inventory                                  | Curriculum Dir.<br>and Secretary | Until<br>Superseded**                                   | <input type="checkbox"/>                   |
| 5405                      | Supplies Inventory  | Business Office<br>and Secretary | Until<br>Superseded                                     | <input type="checkbox"/>                   |
|                           | ** Provided Audited   |                                  |   | <b>REV.<br/>11/12</b>                      |

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(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description         | (7)<br>Retention<br>Period    | (8)<br>Media<br>Type               | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|---|-------------------------------|------------------------------------|--|
|                           | <u>Special Education Department</u>         |                               |                                    |  |
| 5221                      | Special Education Tutoring Reports          | Special Ed. Secretary         | 10 years                           | <input type="checkbox"/>                   |
| 5222                      | Individual Educational Plan (IEP)           | Special Ed. Secretary         | Permanent                          | <input type="checkbox"/>                   |
| 5223                      | Psychological Records (Restricted)          | Special Ed. Secretary         | Permanent                          | <input type="checkbox"/>                   |
|                           | <u>Transportation Department</u>            |                               |                                    |  |
| 5340                      | Driver Physical                             | Transportation Secretary      | 2 years after termination          | <input type="checkbox"/>                   |
| 5341                      | Fuel Consumption Data                       | Transportation Secretary      | 4 years**                          | <input type="checkbox"/>                   |
| 5342                      | Transportation Records                      | Transportation Secretary      | 4 years**                          | <input type="checkbox"/>                   |
| 5343                      | Field Trip forms and Volunteer Driver forms | Transportation Secretary      | Fiscal year Plus 2 years           | <input type="checkbox"/>                   |
| 5441                      | Accident Reports                            | Transportation Secretary      | 3 years provided no action pending | <input type="checkbox"/>                   |
| 5442                      | Vehicle Registration                        | Business Office and Secretary | Life of Vehicle                    | <input type="checkbox"/>                   |
| 5443                      | Vehicle License                             | Business Office and Secretary | 1 year after termination           | <input type="checkbox"/>                   |
| 5445                      | Driver Certifications                       | Transportation Secretary      | 1 year after termination           | <input type="checkbox"/>                   |
|                           | ** Provided Audited                         |                               |                                    |  |
|                           |   |                               |                                    | <b>REV.<br/>11/12</b>                      |

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number                    | (6)<br>Record title and description   | (7)<br>Retention<br>Period | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|--|---|----------------------------|----------------------|--|
| <u>Transportation Department – Continued</u> |   |                            |                      |  |
| 5446   | Supplies Inventory      Transportation<br>Secretary   | Until<br>Superseded**      |                      | <input type="checkbox"/>                   |
| 5447   | Vehicle Defect Report      Transportation<br>Secretary  | Life of<br>Vehicle         |                      | <input type="checkbox"/>                   |
| <u>Food Service Department</u>               |   |                            |                      |  |
| 5561   | Food Service Records      Cafeteria<br>Menus      Supervisor<br>Food Production<br>Milk Sold<br>Students Served | 4 years**                  |                      | <input type="checkbox"/>                   |
| 5562   | Lunchroom Records      Cafeteria<br>Cash Register Tapes      Supervisor<br>Cashier's Daily Reports              | 4 years**                  |                      | <input type="checkbox"/>                   |
| 5563   | Lunchroom Reports      Cafeteria<br>(Free and Reduced)      Supervisor  | 4 years**                  |                      | <input type="checkbox"/>                   |
| 5564   | Inventories      Cafeteria<br>Supervisor  | Until<br>Superseded**      |                      | <input type="checkbox"/>                   |
| 5565   | Lunchroom License      Cafeteria<br>Supervisor  | 1 year after<br>expiration |                      | <input type="checkbox"/>                   |
| ** Provided Audited                          |   |                            |                      |  |
|  |   |                            |                      | <b>REV.<br/>11/12</b>                      |

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|---------------------------|--|--|----------------------|--|
| <u>6000</u>               | <u>FINANCIAL RECORDS</u>   |  |                      |  |
| 6101                      | Annual Financial Reports      Treasurer<br>Appropriation Ledgers<br>Budget Ledgers<br>Revenue Journals<br>Vendor Listing<br>Check Register<br>Purchase Order Listing<br>Invoice List<br>Account Reports<br>Financial Summary<br>Detail Reports | 5 years**  |                      | <input type="checkbox"/>                   |
| 6102                      | Activity Fund Cash      Treasurer<br>Journal and Ledger  | 5 years**  |                      | <input type="checkbox"/>                   |
| 6103                      | Bond Register      Treasurer   | 20 years after<br>issue expires                                |                      | <input type="checkbox"/>                   |
| 6104                      | Securities      Treasurer  | Permanent  |                      | <input type="checkbox"/>                   |
| 6201                      | Investment Ledger      Treasurer   | 5 years**  |                      | <input type="checkbox"/>                   |
| 6202                      | Foundation Distribution      Treasurer   | 5 years**  |                      | <input type="checkbox"/>                   |
| 6203                      | Tax Settlements (Semi-<br>(Annual) and Advances      Treasurer   | 5 years**  |                      | <input type="checkbox"/>                   |
| 6204                      | Budgets (Annual)      Treasurer  | 5 years**  |                      | <input type="checkbox"/>                   |
| 6205                      | Insurance Policies      Treasurer  | 15 years after<br>Expiration<br>Provided all<br>Claims settled |                      | <input type="checkbox"/>                   |
|                           | ** Provided Audited  |  |                      |  |
|                           |  |  |                      | <b>REV.<br/>11/12</b>                      |

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
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|---------------------------|--|------------------------------|----------------------|--|
| 6206                      | Contracts<br>Treasurer   | 15 years after<br>Expiration |                      | <input type="checkbox"/>                   |
| 6207                      | Bonds and Coupons<br>Treasurer   | Until<br>Redeemed**          |                      | <input type="checkbox"/>                   |
| 6208                      | Accounts Payable Ledgers<br>Treasurer  | 5 years**                    |                      | <input type="checkbox"/>                   |
| 6209                      | Accounts Receivable<br>Ledgers<br>Treasurer  | 5 years**                    |                      | <input type="checkbox"/>                   |
| 6210                      | Budget Work Papers<br>Treasurer  | 5 years**                    |                      | <input type="checkbox"/>                   |
| 6211                      | Vouchers, Invoices and<br>Purchase Orders<br>Treasurer   | 10 years**                   |                      | <input type="checkbox"/>                   |
| 6212                      | State Program Files<br>Aux. Services, DPPF,<br>Adult Vocational,<br>Excess Lottery, Data<br>Processing, Public/<br>Private Grants, etc.<br>Treasurer | 10 years**                   |                      | <input type="checkbox"/>                   |
| 6213                      | Federal Program Files<br>Title I,II,III, IV-B<br>IV-C, & VI-B;<br>Chapter 1, 2;<br>Drug Free, etc.<br>Treasurer                                      | 10 years**                   |                      | <input type="checkbox"/>                   |
| 6214                      | Travel Expense Vouchers<br>Treasurer   | 10 years**                   |                      | <input type="checkbox"/>                   |
| 6215                      | Tax Anticipation Notes<br>(Records borrowing<br>against future tax<br>collections)<br>Treasurer  | 10 years**                   |                      | <input type="checkbox"/>                   |
|                           | ** Provided Audited  |                              |                      | <b>REV.<br/>11/12</b>                      |



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|---------------------------|--|----------------------------|----------------------|--|
| 6216                      | State Reimbursement Settlement Sheets<br>Treasurer   | 5 years**                  |                      | <input type="checkbox"/>                   |
| 6217                      | Unemployment Claims<br>Treasurer   | 5 years                    |                      | <input type="checkbox"/>                   |
| 6218                      | Employee Bonds, Board Member Bonds<br>Treasurer  | 5 years                    |                      | <input type="checkbox"/>                   |
| 6219                      | Certificate of Estimated Resources<br>Treasurer  | 15 years after Expiration  |                      | <input type="checkbox"/>                   |
| 6220                      | Appropriation Resolutions<br>Treasurer   | 5 years                    |                      | <input type="checkbox"/>                   |
| 6222                      | Tax Apportionments (Semi-Annual)<br>Treasurer  | 5 years                    |                      | <input type="checkbox"/>                   |
| 6301                      | Canceled Checks and Bank Settlements<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>                   |
| 6302                      | Publication Notice<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>                   |
| 6303                      | Tuition Fees and Payments<br>Treasurer   | 4 years**                  |                      | <input type="checkbox"/>                   |
| 6304                      | School Finance (S.F.) Monthly Statements<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>                   |
| 6305                      | Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)<br>Treasurer | 4 years**                  |                      | <input type="checkbox"/>                   |
| 6306                      | Travel Expense Reports<br>Treasurer  | 10 years**                 |                      | <input type="checkbox"/>                   |
| 6307                      | State Sales Tax Reports<br>Treasurer   | 4 years**                  |                      | <input type="checkbox"/>                   |
|                           | ** Provided Audited  |                            |                      | <b>REV.<br/>11/12</b>                      |

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|---------------------------|---|--|----------------------|--|
| 6308                      | Student Activity Fund<br>(Pay-ins, Pay-outs,<br>Receipts/Deposits,<br>Reports)                      Treasurer                                     | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6309                      | Check Registers                      Treasurer  | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6310                      | Deposit Slips/Cash Proofs                      Treasurer  | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6311                      | Bids and Specifications<br>(Unsuccessful)                      Treasurer  | 1 year**                                   |                      | <input type="checkbox"/>   |
| 6312                      | Bids and Specifications<br>(Successful)                      Treasurer  | 4 year after<br>completion<br>of project** |                      | <input type="checkbox"/>   |
| 6313                      | Receipt Books                      Treasurer  | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6314                      | Extra Trip Records                      Treasurer   | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6315                      | Monthly Financial Reports                      Treasurer  | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6316                      | Accounting Data                      Treasurer  | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6317                      | Service Contracts                      Treasurer  | 4 years**                                  |                      | <input type="checkbox"/>   |
| 6318                      | State Subsidy Reports<br>Applications for<br>Driver education,<br>Pupil transportation,<br>Special Education, etc.                      Treasurer | 3 years**                                  |                      | <input type="checkbox"/>   |
| 6319                      | Delivery/Packing Slips                      Treasurer   | 1 year**                                   |                      | <input type="checkbox"/>   |
| 6401                      | Requisitions                      Treasure  | 1 year*                                    |                      | <input type="checkbox"/>   |
|                           | *After end of fiscal year<br>**Provided Audited   |  |                      | <b>REV.<br/>11/12</b>  |

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description   | (7)<br>Retention<br>Period | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|---|----------------------------|----------------------|--|
| <u>7000</u>               | <u>PAYROLL RELATED</u>  |                            |                      |  |
| 7001                      | Payroll Ledgers<br>Bi-Weekly Payroll<br>Reports, Quarterly<br>Payroll Reports<br>Treasurer                    | Permanent                  |                      | <input type="checkbox"/>                   |
| 7102                      | Earnings Registers<br>By Staff Member<br>By Calendar Year<br>Treasurer  | Permanent                  |                      | <input type="checkbox"/>                   |
| 7103                      | Monthly Payroll Reports<br>Leave usage and<br>Accumulation,<br>Retirement service, etc.<br>Treasurer          | Permanent                  |                      | <input type="checkbox"/>                   |
| 7201                      | Bureau of Employment<br>Service Quarterly Reports<br>Treasurer  | 7 years                    |                      | <input type="checkbox"/>                   |
| 7301                      | W-2's, W-4's<br>(Employer copy)<br>Treasurer  | 6 years and<br>Current**   |                      | <input type="checkbox"/>                   |
| 7302                      | Federal Income Tax<br>(Quarterly/Annual)<br>Treasurer   | 6 years and<br>Current**   |                      | <input type="checkbox"/>                   |
| 7303                      | Ohio Income Tax<br>(Monthly/Annual)<br>Treasurer  | 6 years and<br>Current**   |                      | <input type="checkbox"/>                   |
| 7304                      | City Income Tax<br>(Monthly/Annual)<br>Treasurer  | 6 years and<br>Current**   |                      | <input type="checkbox"/>                   |
| 7305                      | School Income Tax<br>(Monthly/Annual)<br>Treasurer  | 6 years and<br>Current**   |                      | <input type="checkbox"/>                   |
| 7306                      | Payroll Reports<br>Reports used for<br>Each payroll-<br>Computer generated<br>**Provided Audited<br>Treasurer | 4 years**                  |                      | <input type="checkbox"/>                   |
|                           |   |                            |                      | <b>REV.<br/>11/12</b>                      |

## SCHEDULE OF RECORDS AND RETENTION AND DISPOSTION CONTINUATION SHEET

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description  | (7)<br>Retention<br>Period | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP<br><input type="checkbox"/> |
|---------------------------|--|----------------------------|----------------------|--|
| 7307                      | Payroll Update Listing<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>   |
| 7308                      | Payroll Calculations<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>   |
| 7309                      | State Teachers System<br>and School Employees<br>Retirement System Waivers<br>Treasurer                                | Permanent                  |                      | <input type="checkbox"/>   |
| 7310                      | State Employees<br>Retirement System<br>(SERS) Reports<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>   |
| 7311                      | State Teachers<br>Retirement System<br>(STRS) Reports<br>Treasurer   | 4 years**                  |                      | <input type="checkbox"/>   |
| 7312                      | Annuity Reports<br>Treasurer   | 4 years**                  |                      | <input type="checkbox"/>   |
| 7313                      | Benefit Folders/Reports<br>Treasurer   | 4 years**                  |                      | <input type="checkbox"/>   |
| 7314                      | Employee Request and/or<br>Authorization for Leave<br>Forms (Sick, Vacation,<br>Personal, or other leave)<br>Treasurer | 4 years**                  |                      | <input type="checkbox"/>   |
| 7315                      | Deduction Reports<br>Voluntary payroll<br>Deductions<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>   |
| 7316                      | Employee Vacation/<br>Sick Leave Records<br>Treasurer  | 4 years**                  |                      | <input type="checkbox"/>   |
| 7317                      | Time Sheets<br>Treasurer   | 6 years**                  |                      | <input type="checkbox"/>   |
|                           | ** Provided Audited  |                            |                      | <input type="checkbox"/>   |
|                           |  |                            |                      | <b>REV.<br/>11/12</b>  |

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM:** Norwalk City Schools  
(POLITICAL SUBDIVISION NAME) (UNIT)

| (5)<br>Schedule<br>Number | (6)<br>Record title and description                                  | (7)<br>Retention<br>Period                       | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
|---------------------------|--|--|----------------------|--|
| 7318                      | Overtime Authorization      Treasurer                                | 6 years  |                      | <input type="checkbox"/>                   |
| 7319                      | Employee Insurance Bills      Treasurer<br>Medical<br>Dental<br>Life | 4 years**  |                      | <input type="checkbox"/>                   |
| 7323                      | Paycheck Register      Treasurer                                     | 4 years**  |                      | <input type="checkbox"/>                   |
| 7324                      | Payroll Bank Statement      Treasurer                                | 4 years**  |                      | <input type="checkbox"/>                   |
| 7401                      | Deduction Authorization      Treasurer                               | Until<br>Superseded or<br>Employee<br>Terminated |                      | <input type="checkbox"/>                   |
|                           | ** Provided Audited  |  |                      | <b>REV.<br/>11/12</b>                      |



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Norwalk City Schools

|                          | (POLITICAL SUBDIVISION NAME)   |  | (UNIT)               |  |
|--------------------------|--|--|----------------------|--|
| 5)<br>Schedule<br>Number | (6)<br>Records title and description   | (7)<br>Retention<br>Period   | (8)<br>Media<br>Type | (9)<br>RC-3<br>Required<br>by OHS-<br>LGRP |
| 8301                     | Personnel State Reports<br>(Currently SF-1, CS-1)      Personnel<br>Secretary                                | 4 years**  |                      | <input type="checkbox"/>                   |
| 8302                     | Worker's Comp Wage<br>Reports (Co. Auditor)      Treasurer   | 5 years  |                      | <input type="checkbox"/>                   |
| 8303                     | Bank Balance Certification<br>(Co. Auditor)      Treasurer   | 5 years  |                      | <input type="checkbox"/>                   |
| 8304                     | Transportation Reports      Transportation<br>Secretary  | 4 years**  |                      | <input type="checkbox"/>                   |
| <u>9000</u>              | <u>Other</u>   |  |                      |  |
| 9101                     | Personnel Directory      Supt Secretary  | 10 years   |                      | <input type="checkbox"/>                   |
| 9102                     | Enrollment Record<br>(By grade and building)      Supt Secretary   | Permanent  |                      | <input checked="" type="checkbox"/>        |
| 9202                     | School Calendars      Supt Secretary   | 5 years  |                      | <input type="checkbox"/>                   |
| 9203                     | Building, Boiler,<br>Maintenance Reports      Business Office<br>and Secretary                               | 2 years*   |                      | <input type="checkbox"/>                   |
| 9402                     | Employee Handbooks      Supt Secretary   | Until<br>Superseded  |                      | <input type="checkbox"/>                   |
| 9403                     | Directives, Standards,<br>Laws for Local, State<br>and Federal Governmental<br>Agencies      All Secretaries | Until<br>Superseded  |                      | <input type="checkbox"/>                   |
| 9404                     | Attendance Records   | Until<br>Superseded  |                      | <input type="checkbox"/>                   |
|                          | *After end of fiscal year<br>**Provided Audited  | Audited means the years<br>of budget and financial records<br>have been certified by the<br>auditor of state and the<br>audit report has been<br>forwarded pursuant to<br>Sec. 117.25 O.R.C. |                      | <b>REV.<br/>11/12</b>                      |