

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

OHIO HISTORY CONNECTION

(1) TO: Educational Service Center of Central Ohio Records Commission, Tel. No.: 614.445.3750

2080 Citygate Dr Columbus 43219 Franklin
 (ADDRESS) (CITY) (ZIP CODE) (COUNTY)

OCT 02 2017

(2) FROM: Educational Service Center of Central Ohio
 (POLITICAL SUBDIVISION NAME)

STATE AND LOCAL
 GOVERNMENT RECORDS



 (SIGNATURE OF RESPONSIBLE OFFICIAL)

Treasurer/CFO 9/29/17
 (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on September 25, 2015 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Edward B. Susskoff 9.27.17
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): Fred Ruenitz 10-5-2017
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: Martin E. Mel 10-23-17
 For the Ohio Auditor of State Date

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS-LGRP
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>			
1101	Minutes Treasurer	Permanent		<input checked="" type="checkbox"/>
1101.1	Audio Tapes Treasurer	2 Years		<input type="checkbox"/>
1102	Blue Prints, Plans, Maps Business Office & Secretary	Permanent		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases Treasurer	Permanent		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies Superintendent and Secretary	1 year after superceded		<input type="checkbox"/>
1105	Administrative Regulations Superintendent and Secretary	1 year after superceded		<input type="checkbox"/>

CONTINUATION SHEET

FROM: Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
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 (RC-3)	Treasurer	10 Years		<input type="checkbox"/>
1203	Bargaining Agreements	Treasurer	10 Years after Expiration		<input type="checkbox"/>
1204	Budget Policy Files	Treasurer	5 Years		<input type="checkbox"/>
1301	Worker's Compensation Claims	Treasurer	10 Years after Financial Payment made		<input type="checkbox"/>
1302	Bank Depository Agreements	Treasurer	4 Years after 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 Year**		<input type="checkbox"/>
1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded		<input type="checkbox"/>
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded		<input type="checkbox"/>
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded		<input type="checkbox"/>
1450	Voicemail (general)	IT Director	Discretionary		
1451	Emails	IT Director	4 years		
*After end of fiscal year ** Provided Audited					REV. 11/12

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- 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 **Provided Audited			REV. 11/12

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FROM : Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME)

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

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FROM: Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME)

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

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(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
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 provided no action pending		<input type="checkbox"/>
3305	Individual Educational Plan (IEP) Bldg Secretary Special Ed. Secretary	Permanent		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application Bldg Secretary	4 years		<input type="checkbox"/>
3401	Emergency Information Bldg Secretary	Until Superseded		<input type="checkbox"/>
	** Provided Audited			

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(POLITICAL SUBDIVISION NAME)

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- 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 Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders 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/ Purchase Orders Bldg Secretary	10 years**		<input type="checkbox"/>
4401	Textbook Inventories Bldg Secretary	Until Superseded		<input type="checkbox"/>
4402	Supplies Inventory Bldg Secretary	Until Superseded		<input type="checkbox"/>
4403	Student Handbooks Bldg Secretary	Until Superseded		<input type="checkbox"/>
	*After end of fiscal year ** Provided Audited			REV. 11/12

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>			
	<u>Administrative Offices</u>			
5201	School Calendars	Supt. Secretary	5 years	<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 years**	<input type="checkbox"/>
5302	Prevailing Wage Records	Business Office and Secretary	4 years**	<input type="checkbox"/>
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 years**	<input type="checkbox"/>
5304	Work Orders	Business Office and Secretary	4 years**	<input type="checkbox"/>
5305	Environmental Reports And Data (asbestos, etc.)	Business Office and secretary	4 years**	<input type="checkbox"/>
5306	Vandalism Reports	Business Office and secretary	4 years**	<input type="checkbox"/>
5307	Student Activity Purpose Clauses	Business Office and secretary	4 years**	<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities)	Business Office and secretary	4 years**	<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)	Business Office and secretary	1 year**	<input type="checkbox"/>
5310	Bids and Specifications (Successful)	Business Office and secretary	4 years after completion of project	<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>Administrative Offices – Continued</u>				
5311	Contractor Files (Resolutions, Additions, drawings, etc.)	Business Office and Secretary	Until Project Complete, if No Action Pending**	<input type="checkbox"/>
5401	Preventive Maintenance Reports	Business Office and Secretary	Fiscal year Plus 2 years	<input type="checkbox"/>
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment	<input type="checkbox"/>
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**	<input type="checkbox"/>
5404	Textbook/Workbook Inventory	Curriculum Dir. and Secretary	Until Superseded**	<input type="checkbox"/>
5405	Supplies Inventory	Business Office and Secretary	Until Superseded	<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- 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"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
	<u>Transportation Department – Continued</u>			
5446	Supplies Inventory Transportation Secretary	Until Superseded**		<input type="checkbox"/>
5447	Vehicle Defect Report Transportation Secretary	Life of Vehicle		<input type="checkbox"/>
	<u>Food Service Department</u>			
5561	Food Service Records Cafeteria Menus Supervisor Food Production Milk Sold Students Served	4 years**		<input type="checkbox"/>
5562	Lunchroom Records Cafeteria Cash Register Tapes Supervisor Cashier's Daily Reports	4 years**		<input type="checkbox"/>
5563	Lunchroom Reports Cafeteria (Free and Reduced) Supervisor	4 years**		<input type="checkbox"/>
5564	Inventories Cafeteria Supervisor	Until Superseded**		<input type="checkbox"/>
5565	Lunchroom License Cafeteria Supervisor	1 year after expiration		<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>6000</u>	<u>FINANCIAL RECORDS</u>			
6101	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	Treasurer 5 years**		<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger	Treasurer 5 years**		<input type="checkbox"/>
6103	Bond Register	Treasurer 20 years after 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- (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 Expiration Provided all Claims settled		<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
6206	Contracts Treasurer	15 years after Expiration		<input type="checkbox"/>
6207	Bonds and Coupons Treasurer	Until Redeemed**		<input type="checkbox"/>
6208	Accounts Payable Ledgers Treasurer	5 years**		<input type="checkbox"/>
6209	Accounts Receivable Ledgers Treasurer	5 years**		<input type="checkbox"/>
6210	Budget Work Papers Treasurer	5 years**		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders *** Treasurer	10 years**		<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc. Treasurer	10 years**		<input type="checkbox"/>
6213	Federal Program Files Title I,II,III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc. Treasurer	10 years**		<input type="checkbox"/>
6214	Travel Expense Vouchers Treasurer	10 years**		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections) Treasurer	10 years**		<input type="checkbox"/>
	** Provided Audited *** Invoices scanned to a data warehouse will be maintained until audited then destroyed-No RC 3 is required			REV. 11/12

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME)

(UNIT)

(6) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
6216	State Reimbursement Settlement Sheets Treasurer	5 years**		<input type="checkbox"/>
6217	Unemployment Claims Treasurer	5 years		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds Treasurer	5 years		<input type="checkbox"/>
6219	Certificate of Estimated Resources Treasurer	15 years after Expiration		<input type="checkbox"/>
6220	Appropriation Resolutions Treasurer	5 years		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual) Treasurer	5 years		<input type="checkbox"/>
6301	Canceled Checks and Bank Settlements Treasurer	4 years**		<input type="checkbox"/>
6302	Publication Notice Treasurer	4 years**		<input type="checkbox"/>
6303	Tuition Fees and Payments Treasurer	4 years**		<input type="checkbox"/>
6304	School Finance (S.F.) Monthly Statements Treasurer	4 years**		<input type="checkbox"/>
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.) Treasurer	4 years**		<input type="checkbox"/>
6306	Travel Expense Reports Treasurer	10 years**		<input type="checkbox"/>
6307	State Sales Tax Reports Treasurer	4 years**		<input type="checkbox"/>
	** Provided Audited			REV. 11/12

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

FROM: Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
6308	Student Activity Fund Treasurer (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	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 Treasurer (Unsuccessful)	1 year**		<input type="checkbox"/>
6312	Bids and Specifications Treasurer (Successful)	4 years after completion of project**		<input type="checkbox"/>
6313	Receipts/ Receipt Books Treasurer	4 years**		<input type="checkbox"/>
6313.1	Registration/ Receipt Records 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 Treasurer Applications for Driver education, Pupil transportation, Special Education, etc.	3 years**		<input type="checkbox"/>
6319	Delivery/Packing Slips Treasurer	1 year**		<input type="checkbox"/>
6401	Requisitions Treasure *After end of fiscal year **Provided Audited *** Deposited checks scanned into the depository bank will be maintained until audited then destroyed-No RC 3 is required	1 year*		<input type="checkbox"/>

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<u>7000</u>	<u>PAYROLL RELATED</u>			
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports Treasurer	Permanent		<input type="checkbox"/>
7102	Earnings Registers By Staff Member By Calendar Year Treasurer	Permanent		<input type="checkbox"/>
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement service, etc. Treasurer	Permanent		<input type="checkbox"/>
7201	Bureau of Employment Service Quarterly Reports Treasurer	7 years		<input type="checkbox"/>
7301	W-2's, W-4's (Employer copy) Treasurer	6 years and Current**		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7306	Payroll Reports Reports used for Each payroll- Computer generated **Provided Audited Treasurer	4 years**		<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input type="checkbox"/>
7307	Payroll Update Listing Treasurer	4 years**		<input type="checkbox"/>
7308	Payroll Calculations Treasurer	4 years**		<input type="checkbox"/>
7309	State Teachers System and School Employees Retirement System Waivers Treasurer	Permanent		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Reports Treasurer	4 years**		<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 years**		<input type="checkbox"/>
7312	Annuity Reports Treasurer	4 years**		<input type="checkbox"/>
7313	Benefit Folders/Reports Treasurer	4 years**		<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave) Treasurer	4 years**		<input type="checkbox"/>
7315	Deduction Reports Voluntary payroll Deductions Treasurer	4 years**		<input type="checkbox"/>
7316	Employee Vacation/ Sick Leave Records Treasurer	4 years**		<input type="checkbox"/>
7317	Time Sheets Treasurer	6 years**		<input type="checkbox"/>
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7318	Overtime Authorization Treasurer	6 years		<input type="checkbox"/>
7319	Employee Insurance Bills Treasurer Medical Dental 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 Superseded or Employee Terminated		<input type="checkbox"/>
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>8000</u>	<u>REPORTS</u>			
8201	State Audit Reports Treasurer	5 years		<input type="checkbox"/>
8202	#59, #659 and #4502 Treasurer	5 years		<input type="checkbox"/>
8203	#25 and #625 Treasurer	5 years		<input type="checkbox"/>
8204	School Finance (S.F.) Reports- annual Treasurer	5 years		<input type="checkbox"/>
8205	Special Education (S.E.) Reports-annual SpEd Secretary Supt Secretary	7 years		<input type="checkbox"/>
8206	Vocation Education (V.E.) Reports-annual Voc Secretary Supt Secretary	5 years		<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports Supt Secretary	5 years		<input type="checkbox"/>
8208	Drivers Education Reports Treasurer	5 years		<input type="checkbox"/>
8209	Ohio Department of Education (ODE) Reports Bldg Secretary	5 years		<input type="checkbox"/>
8211	Civil Rights Reports Supt Secretary	Permanent		<input checked="" type="checkbox"/>
8212	Title IX Reports Supt Secretary	10 years		<input checked="" type="checkbox"/>
8213	SM-1 & SM-2 (Annual and Quarterly) Treasurer	10 years		<input type="checkbox"/>
8214	State Minimum Standards Supt Secretary	10 years		<input type="checkbox"/>
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FROM: Educational Service Center of Central Ohio
(POLITICAL SUBDIVISION NAME) (UNIT)

5) Schedule Number	(6) Records title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input type="checkbox"/>
8301	Personnel State Reports (Currently SF-1, CS-1) Personnel Secretary	4 years**		<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor) Treasurer	5 years		<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor) Treasurer	5 years		<input type="checkbox"/>
8304	Transportation Reports Transportation 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 (By grade and building) Supt Secretary	Permanent		<input checked="" type="checkbox"/>
9202	School Calendars Supt Secretary	5 years		<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports Business Office and Secretary	2 years*		<input type="checkbox"/>
9402	Employee Handbooks Supt Secretary	Until Superseded		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies All Secretaries	Until Superseded		<input type="checkbox"/>
9404	Attendance Records	Until Superseded		<input type="checkbox"/>
9500	Transitory records All Employees	Until no longer of administrative Value		<input type="checkbox"/>
	*After end of fiscal year **Provided Audited *** Transitory records do not set policy, establish guidelines and procedures, certify a transaction or become a receipt. Transitory records include telephone messages, drafts, calendars and other limited documents that service to convey information of temporary importance in lieu of oral communication.			REV. 11/12

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RECORD RETENTION AND DESTRUCTION

Key to Schedule

1000- BOARD AND ADMINISTRATIVE RECORDS

2000- EMPLOYEE RECORDS

3000- STUDENT RECORDS

4000- BUILDING RECORDS

5000- CENTRAL DEPARTMENT

6000- FINANCIAL RECORDS

7000-PAYROLL RELATED RECORDS

8000- REPORTS

9000- OTHER

Symbols meanings:

“After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.