INDIAN LAKE SCHOOL

Records Retention Commission

April 17, 1995, the Indian Lake Board of Education passed the following motion:

Upon recommendation of the State Auditors office, the Indian Lake Board of Education establishes a records commission to govern the matters pertaining to district records, their retention and disposal. This commission shall consist of the Board President, Treasurer and Superintendent. The Treasurer shall serve as chairman/secretary for the district records commission. The members of this commission shall appoint necessary records officers through the district to carry out the necessary work associated with district records.

1.Procedures to dispose of records according to the approved schedule of records retention and disposition wil be initiated by April of each year.

2. Records officers will list those eliglble, disposable records on the certificate of records disposal (RC-3), per adopted schedule.

3. The records commision shall review the certificates of the records disposal as submitted prior to a regular May Board of Education meeting each year.

Records shall be destroyed only as directed by the district records secretary.

Ohio Historical Center

1982 Velma Avenue
Columbus, Ohio 43211-2497
614/297-2300
Fax: 297-2411
www.ohiohistory.org

OHIO
HISTORICAL
SOCIETY
SINCE 1885

31 January 2001

Dear Records Commission Member:

Enclosed please find approved RC-1 and/or RC-2 forms. **Please send copies of these approved forms to the originating office/department.** The originating office/department does **not** receive a separate notice of approval from the Ohio Historical Society or the Auditor of the State.

Before disposal of any records, a Certificate of Records Disposal (RC-3) must be prepared and forwarded to the Ohio Historical Society. This should be done fifteen business days before the disposal takes place. The Ohio Historical Society will forward the RC-3 to the Auditor of the State's records officer. Remember that the Certificate of Records Disposal serves as the official record of the actual disposal of records.

Please be aware that our web site has been updated recently. If you have web access you can find us at http://www.ohiohistory.org/lgr.

If you have any questions, please do not hesitate to contact me at 614-297-2553 or 1-800-510-9676.

Sincerely,

Pari J. Swift

Pari J. Swift
Local Government Records Program
Ohio Historical Society
LocalRecs@ohiohistory.org

SCHOOL DISTRICT
RECORDS RETENTION SCHEDULE

OHIO HISTORICAL SOCIETY
SINCE 1885
1982 Velma Avenue
Columbus, Ohio 43211-2497
Tel: 614.297.2300
Fax: 314.297.2411
www.ohiohistory.org

Rev. 1997.03.04

RECORD RETENTION AND DESTRUCTION

Key to Schedule

1000- BOARD AND ADMINISTRATIVE RECORDS

20000- 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 record series has been audited by the Auditor of State and the audit report released.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO:_____ **Records Commission, Tel. No.:.**_____

_____

(ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM:_____

(POLITICAL SUBDIVISION NAME) (UNIT)

_____

(SIGNATURE OF RESPONSIBLE OFFICIAL) (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 _____ as reflected by the minutes kept by this commission.

Chairman, Records Commission:_____

Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):_____

For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:_____

For the Ohio Auditor of State Date

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS			
1101	Minutes	Treasurer	Permanent	
1101.1	Audio Tapes	Treasurer	2 Years	
1102	Blue Prints, Plans, Maps	Business Office & Secretary	Permanent	
1103	Deeds, Easements, Leases	Treasurer	Permanent	
1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	1 year after superceded	
1105	Administrative Regulations	Superintendent and Secretary	1 year after superceded	

SCHEDULE OF REOCRDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State Or OHS-LGRP
1106	Court Decisions	Treasurer	Permanent	
1107	Claims and Litigation	Treasurer	Permanent	
1201	Elections	Treasurer	10 Years	
1202	Record Disposal forms (RC-3)	Treasurer	10 Years	
1203	Bargaining Agreements	Treasurer	10 Years after Expiration	
1204	Budget Policy Files	Treasurer	5 Years	
1301	Worker's Compensation Claims	Treasurer	10 Years after Financial Payment made	
1302	Bank Depository Agreements	Treasurer	4 Years after Completion	
1303	Organization Reports	Treasurer	2 Years**	
1304	Board Meeting Notes	Treasurer	1 Year	
1305	Agendas	Treasurer	1 Calendar Year**	
1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded	
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded	
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded	

*After end of fiscal year
** Provided Audited

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
2000	(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	
2102	Classified Active Employees	"	Permanent	
2103	Certificated Inactive Employees	"	Permanent***	
2104	Classified Inactive Employees	"	Permanent***	
2105	Civil rights, Civil Services and Disciplinary Reports	"	Permanent***	
2107	Retirement Letters	"	Permanent***	
2108	Substitute records	"	25 Years	
2301	Employee Contracts	Treasurer	4 Years after termination from employment.	
2302	Professional Conference Applications	Asst. Supt, Personnel and Secretary	2 Years**	
	*After end of fiscal year **Provided Audited ***Hard copy maintained for 3 years after audited- then microfilmed.			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM : _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 Years after contract expires	
2304	Unemployment Claims	Treasurer	5 Years	
2305	Unemployment	Treasurer	5 Years	
2306	Applications (not hired)	Asst Supt. Personnel and Secretary	2 Years**	
2307	Schedules of Employees	"	Fiscal Year Plus 2 years	
2308	Student Helper Applications	"	2 Years	
2309	Teacher Personnel Reports (internal)	"	Fiscal Year Plus 1 year	
2310	I-9 Immigration Verification Forms	"	Termination of employment plus 1 year	
2401	Job Descriptions	"	Retain until Superseded or Obsolete	

** Provided Audited

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVSION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
3000	STUDENT RECORDS			
3101	Student Record Folders Enrollment/Withdrawl 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	Bldg Secretary	Permanent***	
3102	Office Record Card (K-9)	Bldg Secretary	Permanent***	
3103	Cosmetology Records (Vocational)	Voc. Secretary	Permanent***	
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Bldg Secretary	7 Years After Graduation	
3202	Discipline Records Letters to Parents Office Discipline	Bldg Secretary	1 Year after Student leaves School	
3203	Psychological Records (Restricted)	Special Ed. Secretary/Nurse	Permanent***	** Provided Audited *** Hard Copy maintained for 5 years after Student leaves system –then microfilmed.
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary	Through Graduation	
3301	Teacher Grade Books/ Records	Bldg Secretary	3 Years**	

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LRRP
3302	Pre-School Screening Profiles	Bldg Secretary	3 years	
3303	Age and Schooling Records (Work Permits)	Bldg Secretary	3 years	
3304	Accident Reports	Nurse/Bldg Secretary	5 years provided no action pending	
3305	Individual Educational Plan (IEP)	Bldg Secretary Special Ed. Secretary	Permanent	
3306	Free/Reduced Price Lunch Application	Bldg Secretary	4 years	
3401	Emergency Information	Bldg Secretary	Until Superceded	

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVSION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
4000	BUILDING RECORDS			
4202	Tornado and Fire Drill Records	Bldg Secretary	1 year*	
4203	Building Health Inspections	Bldg Secretary	2 years*	
4301	Student Activity Records Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports	Bldg Secretary	2 years**	
4302	Receipts/Deposit Slips	Bldg Secretary	4 years**	
4303	Budget/Appropriation Records	Bldg Secretary	4 years**	
4304	Requisitions/ Purchase Orders	Bldg Secretary	10 years**	
4401	Textbook Inventories	Bldg Secretary	Until Superceded	
4402	Supplies Inventory	Bldg Secretary	Until Superceded	
4403	Student Handbooks	Bldg Secretary	Until Superceded	

*After end of fiscal year
** Provided Audited

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
5000	CENTRAL DEPARTMENTAL RECORDS			
	Administrative Offices			
5201	School Calendars	Supt. Secretary	5 years	
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 years**	
5302	Prevailing Wage Records	Business Office and Secretary	4 years**	
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 years**	
5304	Work Orders	Business Office and Secretary	4 years**	
5305	Environmental Reports And Data (asbestos, etc.)	Business Office and secretary	4 years**	
5306	Vandalism Reports	Business Office and secretary	4 years**	
5307	Student Activity Purpose Clauses	Business Office and secretary	4 years**	
5308	Sales Potential Forms (Student Activities)	Business Office and secretary	4 years**	
5309	Bids and Specifications (Unsuccessful)	Business Office and secretary	1 year**	
5310	Bids and Specifications (Successful)	Business Office and secretary	4 years after completion of Project**	
	** Provided Audited			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	Administrative Offices – Continued			
5311	Contractor Files (Resolutions, additions,drawings, etc.)	Business Office and Secretary	Until Project Complete, if No Action Pending**	
5401	Preventive Maintenance Reports	Business Office and Secretary	Fiscal year Plus 2 years	
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment	
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superceded**	
5404	Textbook/Workbook Inventory	Curriculum Dir. and Secretary	Until Superceded**	
5405	Supplies Inventory	Business Office and Secretary	Until Superceded**	

** Provided Audited

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	Special Education Department			
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 years	
5222	Individual Educational Plan (IEP)	Special Ed. Secretary	Permanent***	
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent***	
	Transportation Department			
5340	Driver Physical	Transportation Secretary	2 years after termination	
5341	Fuel Consumption Data	Transportation Secretary	4 years**	
5342	Transportation Records	Transportation Secretary	4 years**	
5343	Field Trip forms and Volunteer Driver forms	Transportation Secretary	Fiscal year Plus 2 years	
5441	Accident Reports	Transportation Secretary	3 years provided no action pending	
5442	Vehicle Registration	Business Office and Secretary	Life of Vehicle	
5443	Vehicle License	Business Office and Secretary	1 year after termination	
5445	Driver Certifications	Transportation Secretary	1 year after termination	
	** Provided Audited *** Hard copy maintained for 3 years after audited – then microfilmed			

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	Transportation Department – Continued			
5446	Supplies Inventory	Transportation Secretary	Until Superceded**	
5447	Vehicle Defect Report	Transportation Secretary	Life of Vehicle	
	Food Service Department			
5561	Food Service Records Menus Food Production Milk Sold Students Served	Cafeteria Supervisor	4 years**	
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	Cafeteria Supervisor	4 years**	
5563	Lunchroom Reports (Free and Reduced)	Cafeteria Supervisor	4 years**	
5564	Inventories	Cafeteria Supervisor	Until Superceded**	
5565	Lunchroom License	Cafeteria Supervisor	1 year after expiration	
	** Provided Audited			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVSION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6000	FINANCIAL RECORDS			
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**	
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 years**	
6103	Bond Register	Treasurer	20 years after issue expires	
6104	Securities	Treasurer	Permanent***	
6201	Investment Ledger	Treasurer	5 years**	
6202	Foundation Distribution	Treasurer	5 years**	
6203	Tax Settlements (Semi-(Annual) and Advances	Treasurer	5 years**	
6204	Budgets (Annual)	Treasurer	5 years**	
6205	Insurance Policies	Treasurer	15 years after Expiration Provided all Claims settled	
	** Provided Audited *** Hard copy maintained for 3 years after audit- then microfilmed			

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State of OHS-LGRP
6206	Contracts	Treasurer	15 years after Expiration	
6207	Bonds and Coupons	Treasurer	Until Redeemed**	
6208	Accounts Payable Ledgers	Treasurer	5 years**	
6209	Accounts Receivable Ledgers	Treasurer	5 years**	
6210	Budget Work Papers	Treasurer	5 years**	
6211	Vouchers, Invoices and Purchase Orders	Treasurer	10 years**	
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc.	Treasurer	10 years**	
6213	Federal Program Files Title I,II,III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	Treasurer	10 years**	
6214	Travel Expense Vouchers	Treasurer	10 years**	
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 years**	
	** Provided Audited			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(6) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6216	State Reimbursement Settlement Sheets	Treasurer	5 years**	
6217	Unemployment Claims	Treasurer	5 years	
6218	Employee Bonds, Board Member Bonds	Treasurer	5 years	
6219	Certificate of Estimated Resources	Treasurer	15 years after Expiration	
6220	Appropriation Resolutions	Treasurer	5 years	
6222	Tax Apportionments (Semi-Annual)	Treasurer	5 years	
6301	Canceled Checks and Bank Settlements	Treasurer	4 years**	
6302	Publication Notice	Treasurer	4 years**	
6303	Tuition Fees and Payments	Treasurer	4 years**	
6304	School Finance (S.F.) Monthly Statements	Treasurer	4 years**	
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	Treasurer	4 years**	
6306	Travel Expense Reports	Treasurer	10 years**	
6307	State Sales Tax Reports	Treasurer	4 years**	
	** Provided Audited			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Treasurer	4 years**	
6309	Check Registers	Treasurer	4 years**	
6310	Deposit Slips/Cash Proofs	Treasurer	4 years**	
6311	Bids and Specifications (Unsuccessful)	Treasurer	1 year**	
6312	Bids and Specifications (Successful)	Treasurer	4 year after completion of project**	
6313	Receipt Books	Treasurer	4 years**	
6314	Extra Trip Records	Treasurer	4 years**	
6315	Monthly Financial Reports	Treasurer	4 years**	
6316	Accounting Data	Treasurer	4 years**	
6317	Service Contracts	Treasurer	4 years**	
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, etc.	Treasurer	3 years**	
6319	Delivery/Packing Slips	Treasurer	1 year**	
6401	Requisitions	Treasuere	1 year*	
	*After end of fiscal year **Provided Audited			

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
7000	PAYROLL RELATED			
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Treasurer	Permanent***	
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer	Permanent***	
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement service, etc.	Treasurer	Permanent***	
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 years	
7301	W-2's, W-4's (Employer copy)	Treasurer	6 years and Current**	
7302	Federal Income Tax (Quarterly/Annual)	Treasurer	6 years and Current**	
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 years and Current**	
7304	City Income Tax (Monthly/Annual)	Treasurer	6 years and Current**	
7305	School Income Tax (Monthly/Annual)	Treasurer	6 years and Current**	
7306	Payroll Reports Reports used for Each payroll- Computer generated **Provided Audited ***Hard Copy maintained for 5 years, then microfilmed	Treasurer	4 years**	

REV. 6/02

SCHEDULE OF RECORDS AND RETENTION AND DISPOSTION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
7307	Payroll Update Listing	Treasurer	4 years**	
7308	Payroll Calculations	Treasurer	4 years**	
7309	State Teachers System and School Employees Retirement System Waivers	Treasurer	Permanent***	
7310	State Employees Retirement System (SERS) Reports	Treasurer	4 years**	
7311	State Teachers Retirement System (STRS) Reports	Treasurer	4 years**	
7312	Annuity Reports	Treasurer	4 years**	
7313	Benefit Folders/Reports	Treasurer	4 years**	
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave)	Treasurer	4 years**	
7315	Deduction Reports Voluntary payroll Deductions	Treasurer	4 years**	
7316	Employee Vacation/ Sick Leave Records	Treasurer	4 years**	
7317	Time Sheets	Treasurer	6 years**	
	** Provided Audited *** Hard Copy maintained for 5 years, then microfilmed			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
7318	Overtime Authorization	Treasurer	6 years	
7319	Employee Insurance Bills Medical Dental Life	Treasurer	4 years**	
7323	Paycheck Register	Treasurer	4 years**	
7324	Payroll Bank Statement	Treasurer	4 years**	
7401	Deduction Authorization	Treasurer	Until Superceded or Employee Terminated	

** Provided Audited

REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LRGP
8000	REPORTS			
8201	State Audit Reports	Treasurer	5 years	
8202	#59, #659 and #4502	Treasurer	5 years	
8203	#25 and #625	Treasurer	5 years	
8204	School Finance (S.F.) Reports- annual	Treasurer	5 years	
8205	Special Education (S.E.) Reports-annual	SpEd Secretary Supt Secretary	7 years	
8206	Vocation Education (V.E.) Reports-annual	Voc Secretary Supt Secretary	5 years	
8207	Ohio Common Core Data (OCCD) Reports	Supt Secretary	5 years	
8208	Drivers Education Reports	Treasurer	5 years	
8209	Ohio Department of Education (ODE) Reports	Bldg Secretary	5 years	
8211	Civil Rights Reports	Supt Secretary	Permanent***	
8212	Title IX Reports	Supt Secretary	10 years	
8213	SM-1 & SM-2 (Annual and Quarterly)	Treasurer	10 years	
8214	State Minimum Standards	Supt Secretary	10 years	
	***Hard Copy Maintained for 5 years, then microfilmed			REV. 6/02

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: _____
(POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Records title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
8301	Personnel State Reports (Currently SF-1, CS-1)	Personnel Secretary	4 years**	
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 years	
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years	
8304	Transportation Reports	Transportation Secretary	4 years**	
9000	Other			
9101	Personnel Directory	Supt Secretary	10 years	
9102	Enrollment Record (By grade and building)	Supt Secretary	Permanent***	
9202	School Calendars	Supt Secretary	5 years	
9203	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 years*	
9402	Employee Handbooks	Supt Secretary	Until Superceded	
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superceded	
9404	Attendance Records		Until Superceded	
	*After end of fiscal year **Provided Audited ***Hard Copy maintained for 5 years, then microfilmed			REV. 6/02

William A. McGlothlin
Superintendent

Indian Lake Schools

6210 SR 235 North
Lewistown, Ohio 43333
937-686-8601
937-686-8421 (Fax)

Coleen Reprogle
Treasurer

December 15, 2000

Pari Swift
Archives Library Division
Ohio Historical Society
1982 Velma Ave.
Columbus, OH 43211-2497

Dear Ms. Swift,

On April 17, 1995, the Indian Lake Board of Education established a records commission to govern the matters pertaining to district records. On November 18, 2000, the Indian Lake Board of Education adopted the attached schedule of records retention and disposition. I am forwarding the schedule to you for the Ohio Historical Society approval. It is my understanding that you will forward this schedule to the State of Ohio Auditors Office for their approval as well. If you have any questions please call me at (937)686-8004.

Respectfully,

Coleen Reprogle, Treasurer

Huntsville Elementary
Box 158, Napoleon St., Rd 222
Huntsville, Ohio 43324
937-686-2651
Diane Gillespie, Principal

Lakeview Elementary
350 West Lake Street
Lakeview, Ohio 43331
937-843-4122
Gary Bolyard, Principal

Indian Lake Middle School
8920 CR 91
Lewistown, Ohio 43333
937-686-8833
Charles Blair, Principal

Indian Lake High School
6210 SR 235 North
Lewistown, Ohio 43333
937-686-8851
Denny Shaner, Principal

Records Retention
and
Disposal Process

PROCEDURE INSTRUCTION
HANDOUT

OHIO HISTORICAL SOCIETY

SINCE 1885

RECORDS RETENTION AND DISPOSAL PROCESS
INSTRUCTION HANDOUT

TERMINOLOGY:

RC-2: The RC-2 Form is used to establish the general Schedule of Records Retention and Disposition to be used by your entity. It must be created and approved by your Records Commission per the Ohio Revised Code and then approved by both the Ohio Historical Society and the State Auditor's Office.

RC-3: The RC-3 Form is also called the "Certificate of Disposal." This form gives notice as to when records are to be disposed according to the pre-approved general Schedule of Records Retention (RC-2). This form simply serves as notice to the Ohio Historical Society and State Auditor's Office that records will be disposed of by your entity per your pre-approved general Schedule. You should prepare and mail the RC-3 to the Ohio Historical Society fifteen (15) business days prior to disposal.

RC-1: The RC-1 is a one-time records disposal schedule. It pre-empts the RC-2 and approval is limited to the listed documents only. We do not encourage use of this form, as a system adhering to the RC-2 and RC-3 format is more efficient and cost-effective.

PROCEDURE:

RC-2 Process

1. Create and adopt a general Schedule of Records Retention and disposition for entity.
2. Submit this Schedule to your Department Head for approval if applicable.
3. Submit and obtain approval of this general Schedule from your local Records Commission per the Ohio Revised Code. (See Ohio Revised Code Section 149.38 for municipalities, 149.41 for school districts or 149.42 for townships for the composition of your commission.)
4. Make and keep one copy of the general Schedule for the Records Commission file. Maintain a copy for your files.
5. Once approved by your Records Commission, forward the general Schedule to the Local Records Specialist from the Ohio Historical Society. See the attached map for the Ohio Historical Society for your county.
6. The Ohio Historical Society Records Specialist will review and approve the schedule if acceptable, and then forward to the Auditor of State Records Officer in Columbus, Ohio.

7. The Auditor of State Records Officer will review and approve the Schedule and make a copy to be maintained in the Columbus office. The original Schedule will be mailed back to the Ohio Historical Society.

8. The Ohio Historical Society will make a copy and mail it to you for your records and will keep on (1) copy for its own files.

RC-3 Process:

1. Once the General Schedule has been approved by both the Ohio Historical Society and the State Auditor's Office and is in place, you will use the RC-3 Form to activate the disposal process. Your entity's Records Officer must complete the RC-3 Form when disposal is timely according to the pre-approved RC-2 General Schedule.

2. Complete the RC-3 Form and make one (1) copy for your Records Commission files. Maintain one copy for your files.

3. Mail the original RC-3 Form to the Ohio Historical Society.

4. The Record Specialist will forward to the State Auditor's Office on your behalf.

5. You will not receive the original RC-3 Form back. Its purpose is to serve notice to both the Ohio Historical Society and State Auditor's Office that disposal of records is to take place.

6. Wait fifteen (15) business days after mailing the RC-3 Form to the Ohio Historical Society and then dispose of records according to the approved Schedule.

7. If for some reason, disposal is not appropriate, you will be informed within the fifteen (15) business day period established for such a situation.

District Records Commission

MATERIAL RESOURCES
RECORDS and REPORTS

OHIO HISTORICAL SOCIETY
SINCE 1885
1982 Velma Avenue
Columbus, Ohio 43211-2497
Tel: 614.297.2300
Fax: 314.297.2411
www.ohiohistory.org

Rev. 1997.03.04

MATERIAL RESOURCES RECORDS AND REPORTS

The district records commission shall consist of the board president, treasurer and superintendent. The treasurer shall serve as chairman/secretary of the records commission.

The district records commission shall develop a schedule of record retention and disposal (RC-2). Said schedule shall be approved by the Ohio Historical Society and the State of Ohio Auditor's Office.

The commission designates the following personnel as records officers and will communicate with them in regards to matters related to record retention and disposal:

Area		*Record Officer(s)*
Central Administration	- - -	Superintendent's Secretary Business - Office Manager Personnel - Office Manager
Fiscal Operation	- - -	Treasurer
Special Services	- - -	Special Education Secretary
Food Service	- - -	Supervisor of Food Service
Schools	- - -	Building Secretary
LHS Guidance	- - -	Guidance Secretary
Transportation	- - -	Transportation Secretary

Procedures for Records Disposal:

1. The district records secretary will initiate annually by April 1, procedures to dispose of records according to the approved RC-2 schedule.

2. A notice from the district records secretary and copies, as needed, of the certificate of records (RC-3) disposal form will be distributed to those designated as records officers. (instructions are on the back of the form.)

3. Records officers are to list those eligible, disposable records on the certificate of records (RC-3) disposal form according to our schedule.

4. The completed certificate of records (RC-3) disposal form is to be returned by April 15 each year to the district records secretary.

5. After the certificates of records (RC-3) disposal form have been reviewed by the district records secretary, they will be forwarded to the district records commission by May 1 for action at its annualmeeting to be held prior to the beginning of a May board meeting. Minutes will be kept.

6. The certificates of records (RC-3) form will be returned to the district records secretary, who will forward copies of same as follows:

   Original - Forward original to Ohio Historical Society Network Specialist for your County. See attached map to determine your County Records Specialist.

   Copies - Keep one copy with your Records Commission files. Ohio Historical Society Records Specialist will make and send a copy to State Auditor's office on your behalf. You do not need to send a copy to the State Auditors office.

7. Fifteen days must have elapsed after forwarding copies to the Ohio Historical Society before destroying. The district records secretary will make arrangements through the business office for the maintenance staff to pick up all records and take them to a local recycling center for shredding, or disposal in their vaults. An attempt will be made to keep this to one or two days so they are all handled at the same time.

8. A copy of the records officers certificate of records (RC-3) disposal form should be maintained by them for their records.