

CHILlicothe CITY SCHOOLS

RECORDS RETENTION SCHEDULE



Rev. 11/2013

RECORD RETENTION AND DESTRUCTION

Key To Schedule

1000. . . BOARD AND ADMINISTRATIVE RECORDS

1100 Permanent
1200 Number of Years
1300 Provided Audited
1400 After Purpose

6000. . . FINANCIAL RECORDS

6100 Permanent
6200 Number of Years
6300 Provided Audited
6400 After Purpose

2000. . . EMPLOYEE RECORDS

2100 Permanent
2200 Number of Years
2300 Provided Audited
2400 After Purpose

7000. . . PAYROLL RELATED RECORDS

7100 Permanent
7200 Number of Years
7300 Provided Audited
7400 After Purpose

3000. . . STUDENT RECORDS

3100 Permanent
3200 Number of Years
3300 Provided Audited
3400 After Purpose

8000. . . REPORTS

8100 Permanent
8200 Number of Years
8300 Provided Audited
8400 After Purpose

4000. . . BUILDING RECORDS

4100 Permanent
4200 Number of Years
4300 Provided Audited
4400 After Purpose

9000. . . OTHER

9100 Permanent
9200 Number of Years
9300 Provided Audited
9400 After Purpose

5000. . . CENTRAL DEPARTMENT

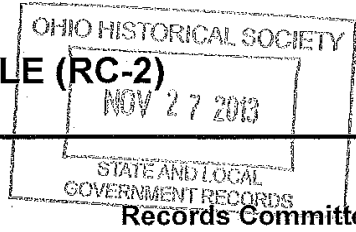
5100 Permanent
5200 Number of Years
5300 Provided Audited
5400 After Purpose

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.*

RECORDS RETENTION SCHEDULE (RC-2)



Section A: Local Government Unit
Chillicothe City Schools

(local government entity)

(unit)

Deborah Lawwell
 (signature of responsible official)

Deborah Lawwell
 (name)

Treasurer
 (title)

11/18, 2013
 (date)

Section B: Records Commission

Chillicothe City Schools

740-775-4250 ext #16109

Records Commission

(telephone number)

235 Cherry ST
 (address)

Chillicothe
 (city)

45601
 (zip code)

Ross
 (county)

To have this form returned to the Records Commission electronically, include an email address: _____

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.

Deborah Lawwell
 Records Commission Chair Signature

11/18/2013

Date

Section C: Ohio Historical Society - State Archives

Trest Prentiss
 Signature

State Archives
 Title

12/5/2013
 Date

Section D: Auditor of State

Martin E. Murr
 Signature

12-23-13
 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**

Section E: Records Retention Schedule

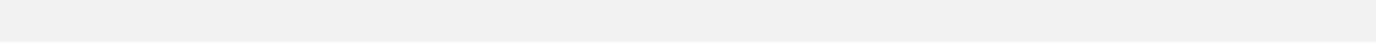
Chillicothe City Schools

Records Committee

Schedule Number	Record Title and Description		Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS					
1101	Minutes	Treasurer Office	Permanent	Paper or Electronic		<input type="checkbox"/>
1101.1	Audio Tapes	Treasurer Office	2 Years*	Tape		<input type="checkbox"/>
1102	Blueprints, Plans, Maps	Business Office	Permanent	Paper		<input type="checkbox"/>
1103	Deeds, Easements, Lease, Abstracts	Treasurer/Business Offices	Permanent	Paper		<input type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies	Superintendent Office	1 Year after superceded	Paper or Electronic		<input type="checkbox"/>
1105	Administrative Regulations	Superintendent Office	1 Year after superceded	Paper or Electronic		<input type="checkbox"/>
1106	Court Decisions	Superintendent/Treasurer Offices	Permanent	Paper		<input type="checkbox"/>
1107	Claims and Litigation	Treasurer Office	Permanent	Paper		<input type="checkbox"/>
1201	Elections	Superintendent/Treasurer Offices	10 Years	Paper		<input type="checkbox"/>
1202	Record Disposal forms (RC-3)	Treasurer Office	10 Years	Paper		<input type="checkbox"/>
1203	Bargaining Agreements	Superintendent/Treasurer Offices	10 Years after Expiration	Paper		<input type="checkbox"/>
1204	Budget Policy Files	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
1301	Worker's Compensation Claims	Treasurer Office	10 Years after Financial Payment Made	Paper		<input type="checkbox"/>

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** **“Provided Audited”** means the record series has been audited by the Auditor of State and the audit report released.



Section E: Records Retention Schedule

Chillicothe City Schools

Records Committee

Schedule Number	Record Title and Description		Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS (cont.)					
1302	Bank Depository Agreements	Treasurer Office	4 Years after Completion	Paper		<input type="checkbox"/>
1303	Organization Reports	Treasurer Office	2 Years**	Paper		<input type="checkbox"/>
1304	Board Meeting Notices	Treasurer Office	1 Year	Paper or Electronic		<input type="checkbox"/>
1305	Agendas	Treasurer Office	1 Calendar Year**	Paper		<input type="checkbox"/>
1401	Adopted Courses of Study	Curriculum Director Office	Until Superseded	Paper or Electronic		<input type="checkbox"/>
1402	Adopted Special Educational Programs	Pupil Service Director Office	Until Superseded	Paper		<input type="checkbox"/>
1403	Adopted Special Programs	Pupil Service Director Office	Until Superseded	Paper		<input type="checkbox"/>
2000	EMPLOYEE RECORDS (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	All Employee files, active of inactive are the responsibility of the Personnel Office	Permanent	Paper or Electronic		<input type="checkbox"/>
2102	Classified Active Employees		Permanent	Paper or Electronic		<input type="checkbox"/>
2103	Certified Inactive Employees		Permanent	Paper or Electronic		<input type="checkbox"/>
2104	Classified Inactive Employees		Permanent	Paper or Electronic		<input type="checkbox"/>
2105	Civil rights, Civil Services and Disciplinary Reports	Personnel Office	Permanent	Paper		<input type="checkbox"/>

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Chillicothe City Schools

Records Committee

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2107	Retirement Letters	Personnel Office	Permanent	Paper		<input type="checkbox"/>
2107	Substitute Records	Personnel Office	25 Years	Paper		<input type="checkbox"/>
2301	Employee Contracts	Payroll/Personnel Offices	4 Years after termination from employment	Paper or Electronic		<input type="checkbox"/>
2302	Professional Conference Applications	Superintendent/Payroll Office	2 Years**	Electronic		<input type="checkbox"/>
2303	Irregular Employee Contracts (Substitutes, etc.)	Payroll/Personnel Offices	4 Years after termination from employment	Paper or Electronic		<input type="checkbox"/>
2304	Unemployment Claims	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
2305	Unemployment Records	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
2306	Applications (not hired)	Personnel Office	2 Years**	Paper		<input type="checkbox"/>
2307	Schedule of Employees	Personnel Office	Fiscal Year Plus 2 years	Paper		<input type="checkbox"/>
2309	Teacher Personnel Reports (internal)	Personnel Office	Fiscal Year Plus 1 year	Paper		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms	Payroll Office	Termination of Employment plus 1 year	Paper		<input type="checkbox"/>
2401	Job Descriptions	Personnel Office	Retain until Superseded or Obsolete	Paper or Electronic		<input type="checkbox"/>

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Section E: Records Retention Schedule

Chillicothe City Schools

Records Committee

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
3000	STUDENT RECORDS				
3101	Student Record Folders *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 *Health/Medical Records *Visual Screening *Hearing Screening *Immunization Records *Individual Education Plan (IEP)	Bldg Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
3102	Office Record Card (K-9)	Bldg Secretary	Permanent	Paper or Electronic	<input type="checkbox"/>
3202	Discipline Records Letter s to Parents Office Discipline	Bldg Secretary	1 Year after Student leaves school	Paper	<input type="checkbox"/>
3203	Psychological Records (Restricted)	Pupil Service Office	Permanent	Paper or Electronic	<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary	Through Graduation	Paper	<input type="checkbox"/>
3205	Formal Complaints Against Students	Bldg Secretary	Until Graduation	Paper	<input type="checkbox"/>
3301	Teacher Grade Book/ Records (R703)	Bldg Secretary	6 Years	Paper or Electronic	<input type="checkbox"/>

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Chillicothe City Schools

Records Committee

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3000	STUDENT RECORDS (cont.)					
3302	Pre-School Screening Profiles	Bldg Secretary	3 Years	Paper		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits)	Bldg Secretary	3 Years	Paper		<input type="checkbox"/>
3304	Accident Reports	Business Office	5 Years provided no action pending	Paper		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application	Bldg Secretary/Food Service Office	4 Years	Paper or Electronic		<input type="checkbox"/>
3401	Emergency Information Card	Bldg Secretary	Until Superseded	Paper		<input type="checkbox"/>
4000	BUILDING RECORDS					
4202	Tornado and Fire Drill Records	Bldg Secretary/Business Office	1 Year*	Paper		<input type="checkbox"/>
4203	Building Health Inspections	Bldg Secretary	2 Years*	Paper		<input type="checkbox"/>
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**	Paper		<input type="checkbox"/>
4302	Receipts/Deposit Slips	Bldg Secretary	4 Years**	Paper		<input type="checkbox"/>
4303	Budget Records	All Secretaries	4 Years**	Paper		<input type="checkbox"/>
4304	Requisition/Purchase Orders	All Secretaries	4 Years**	Paper		<input type="checkbox"/>

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Chillicothe City Schools

Records Committee

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4000	BUILDING RECORDS (cont.)					
4401	Textbook Inventories	Bldg Secretary	Until Superseded	Paper		<input type="checkbox"/>
4402	Supplies Inventories	Bldg Secretary	Until Superseded	Paper		<input type="checkbox"/>
4403	Student Handbooks	Bldg Secretary	Until Superseded	Paper		<input type="checkbox"/>
5000	CENTRAL DEPARMENTAL RECORDS <i>Administrative Offices</i>					
5201	School Calendars	Superintendent Office	5 Years	Electronic		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records	Maintenance Office	4 Years**	Paper		<input type="checkbox"/>
5302	Prevailing Wage Records	Business Office	4 Years**	Paper		<input type="checkbox"/>
5303	Rental Information (Use of Facilities)	Business Office	4 Years**	Paper		<input type="checkbox"/>
5304	Work Orders	Maintenance Office	4 Years**	Electronic		<input type="checkbox"/>
5305	Environmental Reports and Data (asbestos, etc.)	Business Office	4 Years**	Paper		<input type="checkbox"/>
5306	Vandalism Reports	Business Office	4 Years**	Paper		<input type="checkbox"/>
5307	Student Activity Purpose Clauses	Treasurer Office	4 Years**	Paper		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activity)	Treasurer Office	4 Years**	Paper		<input type="checkbox"/>

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Records Committee

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5000	CENTRAL DEPARTMENTAL RECORDS Administrative Offices				
5309	Bids and Specifications (Unsuccessful) Business Office	1 Year**	Paper		<input type="checkbox"/>
5310	Bids and Specifications (Successful) Business Office	4 Years after completion of Project**	Paper		<input type="checkbox"/>
5311	Contractors Files (Resolutions, additions, drawings, etc.) Business Office	Until Project Complete, if No Action Pending**	Paper		<input type="checkbox"/>
5400	Vendor Listing Treasurer Office	Until Superseded**	Paper		<input type="checkbox"/>
5401	Preventative Maintenance Reports Business Office	Fiscal Year plus 2 Years	Paper or Electronic		<input type="checkbox"/>
5402	Warranty/Guarantee Maintenance Office	Life/Warranty of Equipment	Paper		<input type="checkbox"/>
5403	Plant/Equipment Inventory Business Office	Until Superseded**	Paper		<input type="checkbox"/>
5404	Textbook/Workbook Inventory Curriculum Office	Until Superseded**	Paper		<input type="checkbox"/>
5405	Supplies Inventory Business Office	Until Superseded**	Paper		<input type="checkbox"/>
5000	CENTRAL DEPARTMENTAL RECORDS Special Education Department				
5221	Special Education Tutoring Reports Pupil Service Office	10 Years	Paper		<input type="checkbox"/>
5222	Individual Educational Plan (IEP) Pupil Service Office	Permanent	Paper or Electronic		<input type="checkbox"/>
5223	Psychological Records (Restricted) Pupil Service Office	Permanent	Paper or Electronic		<input type="checkbox"/>

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5000	CENTRAL DEPARTMENTAL RECORDS Transportation Department					
5340	Driver Physical	Transportation Office	2 Years after Termination	Paper		<input type="checkbox"/>
5341	Fuel Consumption Data	Transportation Office	4 Years**	Paper		<input type="checkbox"/>
5342	Transportation Records	Transportation Office	4 Years**	Paper		<input type="checkbox"/>
5343	Field Trip Forms and Volunteer Driver Forms	Transportation Office	Fiscal Year Plus 2 Years	Paper		<input type="checkbox"/>
5441	Accident Reports (Bus)	Transportation Office	3 Years provided no action pending	Paper or Electronic		<input type="checkbox"/>
5442	Vehicle Registration	Business Office	Life of Vehicle	Paper		<input type="checkbox"/>
5443	Vehicle License	Business Office	1 Year after Termination	Paper		<input type="checkbox"/>
5445	Driver Certification	Transportation Office	1 Year after Termination	Paper		<input type="checkbox"/>
5446	Supplies Inventory	Transportation Office	Until Superseded**	Paper		<input type="checkbox"/>
5447	Vehicle Defect Reports	Transportation Office	Life of Vehicle	Paper		<input type="checkbox"/>

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Section E: Records Retention Schedule

Chillicothe City Schools

Records Committee

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5000	CENTRAL DEPARTMENTAL RECORDS Food Service Department				
5561	Food Service Records Menus Food Production Milk Sold Students Served	Food Service Director	4 Years**	Paper or Electronic	<input type="checkbox"/>
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	Food Service Director	4 Years**	Paper	<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced Applications)	Food Service Director	4 Years**	Paper	<input type="checkbox"/>
5564	Inventories	Food Service Director	Until Superseded**	Paper	<input type="checkbox"/>
5565	Lunchroom License	Food Service Director/Bldg Secretary	1 Year after Expiration	Paper	<input type="checkbox"/>
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 Office	5 Years**	Electronic	<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger	Treasurer Office	5 Years**	Paper or Electronic	<input type="checkbox"/>
6103	Bond Register	Treasurers Office	20 Years after issue expires	Paper	<input type="checkbox"/>

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Section E: Records Retention Schedule

Chillicothe City Schools

Records Committee

6104	Securities	Treasurer Office	Permanent	Paper		<input type="checkbox"/>
6201	Investment Ledger	Treasurer Office	5 Years **	Paper		<input type="checkbox"/>
6202	Foundation Distribution	Treasurer Office	5 Years **	Paper		<input type="checkbox"/>
6203	Tax Settlements (Semi-Annual)and Advances	Treasurer Office	5 Years **	Paper		<input type="checkbox"/>
6204	Budgets (Annual)	Treasurer Office	5 Years **	Paper or Electronic		<input type="checkbox"/>
6205	Insurance Policies	Treasurer Office	15 Years after Expiration Provided all Claims settled	Paper		<input type="checkbox"/>
6206	Contracts	Treasurer Office	15 Years after Expiration	Paper or Electronic		<input type="checkbox"/>
6207	Bonds and Coupons	Treasurer Office	Until Redeemed**	Paper		<input type="checkbox"/>
6208	Accounts Payable Ledgers	Treasurer Office	5 Years**	Paper or Electronic		<input type="checkbox"/>
6209	Accounts Receivable Ledgers	Treasurer Office	5 Years**	Paper or Electronic		<input type="checkbox"/>
6210	Budget Work Papers	Treasurer Office	5 Years**	Paper or Electronic		<input type="checkbox"/>
6211	Vouchers, Invoices, Purchase Orders, Travel Expense Vouchers	Treasurer Office	10 Years**	Paper		<input type="checkbox"/>
6212	State Grant Program Files Aux. Services, Excess Lottery, Public/Private/Local Grants	Treasurer/Grants Offices	10 Years**	Paper or Electronic		<input type="checkbox"/>

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Section E: Records Retention Schedule

Chillicothe City Schools

Records Committee

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6000	FINANCIAL RECORDS (cont.)					
6213	Federal Grant Program Files	Treasurer/Grants Offices	10 Years**	Paper or Electronic		<input type="checkbox"/>
6215	Tax Anticipation Notes (Record borrowing against future tax collections)	Treasurer Office	10 Years**	Paper		<input type="checkbox"/>
6216	State Reimbursement Settlement Sheets State/Federal	Treasurer Office	5 Years**	Paper		<input type="checkbox"/>
6217	Unemployment Claims	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
6218	Employee Bonds, Board Members Bonds	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
6219	Certificate of Estimated Resources	Treasurer Office	15 Years after Expiration	Paper		<input type="checkbox"/>
6220	Appropriation Resolutions	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual)	Treasurer Office	5 Years	Paper		<input type="checkbox"/>
6301	Canceled Checks and Bank Statements	Treasurer Office	4 Years**	Paper		<input type="checkbox"/>
6302	Publication Notice/Legal	Business Office	4 Years**	Paper		<input type="checkbox"/>
6303	Tuition Fees and Payments	Treasurer Office	4 Years**	Paper		<input type="checkbox"/>
6304	School Finances Monthly Statements	Treasurer Office	4 Years**	Paper or Electronic		<input type="checkbox"/>

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Chillicothe City Schools

Records Committee

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
6000	FINANCIAL RECORDS (cont.)				
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
6307	State Sales Tax Report	Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
6309	Check Registers	Treasurer Offices	4 Years**	Paper or Electronic	<input type="checkbox"/>
6310	Deposit Slips/ Cash Proof	Treasurer Offices	4 Year**	Paper or Electronic	<input type="checkbox"/>
6311	Bids and Specifications (Unsuccessful)	Treasurer Offices	1 Years**	Paper	<input type="checkbox"/>
6312	Bids and Specifications (Successful)	Treasurer Offices	4 Years after completion of project**	Paper	<input type="checkbox"/>
6313	Receipt Books	Treasurer Offices	4 Years**	Paper or Electronic	<input type="checkbox"/>
6314	Extra Trip Records	Treasurer/Transportation Offices	4 Years**	Paper	<input type="checkbox"/>
6315	Monthly Financial Records	Treasurer Offices	4 Years**	Paper or Electronic	<input type="checkbox"/>

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6000	FINANCIAL RECORDS (cont.)					
6316	Accounting Data	Treasurer Offices	4 Years**	Paper or Electronic		<input type="checkbox"/>
6317	Service Contracts	Treasurer Offices	4 Years**	Paper or Electronic		<input type="checkbox"/>
6318	State Subsidy Requests Pupil Transportation, Special Education, etc.	Transportation Office	3 Years	Paper		<input type="checkbox"/>
6319	Delivery/Packing Slips	Treasurer Offices	1 Years**	Paper		<input type="checkbox"/>
6401	Requisitions	Treasurer Offices	1 Years**	Paper or Electronic		<input type="checkbox"/>
7000	PAYROLL RELATED					
7001	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Payroll/Treasurer Offices	Permanent	Electronic		<input type="checkbox"/>
7102	Earnings Registers By Staff Members By Calendar Year	Payroll/Treasurer Offices	Permanent	Electronic		<input type="checkbox"/>
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement Service, etc.	Payroll/Treasurer Offices	Permanent	Electronic		<input type="checkbox"/>
7201	Bureau of Employment Service Quarterly Reports	Payroll/Treasurer Offices	Permanent	Paper or Electronic		<input type="checkbox"/>
7301	W-2's, W-4's (Employer Copy)	Payroll/Treasurer Offices	6 Years and Current**	Paper		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual)	Payroll/Treasurer Offices	6 Years and Current**	Paper		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual)	Payroll/Treasurer Offices	6 Years and Current**	Paper		<input type="checkbox"/>

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7000	PAYROLL RELATED (cont.)				
7304	City Income Tax (Monthly/Annual)	Payroll/Treasurer Offices	6 Years and Current**	Paper	<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual)	Payroll/Treasurer Offices	6 Years and Current**	Paper	<input type="checkbox"/>
7306	Payroll Reports Reports used for Each payroll- Computer generated	Payroll/Treasurer Offices	4 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7307	Payroll Updated Listing	Payroll/Treasurer Offices	4 Years and Current**	Paper or Electronic	<input type="checkbox"/>
7308	Payroll Calculations	Payroll/Treasurer Offices	4 Years and Current**	Paper	<input type="checkbox"/>
7309	State Teacher Retirement System and School Employees Retirement System Waivers	Payroll/Treasurer Offices	Permanent	Paper	<input type="checkbox"/>
7310	State Employees Retirement System (SERS)	Payroll/Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
7311	State Teachers Retirement System (STRS)	Payroll/Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
7312	Annuity Reports	Payroll/Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
7313	Benefit Folders/Reports	Payroll/Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (sick, vacation, Personal, or other leave)	Payroll/Treasurer Offices	4 Years**	Paper or Electronic	<input type="checkbox"/>
7315	Deduction Reports	Payroll/Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>

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7000	PAYROLL RELATED (cont.)				
7316	Employee Vacation/Sick Leave Records	Payroll/Treasurer Offices	4 Years**	Electronic	<input type="checkbox"/>
7317	Time Sheets	Payroll/Treasurer Offices	6 Years**	Paper or Electronic	<input type="checkbox"/>
7318	Overtime Authorization	Payroll/Treasurer Offices	6 Years	Paper	<input type="checkbox"/>
7319	Employee Insurance Bills Medical, Dental, Life	Payroll/Treasurer Offices	4 Years**	Paper	<input type="checkbox"/>
7323	Paycheck Register	Payroll/Treasurer Offices	4 Years**	Electronic	<input type="checkbox"/>
7324	Payroll Bank Statement	Payroll/Treasurer Offices	4 Years**	Paper or Electronic	<input type="checkbox"/>
7401	Deduction Authorization	Payroll/Treasurer Offices	Until Superseded or Employee Terminated	Paper	<input type="checkbox"/>
8000	REPORTS				
8201	State Audit Reports	Treasurer Office	5 Years	Paper	<input type="checkbox"/>
8204	School Finance Reports Annual	Treasurer Office	5 Years	Paper	<input type="checkbox"/>
8205	Special Education Reports Annual	Pupil Service Office	7 Years	Electronic	<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports	Curriculum Office	5 Years	Paper or Electronic	<input type="checkbox"/>
8209	Ohio Department of Education (ODE) Reports	Curriculum Office	5 Years	Paper or Electronic	<input type="checkbox"/>

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Section E: Records Retention Schedule

Chillicothe City Schools

Records Committee

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
8000	REPORTS (cont.)				
8210	North Central Reports/Advanced Education Accreditation Reports	Curriculum Office	10 Years	Paper or Electronic	<input type="checkbox"/>
8211	OS/Civil Rights Reports	Superintendent Office	Permanent	Paper or Electronic	<input type="checkbox"/>
8212	Title IX Reports	Superintendent Office	10 Years	Paper	<input type="checkbox"/>
8213	SM-1 and SM-2 (Annual and Quarterly)	Treasurer Office	10 Years	Paper or Electronic	<input type="checkbox"/>
8214	State Minimum Standards	Curriculum Office	10 Years	Paper or Electronic	<input type="checkbox"/>
8301	Personnel State Reports Currently SF-1, CS-1	Treasurer Office	4 Years**	Paper	<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer Office	5 Years	Paper	<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditors)	Treasurer Office	5 Years	Paper	<input type="checkbox"/>
9000	OTHER				
9101	Personnel Directory	Superintendent Office	10 Years	Electronic	<input type="checkbox"/>
9102	Enrollment Records (EMIS) (by Grades and Building)	Superintendent/EMIS Offices	Permanent	Electronic	<input type="checkbox"/>
9202	School Calendars	Superintendent Office	5 Years	Electronic	<input type="checkbox"/>
9203	Building Boilers, Maintenance Reports	Business Office	2 Years*	Paper	<input type="checkbox"/>

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9000	OTHER (cont.)				
9402	Employee Handbooks	Superintendent Office	Until Superseded	Paper or Electronic	<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superseded	Paper	<input type="checkbox"/>
9404	Attendance Area Records EMIS	Superintendent/EMIS Offices	Until Superseded	Electronic	<input type="checkbox"/>
9405	<p>Misc. Correspondence</p> <p>Personal Correspondence/ <i>Has no administrative value</i></p> <p>Routine Correspondence/ <i>Has limited administrative value</i></p> <p>General Correspondence/ <i>Has administrative value</i></p> <p>Executive Correspondence/ <i>Has significant administrative value</i></p> <p>Fax (Logs, Messages)</p> <p>Electronic Mail (E-Mail)</p>	All Secretaries	<p>Delete at will</p> <p>One Year</p> <p>Two Years</p> <p>Five Years</p> <p>One Year</p> <p>Retain according to content</p>	<p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p> <p>Paper</p>	<input type="checkbox"/>

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Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or OHS-LGRP	RC-3 Required by OHS-LGRP
9000	OTHER (cont.)				
	<p>Non-Record Messages</p> <ul style="list-style-type: none"> ➤ <i>Personal Messages</i> ➤ <i>Non-State Publications</i> (ex: has no administrative value –unsolicited promotional materials) <p>Official Record Messages</p> <ul style="list-style-type: none"> ➤ <i>Routine messages</i> (ex: has limited administrative value - telephone messages, drafts and other limited documents which serve to convey information of temporary importance.) ➤ <i>General messages</i> (ex: has administrative value - general correspondence, routine correspondence, monthly and weekly reports) ➤ <i>Executive messages</i> (ex: has significant administrative value - executive correspondence, departmental policies and procedures) 	<p>Delete at will</p> <p>One Year</p> <p>Two Years</p> <p>Five Years or until superseded</p>	<p>Electronic</p> <p>Electronic</p> <p>Electronic</p> <p>Electronic</p>		

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