

3/07/2012  
REVISED

ELYRIA CITY BOARD OF EDUCATION  
Treasurer's Office  
42101 Griswold Road  
Elyria, OH 44035  
SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: THE ELYRIA Board of Education Records Commission  
(2) FROM: Fred V. Stephens, Treasurer/CFO Telephone # 440.284.8217

(3) Certification: No records shall be retained, destroyed, transferred, or otherwise disposed of in violation of this schedule. No record shall be destroyed if it pertains to any pending case, claim or action. When records listed on this form are to be microfilmed and the originals destroyed, please stipulate.

Authorized department official: [Signature] 3/7/2012  
Name/Title Date

(4) Approvals:  
Chairman, Records Commission: [Signature] 3-9-12  
Name Date

Ohio Historical Society: Elizabeth Lombardo 3/23/12  
Name Date

Auditor of State: Martin S. Mack 4-5-12  
Name Date

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Approving Agencies
1000	<b>Board and Administrative Records</b>		
1101	Minutes	Permanent	RC-3 Required by OHS
1102	Blueprints, Plans, Maps	Permanent	RC-3 Required by OHS
1103	Deeds, Easements, Lease, Abstracts	Permanent	RC-3 Required by OHS
1104	Board Policy Books and Other Adopted Policies	5 years after superseded	
1105	Administrative Regulations	5 years after superseded	
1106	Court Decisions	Permanent	RC-3 Required by OHS
1107	Claims and Litigation	Permanent	RC-3 Required by OHS
	Correspondence	UNAV ****	
1201	Elections	10 years	
1202	Records Commission (Disposal)	10 years	
1203	Agreements (Bargaining and Other)	10 years after expiration	
1204	Budget Policy Files	5 Years	

- \* After end of fiscal year
- \*\* Provided Audited (audited by the Auditor of State and the Audit report is released)
- \*\*\* Hard copy maintained until documents stored electronically and then discarded
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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.

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET			
(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
1301	Worker's Compensation Claims	Ten years after Financial Payment Made	
1302	Bank Depository Agreements	Four Years After Completion	
1303	Organization Reports	Two Years **	
1304	Board Meeting Notices	One Year	
1305	Agendas	One Calendar Year **	
1401	Adopted Courses of Study	Until Superseded + 2 years	
1402	Adopted Special Education Programs	Until Superseded + 2 years	
1403	Adopted Special Programs	Until Superseded + 2 years	
<u>2000</u>	<b>EMPLOYEE RECORDS:</b> 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	Certificated Active Employees	Permanent	
2102	Classified Active Employees	Permanent	
2103	Certificated Inactive Employees	Permanent ***	
2104	Classified Inactive Employees	Permanent ***	
2105	Civil Rights and Disciplinary Reports	Permanent ***	
2106	Civil Service Reports	Permanent	
2107	Retirement Letters	Permanent ***	
2108	Substitute Records	25 years	
2301	Employee Contracts and Salary Notices	Four years after Termination from employment	
2302	Professional Conferences Application	2 years **	
2303	Irregular Employee Contracts (substitutes, etc.)	Four Years after Contract Expires	
2304	Unemployment Claims	5 Years after final claim paid**	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
2305	Unemployment Records	5 years **	
2306	Applications (not hired)	Two Years **	
2307	Schedules of Employees	Fiscal Year plus two years	
2308	Student Helper Applications	Two Years	
2309	Teacher Personnel Reports (Internal)	Fiscal Year plus one year	
2310	I-9 Immigration Verification Forms	Termination of Employment plus ten years	
2401	Job Descriptions	Until Superseded + 5 years	
<b>3000</b>	<b>STUDENT RECORDS</b>		
3101	Student Record Folders Enrollment/Withdrawal Information, Grades/Transcripts Activities Records, Attendance Records Individual Test Results (standardized, competency/proficiency, aptitude) Intervention Records, Foreign Exchange Records, Suspensions and Expulsion	Permanent ***	
3102	Office Record Card (K-9) (each student enrollment)	Permanent ***	
3103	Cosmetology Records	Permanent *** Delete if no program	
3201	Health/Medical Records Visual Screening, Hearing screening, Immunization Records	7 years after graduation	
3202	Discipline Records Letters to Parents/Office Discipline	Until student leaves Elm, Jr HI, or HS	
3203	Psychological Records (Restricted)	Permanent ***	
3204	Child Abuse/Neglect Referral letters	Through Graduation	
3301	Teacher Grade Book/Records	Three Years * Need to be audited	
3302	Pre-School Screening – Profiles	Three Years	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
3303	Age and Schooling Records - (Work Permits)	Three Years	
3304	Accident Reports	Permanent	
3305	Individual Educational Plan (IEP)	Last IEP and MFE should be permanent - all others 7 years after graduation	
3306	Free/Reduced Price Lunch Applications	Four Years	
3401	Emergency Information	Until Superseded	
<b>4000</b>	<b>Building Records</b>		
4202	Tornado and Fire Drill Records	One Year*	
4203	Building Health Inspections	Two Years*	
4301	Student Activity Records Pay-In Forms Pay-Out Forms Account Forms/Dist. Budget Forms Req/Purchase Orders Purpose Clauses Sales Potential Projects Ticket Sales Reports	Two Years**	
4302	Receipts/Deposit Slips	Four Years**	
4303	Budget/Appropriations Records	Four Years**	
4304	Req/Purchase Orders	10 Years**	
4401	Text book Inventories	Until Superseded	
4402	Supplies Inventories	Until Superseded	
4403	Student Handbooks	Until Superseded Maintain one copy permanently.	
<b>5000</b>	<b>CENTRAL DEPARTMENTAL RECORDS</b>		
	<b>Administrative Offices:</b>		
5201	School Calendars	Five Years	
5301	Repair, Installation and Maintenance Records	Four Years**	
5302	Prevailing Wage Records	Four Years**	
5303	Rental Information (Use of Facilities)	Four Years**	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
5304	Work Orders	Four Years **	
5305	Environmental Reports and Data (Asbestos, etc.)	Permanent	
5306	Vandalism Reports	Four Years **	
5307	Student Activity Purpose Clauses	Four Years **	
5308	Sales Potential Forms (Student Activities)	Four Years **	
5309	Bids and specifications (unsuccessful)	One Year **	
5310	Bids and specifications (successful)	Four Years Completion of Project **	
5311	Contractor Files (Recalculations, additions, drawings, etc.)	Until project complete, if no Action Pending **	
5401	Preventative Maintenance Reports	Fiscal Year Plus Two Years	
5402	Warranty/Guarantee	Life/Warranty of Equipment	
5403	Plant and Equipment Inventory	Until Superseded **	
5404	Textbook/Workbook Inventory	Until Superseded **	
5405	Supplies Inventory	Until Superseded **	
	<b>Special Education Department</b>		
5221	Special Education Tutoring Reports	Ten Years If not generated, remove from schedule.	
5222	Individual Educational Plan (IEP)	See Previous Page	
5223	Psychological Records (Restricted)	Permanent	
	<b>Transportation Department</b>		
5141	Driver Physical	2 years after termination	
5341	Fuel Consumption Data	Four Years **	
5342	Transportation Records	Four Years **	
5343	Field Trip Forms and Volunteer Driver Forms	Fiscal Years Plus Two Years	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
5441	Accident Reports	Three Years Provided No Action Pending	
5442	Vehicle Registration	Life of Vehicle	
5443	Vehicle License	Until Termination plus one year	
5444	Abstracts	One Year after termination	
5445	Driver Certification	One Year	
5446	Supplies Inventory	Until Superseded **	
5447	Vehicle Defect Report	Life of Vehicle	
	<b>Food Service Department</b>		
5261	Food Service Records Menus Food Production Milk Sold Students Served	Four Years **	
5262	Lunchroom Records Cash Register Tapes Cashier's Daily Records	Four Years **	
5263	Lunchroom Reports (Free and Reduced)	Four Years **	
5461	Lunchroom Lists (Free and Reduced)	Seven Years	
5462	Inventories	Until Superseded **	
5463	License, Lunchroom	Until Terminated Plus One Year	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
6000	<b>FINANCIAL RECORDS</b>		
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	5 years **	
6102	Activity Fund Cash Journal and Ledger	5 years **	
6103	Bond Register	20 years after issue expires	
6104	Securities	Permanent ***	
6201	Investment Ledger	5 years **	
6202	Foundation Distribution	5 years **	
6203	Tax Settlements (Semi-annual) and Advances	5 years **	
6204	Budgets (Annual)	5 years **	
6205	Insurance Policies	15 Years After Expiration Provided all Claims Settled	
6206	Contracts	15 Years After Expiration	
6207	Bonds and Coupons	Until Bond Issues Redeemed **	
6208	Accounts Payable Ledgers	5 years **	
6209	Accounts Receivable Ledgers	5 years **	
6210	Budget Work Papers	Ten Years **	
6211	Vouchers, Invoices and Purchase Orders	Ten Years **	
6212	State Program Files Aux. Services DPPF Adult Vocational Excess Lottery Data Processing Public/Private Grants, etc.	Ten Years **	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
6213	Federal Program Files Title I, II, III, IV-B, IV-C, and VI-B Chapter 1, 2; Drug Free, etc.	Ten Years ***	
6214	Travel Expense Vouchers	Ten Years **	
6215	Tax Anticipation Notes Records borrowing against future tax collections	Ten Years **	
6216	State Reimbursement Settlement Sheets	5 Years **	
6217	Unemployment Claims	Five Years	
6218	Employee Bonds, Board Member Bonds	Five Years	
6219	Certificate of Estimated Resources	15 Years after expiration	
6220	Appropriation Resolutions	Five Years	
6222	Tax Apportionments, Semi Annual	Five Years	
6301	Cancelled Checks and Bank Statements	Four Years **	
6302	Publication Notice	Four Years **	
6303	Tuition: Fees and Payments	Four Years **	
6304	School Finance (S.F.) Monthly Statement	Four Years **	
6305	Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD etc.)	Four Years **	
6306	Travel Expense Reports Board and Employees	Ten Years **	
6307	State Sales Tax Reports	Four Years **	
6308	Student Activity Fund Pay-Ins and Pay-Outs Receipts/Deposits Cancelled check Reports	Four Years **	
6309	Student Activity Fund Budgets, Purpose, Evaluation	Four Years **	
6310	Check Registers	Four Years **	
6311	Deposit Slips/Cash Proofs	Four Years **	
6312	Bids and specifications - Successful	Four Years ** After completion of project	
	Bids and specifications - Unsuccessful	One Year **	
6313	Receipt Books	Four Years **	

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
6314	Extra Trip Records	Four Years **	
6315	Monthly Financial Reports	Four Years **	
6316	Accounting Data	Four Years **	
6317	Contracts: Service	Four Years **	
6318	State Subsidy Requests Applications for Driver Education, pupil transportation, special education, etc.	Three Years **	
6319	Delivery/Packing Slips	One Year **	
6401	Requisitions	One Year *	
<b>7000</b>	<b>PAYROLL RELATED</b>		
7001	Payroll Ledgers Bi-Weekly Payroll Reports Quarterly Payroll Reports	Permanent ***	
7102	Earnings Registers By Staff Member By Calendar Year	Permanent ***	
7103	Monthly Payroll Reports Leave usage and accumulation, retirement service, etc.	Permanent ***	
7201	Bureau of Employment Service Quarterly Reports	Seven Years	
7301	W-2 -W-4 (Employer Copy)	Six Years and Current **	
7302	Federal Income Tax (Quarterly/Annual)	Six Years and Current **	
7303	Ohio Income Tax (Monthly/Annual)	Six Years and Current **	
7304	City Income Tax (Monthly/Annual)	Six Years and Current **	
7305	School Income Tax (Monthly/Annual)	Six years and Current **	
7306	Payroll Reports (All Reports Used for Each Payroll Computer Generated - except those listed under 7001 and 7102-3 above)	Four Years **	
7307	Payroll Update Listings	Four Years **	
7308	Payroll Calculations	Four Years **	
7309	State Teachers System and School Employees Retirement System Waivers	Permanent **	

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7310	School Employees Retirement System (SERS) Reports	Four Years **	
7311	State Teachers Retirement System (STRS) Reports	Four Years **	
7312	Annuity Reports	Four Years **	
7313	Benefit Folder/Report	Four Years **	
7314	Employee Request and/or Authorization (Sick, Vacation, Personal, Or Other Leave)	Four Years **	
7315	Deduction Reports - Voluntary Employee PR Deductions	Four Years **	
7316	Employee Vacation/Sick Leave Records	Four Years **	
7317	Time Sheets	Six Years **	
7318	Overtime Authorization	Six Years	
7319	Employee Insurance Bills, Medical, Dental, Life	Four Years **	
7323	Paycheck Register (not ledgers)	Four Years **	
7324	Payroll Bank Statement	Four Years **	
7401	Deduction Authorization	Until Superseded or Employee Terminated	
<b>8000</b>	<b>REPORTS</b>		
8201	State Audit Reports	5 Years	
8202	#59 and #659 or #4502 Reports	5 Years	
8203	#25 and #625 Reports	5 Years	
8204	School Finance (S.F.) Reports	5 Years	
8205	Special Education (S.E.) Reports	7 Years	
8206	Vocational Education (V.E.) Reports	5 Years	
8207	Ohio Common Core Data (OCCD) Reports	5 Years	
8208	Driver Education Reports	5 Years	
8209	Ohio Dept. of Education (O.D.E.) Reports	5 Years	
8210	North Central Reports	5 Years	
8211	OS/Civil Rights Reports	Permanent	RC-3 Required by OHS
8212	Title IX Reports	10 Years	RC-3 Required by OHS

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	New Changes
8213	SM-1 and SM-2 (Annual and Quarterly)	10 Years	
8214	State Minimum Standards	10 Years	RC-3 Required by OHS
8301	Personnel State Reports – Currently SF-1, CS-1	Four Years **	
8302	County Auditor: Annual Wages (W.C.)	Five Years	
8303	County Auditor: Bank Balance Certification	Five Years	
8304	Transportation Reports	Four Years **	
<b>9000</b>	<b>OTHER</b>		
9101	Personnel Directory	10 Years	
9102	Enrollment Record (By Grade and Building)	Permanent	RC-3 Required by OHS
9202	School Calendars	Five Years	
9203	Building, Boiler, Maintenance Reports	Two years *	
9402	Handbooks, Employee	Until Superseded + 5 Years	
9403	Directives, Standards, Laws from Local and State and Federal Governmental Agencies	Until Superseded + 5 Years	
9404	Attendance Area Records	Until Superseded	
9405	Health Reports	Two Years *	

RC-3  
 Required by  
 OHS-LGRF

\*all records are paper (until scanned) per phone conversation  
 w/ Katie Henes 3/23/12 EGL

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