

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION**

(1) TO: Clearview Records Commission, Tel. No.: 440-233-3801

OCT 24 2017


4700 Broadway Avenue, Lorain, OH 44052 (Lorain County)

STATE AND LOCAL  
GOVERNMENT RECORDS

(2) FROM: Clearview Local School District


Treasurer
10/19/17  
 \_\_\_\_\_  
 (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 June 19, 2017 as reflected by the minutes kept by this commission.

Chairman, Records Commission:  10/19/17  
 \_\_\_\_\_  
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3):  10/19/17  
 \_\_\_\_\_  
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State:  11-6-17  
 \_\_\_\_\_  
 For the Ohio Auditor of State Date

(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"/>
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1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	1 year after superceded		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1105	Administrative Regulations	Superintendent and Secretary	1 year after superceded		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"/>
					<input type="checkbox"/>

## SCHEDULE OF REOCRDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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"/>
1108	Grievances	Treasurer	5 Years after Expiration		<input 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"/>
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"/>
1304	Board Meeting Notes	Treasurer	1 Year		<input type="checkbox"/>
1305	Agendas	Treasurer	1 Calendar Year**		<input type="checkbox"/>
1306	Board Meeting Notes	Treasurer	1 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"/>

\* After end of fiscal year

\*\* Provided Audited

**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.**

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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				

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input type="checkbox"/>
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 Years after contract expires		<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				

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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 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	Bldg Secretary  Permanent		<input type="checkbox"/>
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Bldg Secretary  7 Years After Graduation		<input type="checkbox"/>
3202	Discipline Records Letters to Parents Office Discipline	Bldg Secretary  1 Year after Student leaves School		<input type="checkbox"/>
3203	Psychological Records (Restricted) Secretary/Nurse	Special Ed.  Permanent		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary  7 years after Graduation		<input type="checkbox"/>
3205	Court Custody Records	Bldg Secretary  Until Superseded		<input type="checkbox"/>
3301	Teacher Grade Books/ Records	Bldg Secretary  3 Years**		<input type="checkbox"/>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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"/>
3307	Interim Grade Report	Bldg Secretary	End of Current School Year		<input type="checkbox"/>
3308	Attendance Records	Bldg Secretary	5 Years**		<input type="checkbox"/>
3310	Cumulative Photo Records	Bldg Secretary	Through Graduation		<input type="checkbox"/>
3311	Federal Programs – Student Progress Reports		10 Years**		<input type="checkbox"/>
3401	Emergency Information	Bldg Secretary	Until Superseded		<input type="checkbox"/>
	** Provided Audited				

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>4000</u>	<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 Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports Bldg Secretary	2 years**		<input type="checkbox"/>
4302	Receipts/Deposit Slips Bldg Secretary	2 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"/>
4404	Unpaid Student Fees Bldg Secretary	Through Graduation		<input type="checkbox"/>
4406	OHSAA Membership Athletic Director	Until Superceded		<input type="checkbox"/>
	*After end of fiscal year ** Provided Audited			

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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>Special Education Department</u>			
5221	Special Education Tutoring Reports	Special Ed. Secretary	Permanent	<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>Administrative Offices</u>			
5301	Repair, Installation and Maintenance Records	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"/>
5404	Preventive Maintenance Reports	Business Office and Secretary	Fiscal year Plus 2 years	<input type="checkbox"/>
5405	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment	<input type="checkbox"/>
5406	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**	<input type="checkbox"/>
5407	Textbook/Workbook Inventory	Curriculum Dir. and Secretary	Until Superseded**	<input type="checkbox"/>
5408	Supplies Inventory	Business Office and Secretary	Until Superseded	<input type="checkbox"/>
5409	Building Security & Surveillance Videos	Maintenance Director	7 Days	<input type="checkbox"/>
5410	Public Records Requests	Treasurer	4 Years	<input type="checkbox"/>
5411	Latchkey Registration Forms	Curriculum Dir.	2 Years	<input type="checkbox"/>
<u>Food Service Department</u>				
5561	Food Service Records Menus Food Production Milk Sold Students Served	Food Service Director	4 years**	<input type="checkbox"/>
5562	Lunchroom Records Cash Register Tapes	Food Service Director	4 years**	<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced)	Food Service Director	4 years**	<input type="checkbox"/>

5564	Inventories	Food Service Director	Until Superseded**	<input type="checkbox"/>
5565	Lunchroom License	Food Service Director	1 year after expiration	<input type="checkbox"/>
5566	Food Service Health Inspections	Food Service Director	2 years after end of fiscal year	<input type="checkbox"/>
5568	Special Dietary Restrictions	Food Service Director	7 years after graduation	<input type="checkbox"/>
5569	Free/Reduced Lunch Applications	Food Service Director	4 years	<input type="checkbox"/>
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FROM: Clearview Local School District

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
	<u>Transportation Department</u>				
5740	Driver Physical	Transportation Director	2 years after termination		<input type="checkbox"/>
5741	Fuel Consumption Data	Transportation Director	4 years**		<input type="checkbox"/>
5742	Transportation Records	Transportation Director	4 years**		<input type="checkbox"/>
5743	Field Trip forms and Volunteer Driver forms	Transportation Director	Fiscal year Plus 2 years		<input type="checkbox"/>
5744	Accident Reports	Transportation Director	3 years provided no action pending		<input type="checkbox"/>
5745	Vehicle Registration	Transportation Director	Life of Vehicle		<input type="checkbox"/>
5746	Vehicle License	Transportation Director	1 year after termination		<input type="checkbox"/>
5747	Driver Certifications	Transportation Director	1 year after termination		<input type="checkbox"/>
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**FROM: Clearview Local School District**

(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>			
5748	Supplies Inventory      Transportation Director	Until Superseded**		<input type="checkbox"/>
5749	Vehicle Defect Report      Transportation Director	Life of Vehicle		<input type="checkbox"/>
5750	Transportation Childcare Forms			<input type="checkbox"/>
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FROM: Clearview Local School District

(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      Treasurer Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	5 years**		<input type="checkbox"/>
6102	Activity Fund Cash      Treasurer Journal and Ledger	5 years**		<input type="checkbox"/>
6103	Bond Register      Treasurer	20 years after issue expires		<input type="checkbox"/>
6104	Securities      Treasurer	Permanent		<input type="checkbox"/>
6105	W-9 Forms      Treasurer	1 year		<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	10 years after Expiration Provided all Claims settled		<input type="checkbox"/>
	** Provided Audited			

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <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	5 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	5 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	5 years**		<input type="checkbox"/>
	** Provided Audited			

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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 5 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"/>
6223	Five-Year Forecast	Treasurer 5 years		<input type="checkbox"/>
6301	Canceled Checks and Bank Settlements	Treasurer 4 years**		<input type="checkbox"/>
6302	Publication Notice	Treasurer 1 year**		<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			

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM: Clearview Local School District**

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input type="checkbox"/>
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)                      Treasurer	4 years**		<input type="checkbox"/>
6309	Check Registers                      Treasurer	5 years**		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs                      Treasurer	4 years**		<input type="checkbox"/>
6311	Bids and Specifications (Unsuccessful)                      Treasurer	1 year**		<input type="checkbox"/>
6312	Bids and Specifications (Successful)                      Treasurer	4 year after completion of project**		<input type="checkbox"/>
6313	Receipt Books                      Treasurer	4 years**		<input type="checkbox"/>
6314	Extra Trip Records                      Treasurer	4 years**		<input type="checkbox"/>
6315	Monthly Financial Reports                      Treasurer	4 years**		<input type="checkbox"/>
6316	Accounting Data                      Treasurer	4 years**		<input type="checkbox"/>
6317	Service Contracts                      Treasurer	4 years**		<input type="checkbox"/>
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, etc.                      Treasurer	3 years**		<input type="checkbox"/>
6319	Delivery/Packing Slips                      Treasurer	1 year**		<input type="checkbox"/>
6401	Requisitions *After end of fiscal year **Provided Audited                      Treasure	1 year*		<input type="checkbox"/>



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

**FROM: Clearview Local School District**

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<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"/>

## SCHEDULE OF RECORDS AND RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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"/>
	** Provided Audited			

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

**FROM: Clearview Local School District**

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
7318	Overtime Authorization      Treasurer	5 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"/>
** Provided Audited				

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Clearview Local School District

(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"/>

## 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) Media Type	(9) RC-3 Required by OHS- LGRP
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"/>
	*After end of fiscal year **Provided Audited				

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.**