

## **PUBLIC RECORDS POLICY**

The Board of Directors recognizes that openness leads to a better informed citizenry, which leads to better government and better public policy. It is the mission and intent of the School, as a public office, to at all times fully comply with and abide by both the spirit and the letter of Ohio's Public Records Act.

### **Definition**

A "record" is defined to include the following: A document in any format (paper or electronic) that is created, received by, or comes under the jurisdiction of the School that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the School as a public office.

A "public record" is a "record" that is being kept by the School at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. The School's public records will be organized and maintained in such a way that they can be made available for inspection and copying.

### **Public Records Requests**

Public records will be available for inspection during regular business hours. Public records will be made available for inspection promptly. Copies of public records will be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, the necessity for any legal review and redaction, and other facts and circumstances of the records requested.

It is the goal of School that all requests for public records will be acknowledged or documented in writing.

### **Responding to Requests**

Although no specific language is required to make a request for public records, the requester must at least identify the records requested with sufficient clarity to allow the School to identify, retrieve, and review the records.

Requesters shall not be required to make a request in writing. Requesters shall not be required to provide his or her identity or the intended use of the requested public record(s). However, in accordance with Ohio law the School may ask for a written request, the requester's identity, and/or the intended use of the information requested, if (1) a written request or disclosure of identity or intended use would benefit the requester by enhancing the School's ability to identify, locate, or deliver the public records that have been requested; and (2) the requester is first told that a written request is not required and that the requester may decline to reveal the requester's identity or intended use.

In processing the request, the School does not have an obligation to create new records or perform a search or research for information in the School's records. An electronic record is deemed to

exist so long as a computer is already programmed to produce the record through the School's standard use of sorting, filtering, or querying features.

In processing a request for inspection of a public record, an agent of the School may accompany the requester during inspection to make certain original records are not taken or altered.

A copy of the most recent edition of the Ohio Sunshine Laws Manual is available via the Attorney General's website ([www.ohioattorneygeneral.gov/YellowBook](http://www.ohioattorneygeneral.gov/YellowBook)) for the purpose of educating those involved with the School as to the obligations under Ohio's Public Records Act, Ohio's Open Meetings Act, records retention laws, and Personal Information Systems Act.

### **Electronic Records**

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape.

Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of the School are required to retain e-mail records and other electronic records in accordance with applicable records retention schedules.

### **Denial and Redaction of Records**

If the requester makes an ambiguous or overly broad request or has difficulty in making a request such that the School cannot reasonably identify what public records are being requested, the School may deny the request. Upon such denial, the School must then provide the requester an opportunity to revise the request by informing the requester of the manner in which records are maintained and accessed by the School.

If the School withholds, redacts, or otherwise denies requested records, the School shall provide an explanation, including legal authority, for the denial(s). If the initial request was made in writing, the explanation shall also be in writing. If portions of a record are public and portions are exempt, the exempt portions may be redacted and the rest shall be released. When making public records available for public inspection or copying, the School shall notify the requester of any redaction or make the redaction plainly visible.

### **Sealed Records**

The School, or its authorized designee, is permitted to maintain records ordered sealed by a court of law of the adjudication of a student who has been permanently excluded from school pursuant to ORC 3301.121 or ORC 3313.662 provided that the adjudication was the basis of the permanent exclusion. The School, or its authorized designee, is not permitted to disseminate the records and therefore the records are not considered to be a public record. All non-adjudication records that are subject of a sealing order shall be expunged pursuant to ORC 2151.357 upon presentation of a copy of the order.

**Copying and Mailing Costs**

The School may charge those seeking public records the actual cost of making copies, not including labor. The charge for paper copies is 10 cents per page. The charge for electronic files downloaded to a compact disc is \$3 per disc. For purposes of cybersecurity the School will not transmit records by transfer to a requestor's provided device, such as flash or jump drive, external hard drive, or any other device required to be connected to the School's computers or technological devices.

The School may require that a requester pay in advance for the actual costs involved in providing the copy. The requester may choose whether to have the record duplicated upon paper or in electronic format.

If a requester asks that documents be delivered, he or she may be charged the actual cost of the postage and mailing supplies, or other actual costs of delivery. The School shall not charge for e-mailed records.

**Records Custodian**

The Board may by resolution designate a records custodian. If no designation is made by resolution, by adoption of this policy the School's Operator/Educational Management Organization, if any, is designated as the Records Custodian. The School's designated fiscal officer shall be the Records Custodian for all financial records.

**Records Retention**

The School's records shall be maintained in accordance with the attached Records Retention Schedule. The Retention Schedule does not imply that all records listed have been or should be created by the School. The Retention Schedule only applies to records belonging to the School/Board as a public office. The records that are the property of an operator or vendor, if any, shall be maintained in accordance with the operator or vendor's retention policy.

This policy and accompanying Records Retention Schedule shall be available at the School facility.

## Records Retention Schedule

This Retention Schedule does not imply that all records listed have been or should be created by the School.

Records will not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

The media type of a record does not control the retention period; rather the content of the record determines the retention period. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record and Description	Retention Period
<b>Board and Governance Records</b>	
Minutes – Official copy of proceedings of regular and special meetings	Permanent
Board Meeting Notes – Notes taken during Open Board Meetings used to formulate the minutes	Transient. Not a record once minutes are prepared.
Agendas – Written outlines of material to be discussed at the Board meetings	1 calendar year provided audited
Board Meeting Packets – Packets prepared for board members. May include agendas, copies of reports and informational handouts.	Retain until minutes transcribed and approved
Blueprints, Plans, & Maps – Provide detailed description of school facilities and property	Permanent
Deeds, Easements, Leases – Real estate documents of ownership, easements and leased property by school	Permanent
Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations	1 year after superseded
<b>Court Decisions &amp; Claims and Litigations</b>	
Administration of Federal and Stated Categorical Grant Programs - Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre-and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title 1 parent advisory councils, coordination with other school-based programs and services, etc.)	Retain until completion of State Auditor's examination report or retain for period required by grant or program, whichever is later
Budget Policy Files – annual budget (tax and appropriation) preparation and documentation	5 years
Workers Compensation Claims – Claims filed by employees due to on the job injury	10 years after financial payment made
Bank Depository Agreements – An agreement between a bank and the school where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time	4 years after completion
Organization Reports	2 years provided audited
Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the school	Until superseded

## Records Retention Schedule

Adopted Special Education Program – A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio’s Operating Standards”)	Until superseded
Adopted Special Programs – Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities	Until superseded
Photo/Media Release - External Usage - Records documenting permission for non-school entities (such as television/radio stations, newspapers, school photographers, etc.) to use student images. Student images include, but are not limited to, photos, video and audio recordings.	Retain for six years after end of school year
Photo/Media Release - Records documenting permission or denial of permission for the school to use student images recorded during official school activities/events, by staff or students in an official capacity (e.g. school newsletter) Includes annual student identification/class pictures taken by school-contracted photographer.	Retain for six years after image/recording no longer being used, then destroy.
Public Record Requests – Requests for records & documentation that requests were fulfilled	2 years
Organizational Memberships	Until superseded
Visitor Log	One school year
Before and After School Child Care Documents - Registration Forms, Sign In/Out Sheets, Receipts & Weekly Reports Receipts & detail information to back-up Treasurer receipts	2 years
Child Care License – Copy of Child Care license issued by ODE, required for outside school hours sites. Not required for after school at risk sites.	3 years plus current year provided audited
<b>Employee Records</b>	
Personnel Files (Short-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive). Includes substitute teachers, coaches, and advisors. Records may include: employment applications, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, PERS information, exit interview, disciplinary action(s), waiver(s).	7 years after employment termination
Personnel Files (Long-Term Retention)- Documentation of the history and status of the status of the employment relationship with an individual employee. Includes substitute teachers, coaches, and advisors. Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, and waivers	75 years after employment termination.
Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment	7 years after termination of employment or case closed, whichever is later, or in accordance with collective contract
Comp Time Cards – Accumulated and used comp time cards	Current fiscal year
Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results	5 years
Teacher Lesson Plan Books	End of current school year or until superseded
Employee Contracts – Written agreement between the school and the employee	4 years after termination

## Records Retention Schedule

Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity	2 years provided audited
Irregular Employee Contracts – Written agreement between the school and substitutes and other irregular employees benefits	4 years after contract expires
Unemployment Claims – Invoice maintained by Human Resources for the payment of unemployment claims approved or denied	5 years provided audited
Unemployment Records – Documentation of unemployment records	5 years
Applications (not hired) – Applications submitted of individuals not hired into the school	2 years provided audited
Schedules of Employees	Fiscal year plus 2 years
Teacher Personnel Reports (internal)	Fiscal year plus 1 year
I-9 Immigration Form – Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2.	3 years after date of hire or 1 year after termination, whichever is later
Job Descriptions – Description of expectations and responsibilities of each job	Retain until superseded or obsolete
Job Postings – Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range.	2 years
LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Until superseded
LPDC (Local Professional Development Committee) Meeting Minutes	10 years
Staff Acceptable Use Policy – A Form signed by staff agreeing to use the school network responsibly for school related work	6 years
Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information	5 years
Annual Training Documentation – Record of trainings includes curricula, test results, materials presented, evaluations, tests administered; certification/hours/credits/ points awarded; sign-in sheets, and attendee lists	3 years plus current year provided audited
Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year, then destroy
Employee Handbooks – Handbooks that each employee receives upon being hired	Until superseded
Physician's Report of Work Ability – Physicians report of ability/restrictions for injured employees	7 years
<b>Student Records - (Long-Term)</b>	
Student Information– Record of student's name, address, telephone number, grades, attendance record, classes attended, grade level completed, and year completed	Permanent
Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts	75 years after graduation, withdrawal, or transfer
Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ - achievement ability tests	75 years after graduation, withdrawal, or transfer
Foreign Exchange Records – Records of students from foreign countries	75 years after graduation, withdrawal, or transfer

## Records Retention Schedule

<b>Student Records- (Short-Term)</b>	
Activity Record – A list of activities students participated in during their high school years	6 years after graduation, withdrawal, or transfer
Student Worker Applications	6 years after graduation, withdrawal, or transfer
Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	6 years after graduation, withdrawal, or transfer
Intervention Records – Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans	6 years after graduation, withdrawal, or transfer
Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the school	6 years after graduation, withdrawal, or transfer
Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence.	6 years after graduation, withdrawal, or transfer
Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor & parent's notes	1 year
Cumulative Photo Records	1 year after graduation
Curriculum Requests/Waivers/Substitutions - Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school school staff is required (principal, teacher, counselor, etc.).	1 year after graduation
Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year
Student Acceptable Use Policy – A form signed by parents permitting student online access, student information to be used in the media as well as parent/teacher email communication	6 years
Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian	Retain until end of school year, then destroy.
Student Schedules/Contact Information	Until superseded
Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record	End of current school year
Student Organization Activity Records – Purpose clauses/budgets of student clubs engaging in financial activities	2 years after end of fiscal year
Adult Basic Literacy Education/General Education Development. (ABLE/GED) Records – Includes student registration forms, release of information form, student progress forms, and standardized assessment answer sheets.	1 year
Custody Court Documents – Verification of court established guardianship/custody	Until superseded or student reaches 18 years of age
Notice of Placement Termination – A notice of termination of placement relinquishing care and control, noticed received from the County Juvenile Court	5 years
Child Abuse/Neglect Referral Letters – Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency - includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.	Through graduation
Teacher Grade Books/Records	3 years provided audited
Pre-School Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for pre-school students	3 years

## Records Retention Schedule

Transfer Records – Records of students transferring from one school to another (granted/not granted)	5 years
Emergency Information – A form containing student emergency contact information	Until superseded
Health/Medical Records – Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions	10 years after last contact
Health Logs – Record of health care services provided to students such as medication and first aid.	2 years
Free/Reduced Price Lunch Application – Confidential applications for free and reduced lunch benefits	4 years
<b>Special Needs Records</b>	
Special Education Tutoring Reports – These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program.	Retain 6 years after student graduates or would have normally graduated.
Psychological Records (Restricted) – Records that document all students who are provided counseling, psychological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material	Retain 10 years after last contact. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)
Evaluation Team Report (ETR) – A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)
Individual Education Plan (IEP) – A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report)	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)
504/ADA Plan – Plan that allows various accommodations for a student with a general disability	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)
Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student	Retain for 6 years after student graduates or withdraws
Transfer of Home-Based Student to School - Records relating to the transfer of home-based student to school, including placement/ evaluation test results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws
Special Needs Records (Student not Eligible) - Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program	Retain for 5 years after student determined to be ineligible then destroy.



## Records Retention Schedule

<b>Facility Records</b>	
Building Account Reports – Report of maintenance and custodial services accounts	Until superseded
E-Rate Funding Application – Federal Telecommunications funding applications	6 years
Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited
School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans	Retain 6 years after obsolete or superseded, then destroy
Records of Drills or Rapid Dismissals and School Safety Drills – Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73.	1 year after end of fiscal year
Fire Inspection – Reports of building inspection performed by the city Fire Division	4 years provided audited
Building Inspection Reports – Elevator, sprinkler, and alarm system reports	2 years
Building Health Inspections – A record of all health inspections performed within a building	2 years after end of fiscal year
Student Activity Records – Pay in forms, pay-out forms; account forms/Dist.; budget forms, requisitions; purchase order; ticket sales reports	2 years
Receipt and Deposit Slips – copies of receipts for monies turned into the office	4 years provided audited
Budget and Appropriation Records – Record of building budget	4 years provided audited
Requisitions and Purchase Orders – Record of money being requested and a record of items purchased from the building budget	2 years
Inventories – Inventory of supplies, textbooks, and other materials purchased and used with the building	Until superseded
Student Handbook – Handbook containing student policies, regulations and codes	Until superseded
Building Security/Surveillance videos	Use for one cycle then reuse provided no action pending
<b>Administrative Records</b>	
School Calendars – Calendar for in session/out of session school days as well as professional days for teachers	5 years
Personnel Directory – Names, phone numbers and addresses of all employees	10 years
Enrollment Record	Permanent
Facilities & Equipment Inventory – Inventory of real estate and equipment owned by school	Until superseded provided audited
Building, Boiler & Maintenance Reports – Inspection/ maintenance reports for each building including boiler inspection/ maintenance	Until superseded provided audited
Rental Information – Records regarding facilities usage: building permits submitted to use facilities by school or community individuals, athletic teams or groups	2 years provided audited
Environmental Reports and Data – Reports on asbestos and other environmental issues	4 years provided audited
Student Activity Purpose Clauses	Until superseded
Sales Potential Form (Student Activities)	4 years provided audited
Sales Potential Forms – Fundraising permission form including the financial summary of the fundraiser upon completion of the event	4 years provided audited

## Records Retention Schedule

Bids and Specifications (Unsuccessful) - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	1 year provided audited
Bids and Specifications (Successful) - Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC	4 years after completion of project
Contractor Files – Contractor resolutions, additions drawings, etc.	5 years after completion of project provided audited and no action pending
<b>Transportation</b>	
Driver Physical – A report of the annual physical performed on drivers	6 years (See OAC 3301-83-07-E-7)
Daily Bus Schedules – may show bus route, time trip began and ended, number of pupils carried, and drivers signature	Retain for 6 years after end of school year, then destroy
Fuel Consumption Data – Fuel records for the buses	4 years provided audited
Transportation Records – Transportation requests received from schools that include student and busing information	4 years provided audited
Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips	Fiscal year plus 2 years
Preventive Maintenance Reports – A report of work performed to maintain equipment	Fiscal years plus 2 years
Warranty/Guarantee – Warranty of equipment	Life of equipment
Plant and Equipment Inventory	Until superseded provided audited
Vendor Data: W-9 & 1099 documents maintained as long as active vendor then retention period is applied.	6 years & current provided audited
Accident Reports - Law enforcement reports regarding bus accidents	3 years provided no action pending
Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses.	Life of vehicle
Vehicle License - BMV licensing documentation of motor vehicles	1 year after termination
Vehicle Records – Vehicle insurance, finance paperwork	As long as vehicle is owned by school
Driver Certification – Bus driver certification form	1 year after termination
Supplies Inventory – Shop/mechanic inventory	Until superseded
Vehicle Defect Report – Record of defects on each bus	Life of vehicle
Bus on Board Security & Surveillance videos	Use for one recording cycle then reuse provided no action pending
Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and students name	Retain for 1 year after incident, then destroy
Application for Special Transportation - Application for students with physical disabilities/medical problems	Retain for 4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner
Bus Condition Checklist - Daily evaluation of bus by drivers	Retain for 1 year after end of school year

## Records Retention Schedule

<b>Food Services</b>	
Food Service Records – Financial information, breakfast cost sheets, milk sold, menus, students served	4 years provided audited
Lunchroom Records – Cashier’s daily production sheets from each building, cash register tapes	4 years provided audited
Lunchroom Reports – Confidential applications for free and reduced lunch benefits	4 years provided audited
Inventories – Inventory of food supplies	4 years provided audited
Lunchroom/ Food Service License – Current food service license, issued annually by the board of health of the health district in which the food service operation is located.	1 year after expiration
Vendor Food Service Contract – Contract between the school and an outside vendor providing meals and snacks	3 years plus current year provided audited
Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded
<b>Financial Records</b>	
Audit Reports – Past management evaluation reports, monthly claim documentation, master lists, and income eligibility applications	3 years plus current year provided audited
Annual Financial Reports – Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes: Annual Ledgers, Budget Ledgers, Vendor Listing, Check Register, Invoice List, Purchase Order Listing, Accounts Reports, Financial Summary and Detail Reports	5 years provided audited
Activity Fund Cash Journal & Ledger	5 years provided audited
Securities	Permanent
Investment Ledger – Report of investments owned by school	5 years provided audited
Foundation Distribution – Report from the Ohio Dept. of Education for foundation (state basic aid) receipts	5 years provided audited
Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts	5 years provided audited
Insurance Policies	15 years after expiration provided all claims settled
Contracts – An agreement with specific terms between an entity with the school	15 years after expiration
Accounts Payable Ledger – Outstanding payables	5 years provided audited
Accounts Receivable Ledgers – Outstanding revenue due to the school school	5 years provided audited
Vouchers, Invoices and purchase orders – A voucher is a documentary record of a business transaction (i.e. check or invoice). A purchase order is a document itemizing products/services to be purchased from a vendor. Serves as a contract.	10 years provided audited. ORC 3313.29.
State Program Files – Auxiliary services, records of non-public school funding provided by the Ohio Department of Education and through public and private grants	10 years provided audited
Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.	10 years provided audited
Travel Expense Vouchers – Document of expenditures for travel of school employees	10 years provided audited
Tax Anticipation Notes – Documents related to the preparation, sale and history related to issuance of notes borrowed against future tax dollars	10 years provided audited
State Reimbursement Settlement Sheets	5 years provided audited
Unemployment Claims – Documentation of unemployment for application of unemployment benefits	5 years

## Records Retention Schedule

Treasurer or Employee Bonds – Documents related to the performance and theft insurance binder held on required employees, officers, etc.	5 years
Canceled Checks and Bank Settlements – All checking accounts reconciliation and statements	4 years provided audited
Publication Notice – Legal notice of publication in the newspaper	4 years
Tuition Fees and Payments – Receipt records at the Treasurer’s Office	4 years provided audited
Unpaid Student Fees	Through graduation
School Finance (S.F.) Monthly Statements – Bi-monthly reports for the Ohio Dept. of Education to record receipts and expenditures related to the foundation payments.	4 years provided audited
Investment Records – Individual record of investments bank confirmations, wire transfers, copies of CD’s	4 years provided audited
Travel Expense Reports	10 years provided audited
State Sales Tax Reports – State of Ohio semi-annual sales tax filings, reporting any taxable sales.	4 years provided audited
Student Activity Funds – Student activity funds, pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts	4 years provided audited
Check Registers – Lists of checks issued by the school	4 years provided audited
Deposit Slips/Cash Proofs – Receipts for deposit slips	4 years provided audited
Receipt Books – Receipts issued for money received.	4 years provided audited
Extra Trip Records	4 years provided audited
Monthly Financial Reports – Report generated to report the financial status of the school to the sponsor	4 years provided audited
Accounting Data – Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	4 years provided audited
Service Contracts - Contracts for services provided from an outside education	4 years provided audited
State Subsidy Reports – Applications for driver education, pupil transportation and special education	3 years provided audited
Delivery/Packing Slips	1 year provided audited
Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order	1 year after end of fiscal year
Non-Sufficient Fund Checks Documentation & Notifications	4 years provided audited
<b>Payroll Related Records</b>	
Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability	7 years
Payroll Ledgers – Record of gross to net calculations by employee	75 years
Earning Registers – Record of gross to net calculations by employee and by calendar year	75 years
Monthly Payroll Reports – A record of leave usage and accumulation by employee as well as retirement contributions by employee	75 years
Bureau of Employment Service Quarterly Reports – OBES reports (quarterly earnings and record of weeks worked by employee)	7 years
W-2’s and W-4’s – Employer’s copy of calendar year record of taxable earnings, a record of employee federal exemptions	6 years and current provided audited
Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941	6 years and current provided audited

## Records Retention Schedule

Ohio Income Tax – Monthly and annual record of Ohio Income tax withheld and remitted IT-4	6 years and current provided audited
City Income Tax – Monthly and annual record of municipality income tax withheld and remitted	6 years and current provided audited
School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1	6 years and current provided audited
Payroll Reports – Payroll deduction and distribution reports	4 years provided audited
Payroll Update Listing	4 years provided audited
Payroll Calculations – Paper and electronic reports used to balance gross net calculations	4 years provided audited
State Teachers System and School Employees Retirement System Waivers – Waiver forms for students an/or jobs not eligible for retirement withholding	Permanent
State Employees Retirement System (SERS) - Record of SERS withholdings monthly	4 years provided audited
State Teachers Retirement System (STRS) Record of STRS withholdings per pay and annual	4 years provided audited
Annuity Reports	4 years provided audited
Benefit Folders/Reports – Listing of employee’s benefit enrollments	4 years provided audited
Employee Requests and/or Authorization for Leave Forms – Request for sick, vacation, personal, or other leave	4 years provided audited
Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee	4 years provided audited
Employee Vacation/Sick Leave Records - Records of each employee’s sick and vacation leave	4 years provided audited
Time Sheets - Record of hours worked	6 years provided audited
Overtime Authorization	6 years
Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills	4 years provided audited
Paycheck Register – Listing of checks issued each pay	4 years provided audited
Payroll Bank Statement – Includes bank statements and reconciliation	4 years provided audited
Deduction Authorization – Forms to withhold deductions from an employee’s pay	Until superseded or employee terminates
Court Ordered Garnishments	4 years after cause fully paid
<b>Reports</b>	
State Audit s /GAAP (Generally Accepted Accounting Principles) Reports– Annual financial audit reports	5 years
Special Education (S.E.) Reports – Annual	7 years
Vocation Education (V.E.) Reports - Annual	5 years
Ohio Common Core Data (OCCD) Reports: Data on revenues and expenditures per pupil made by school districts.	5 years
Drivers Education Report	5 years
Ohio Department of Education (ODE) Reports – Academic reports from the Ohio Department of Education	5 years

## Records Retention Schedule

Alternative Learning Experience - Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when school/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/contacts/ monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred	Retain for 5 years after end of school year.
Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports	Permanent
Title IX Reports – Includes any required reporting as requested by state or federal agencies	10 years
Personnel State Reports (SF-1, CS-1)	4 years provided audited
Worker’s Comp Wage Reports	5 years
Worker’s Comp Payroll Reports	5 years
Bank Balance Certification (Co. Auditor)	5 years
Transportation Reports – State transportation reports, T-1 and T-2	4 years provided audited
EMIS Reports	7 years
<b>Non-Records</b>	
Transient Correspondence/Material– All informal and/or temporary messages and notes, including email, voice mail messages, texts, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the school which are answered by standard form letters	Not records. Retain until no longer of administrative value, then destroy
Copies, Duplicates, Non-Records - Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	Not records. Until no longer of administrative value