

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Findlay City School District Records Commission

(2) FROM: Findlay City School District Phone: 419-425-8237
Treasurer's Office

(3) Certification: No record 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:

Name, Title Date

(4) Approvals:
Chairman, Records Commission:

Name Date

Ohio Historical Society:

Name Date

Auditor of State:

Name Date

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Approving Agency
1000	Board and Administrative Records		
1101	Blueprints, Plans, Maps - Maintenance Mgr.	Permanent	RC 3 Required
1102	Board Policy Books and Other Adopted Policies	Superintendent Permanent	RC 3 Required
1103	Administrative Procedures	Superintendent Permanent	RC 3 Required
1104	Minutes	Treasurer Permanent	RC 3 Required
1105	Deeds, Easements, Lease, Abstracts	Treasurer Permanent	RC 3 Required
1106	Court Decision	Treasurer Permanent	RC 3 Required

* After end of fiscal year ** Provided audited

**Schedule of Records Retention and Disposition
Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Board and Administrative Records - continued				
1107	Claims and Litigation	Treasurer	Permanent	RC 3 Required
1201	Elections	Treasurer	15 Years	
1202	Records Commission	Treasurer	10 Years	
1203	Agreements (Bargaining & other)	Treasurer	15 Years	
1204	Budget Policy Files	Treasurer	15 Years	
1301	Worker's Comp Claims	Treasurer	10 yrs. after payment	
1302	Bank Depository Agreements	Treasurer	4 yrs. after completion	
1303	Organization Reports	Treasurer	Two Years**	
1304	Agendas	Treasurer	1 Calendar Year**	
1305	Board Meeting Notices	Treasurer	One Year	
1401	Adopted Special Education Programs	Asst. Supt.	Until Superseded	
1402	Adopted Courses of Study	Asst. Supt.	Until Superseded	
1403	Adopted Special Programs	Asst. Supt.	Until Superseded	

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**Schedule of Records Retention and Disposition
Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
2000	Employee Records (Employee files include employment applications, resumes, contracts/salary notices, evaluation, personnel actions, absence certification, transcripts and any other documents which became part of the file.)			
2101	Certificated Active Employees	Asst. Supt.	Permanent	
2102	Certificated Inactive Employees	Asst. Supt.	Permanent	
2103	Certificated Retirement Letters	Asst. Supt.	15 Years	
2104	Certificated Substitute Records	Asst. Supt.	15 Years	
2105	Civil Rights & Disciplinary Reports	Asst. Supt.	15 Years	
2106	Classified Active Employees	Asst. Supt.	Permanent	
2107	Classified Inactive Employees	Asst. Supt.	Permanent	
2108	Classified Retirement Letters	Asst. Supt.	15 Years	
2109	Classified Substitute Records	Asst. Supt.	15 Years	
2110	Civil Service Reports	Asst. Supt.	15 Years	
2201	Certificated Leave Requests	Asst. Supt.	4 Years	
2202	Classified Leave Requests	Asst. Supt.	4 Years	
2301	Certificated Employee Contracts & Salary Notices	Asst. Supt.	4 Years after termination	
2302	Professional Conference Application	Asst. Supt.	Four Years**	
2304	Certified Applications (Non-Hire)	Asst. Supt.	Two Years**	
2305	Schedules of Employees	Asst. Supt.	Fiscal Year + Two Years	

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**Schedule of Records Retention and Disposition
Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Employee Reports (continued)				
2306	Teacher Personnel Reports (Internal)	Asst. Supt.	Fiscal Year + Two Years	
2307	I-9 Immigration Form	Asst. Supt.	Termination of Employment + 1 yr.	
2308	Classified Contracts & Salary Notices	Asst. Supt.	Four Years After Termination	
2309	Irregular Employee Contracts	Asst. Supt.	Four Years After Contract Expires	
2310	Classified Applications (Non-Hires)	Asst. Supt.	Two Years**	
2311	Unemployment Claims	Treasurer	4 Yrs. After Final Claim Paid**	
2312	Unemployment Records	Treasurer	4 Years**	
2313	Job Descriptions	Superintendent	Until Superseded	
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	Bldg. Secretary	Permanent	
3102	Office Record Card (K-9) (each student enrollment)	Bldg. Secretary	Permanent	
3103	Cosmetology Records	Voc. Secretary	15 Years	
3104	Accident Reports	Nurse/Bldg. Secretary	7 Years	

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Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Student Records (continued)				
3201	Health/Medical Records Visual Screening/Hearing Screening/Immunization Records	Nurse/Bldg. Secretary	Through Graduation	
3202	Discipline Records Letters to parents/Office Discipline	Bldg. Secretary	Until Student leaves Elem., Middle, or High School	
3202A	Absence Letters to Parents Up to And including Truancy Notices	Bldg. Secretary	Through Graduation	
3203	Psychological Records (Restricted)	Spec. Ed. Secy. Nurse	Through Graduation	
3204	Child Abuse/Neglect Referral Letters	Bldg. Secretary	Through Graduation	
3301	Teacher Grade Book/Records	Bldg. Secretary	Three Yrs.*	
3301A	Teacher Lesson Plans	Bldg. Secretary	Three Yrs	
3302	Pre-School Screen Profiles	Bldg. Secretary	Three Years	
3303	Age and Schooling Records (Work Permits) Secretary	Student Services	Three Years	
3304	Individual Educational Plan (IEP)	Bldg. Secretary Spec. Ed. Secy.	Two Years*	
3401	Emergency Information	Bldg. Secretary	Until Superseded	
3402	First Aid Logs/Medication Forms	Bldg. Secretary	Until Student leaves Elem., Middle or High School	
3403	Records of Students Who Have Withdrawn	Bldg. Secretary	5 Years	

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Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
4000	Building Records			
4202	Tornado and Fire Drill	Bldg. Secretary	One Year*	
4203	Building Health Inspections	Bldg. Secretary	One Year*	
4204	Correspondence (General)	Bldg. Secretary	Three Years	
4205	Visitor Registration	Bldg. Secretary	Discretionary with School	
4301	Student Activity Records/Pay-In Forms/Pay-Out Forms/Account Forms & Dist./Budget Forms/Req. & Purchase Orders/Purpose Clauses/Sales Potential Projects/Service Potential Projects/Ticket Sales Reports	Bldg. Secretary	Two Years**	
4302	Receipt/Deposit Slips	Bldg. Secretary	Two Years**	
4303	Budget/Appropriation Records	Bldg. Secretary	Two Years**	
4304	Req./Purchase Orders	Bldg. Secretary	Two Years**	
4401	Textbook Inventories	Bldg. Secretary/ Curriculum Dir.	Until Superceded	
4402	Supplies Inventories	Bldg. Secretary	Until Superceded	
4403	Student Handbooks	Bldg. Secretary	Until Superceded	
5000	Central Departmental Records Administrative Offices			
5201	School Calendars	Supt. Secretary	Five Years	
5301	Repair, Installation and Maintenance Records	Maintenance Mgr. & Secretary	Four Years**	
5302	Prevailing Wage Records	Maintenance Mgr & Secretary	Four Years**	

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Schedule Number	Record title and description		Retention Period	For use by Approving Agency
5000	Administrative Offices (continued)			
5303	Rental Information (Use of Facilities)	Treasurer/Secy.	Four Years**	
5304	Work Orders	Maintenance Mgr./Secy.	Four Years**	
5305	Environmental Reports & Data (Asbestos, etc.)	Maintenance Mgr./Secretary	Four Years**	
5306	Vandalism Reports	Maintenance Mgr.	Four Years**	
5307	Student Activity Purpose Clause	Treasurer	Four Years**	
5308	Sales/Service Potential Forms (Student Activities)	Treasurer	Four Years**	
5309	Bids and Specifications (Unsuccessful)	Treasurer/ Secretary	One Year**	
5310	Bids and Specifications	Treas./Secy.	Four Years/ Complete Project	
5311	Contractor Files (Resolutions Additions, Drawing, Etc.)	Maintenance Mgr./Secy.	Until Project Complete, If No Action Pending**	
5401	Preventative Maintenance Report	Maintenance Mgr./Secy.	Fiscal Year + Two Years	
5402	Warranty/Guarantee	Maintenance Mgr./Secy.	Life/Warranty of Equipment	
5403	Plant and Equipment Inventory	Treas./Secy.	Until Superseded	
5404	Textbook/Workbook Inventory	Curriculum Dir.	Until Superseded	
5405	Supplies Inventory	Treas./Secy.	Until Superseded	

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Schedule Number	Record title and description		Retention Period	For use by Approving Agency
	Special Education Department			
5221	Special Education Tutoring Reports	Spec. Ed. Secy.	Ten Years	
5222	Individual Educational Plan (IEP)	Bldg. Secy./ Spec. Ed. Secy	Two Years*	
5223	Psychological Records (Restricted)	Psychologists/ Spec. Ed. Secy.	Through Graduation	
5224	Medicaid Records	Spec. Ed. Dir./ Medicaid Secy.	Five Years**	
	Transportation Department			
5141	Driver Physical	Transport. Secy.	Permanent	
5341	Fuel Consumption Data	Transport. Secy.	Four Years**	
5343	Transportation Records	Transport. Secy.	Four Years**	
5344	Field Trip Forms and Volunteer Driver Forms	Transport. Secy.	Fiscal Year + Two Years	
5441	Accident Reports	Transport. Secy.	Three yrs. Provided no action pending	
5442	Vehicle Registration	Treasurer/ Secretary	Life of Vehicle	
5443	Vehicle License	Treas./Secy.	Until Termination + One Year	
5444	Abstracts	Transport. Secy.	One Year	
5445	Certification, Supt.	Transport. Secy.	One Year	
5446	Supplies Inventory	Transport. Secy.	Until Superseded**	
5447	Vehicle Defect Report	Transport. Secy.	Life of Vehicle	

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Schedule Number	Record title and description	Retention Period	For use by Approving Agency
Food Service Department			
5261	Food Service Records Menus/Food Production/Milk Sold/Students Served	Cafeteria Supr.	Four Years**
5262	Lunchroom Records Cash Register Tapes/Cashier's Daily Reports	Cafeteria Supr.	Four Years**
5263	Lunchroom Reports (Free and Reduced)	Cafeteria Supr.	Four Years**
5461	Lunchroom Lists (Free and Reduced)	Cafeteria Supr.	Seven Years
5462	Inventories	Cafeteria Supr.	Until Superseded**
5463	License, Lunchroom	Bldg. Secy/ Cafeteria Supr.	Until Terminated + One Year
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	Ten Years **
6102	Activity Fund Cash Journal	Treasurer	15 Years
6103	Bond Register	Treasurer	Permanent
6104	Securities	Treasurer	Permanent
6201	Investment Ledger	Treasurer	15 Years
6202	Foundation Distribution	Treasurer	Ten Years
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	Ten Years

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Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Financial Records (continued)				
6204	Budgets (Annual)	Treasurer	Ten Years	
6205	Insurance Policies	Treasurer	7 Years After Expiration***	
6205A	Inactive Insurance Enrollment/Termination Records – Employees	Treasurer	4 years**	
6206	Contracts	Treasurer	15 Years After Expiration	
6207	Bonds and Coupons	Treasurer	Until Bond Issues Redeemed**	
6208	Accounts Payable Ledgers	Treasurer	Ten Years	
6209	Accounts Receivable Ledgers	Treasurer	Ten Years	
6210	Budget Work Papers	Treasurer	Ten Years	
6211	Vouchers, Invoices, and Purchase Orders	Treasurer	Three Years**	
6212	State Program Files Aux. Services/DPPF/Adult Vocational/Excess Lottery/ Public/Private Grants/Etc.	Treasurer	Seven Years**	
6213	Federal Program Files Title I, II, VI-B/Chapter 1, 2/ Drug Free/Medicaid/Etc.	Treasurer	Seven Years**	
6214	Travel Expense Vouchers	Treasurer	Three Years**	
6215	Tax Anticipation Notes (Records borrowing against future tax collections.)	Treasurer	Ten Years**	
6216	State Reimbursement Settlement Sheets	Treasurer	Ten Years**	

* After end of fiscal year ** Provided audited *** Provided All Claims Settled

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Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Financial Records (continued)				
6217	Unemployment Claims	Treasurer	Five Years	
6218	Employee Bonds, Board Member Bonds	Treasurer	Five Years	
6219	Certificate of Estimated Resources	Treasurer	Five Years	
6220	Appropriation Resolutions	Treasurer	Five Years	
6221	District Credit Card Statements/Receipts	Treasurer	Three Years**	
6222	Tax Apportionments, Semi-Annual	Treasurer	Five Years	
6301	Cancelled Checks and Bank Statements	Treasurer	Four Years**	
6302	Publication Notice	Treasurer	Four Years**	
6303	Tuition: Fees and Payments	Treasurer	Four Years**	
6304	School Finance (S.F.) Monthly	Treasurer	Four Years**	
6305	Investment Reports	Treasurer	Four Years**	
6306	Travel Expense Reports Board and Employees	Treasurer	Four Years**	
6307	State Sales Tax Reports	Treasurer	Four Years**	
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts, Deposits, Canceled Checks, Reports)	Treasurer	Four Years**	
6309	Student Activity Fund: Budgets, Purpose, Evaluation	Treasurer	Four Years**	

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Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Financial Records (continued)				
6310	Check Registers	Treasurer	Four Years**	
6311	Deposit Slips/Cash Proofs	Treasurer	Three Years**	
6312	Bids and Specifications (Accepted and Rejected)	Treasurer	Four Years**	
6313	Receipt Books	Treasurer	Three Years**	
6314	Extra Trip Records	Treasurer	Four Years**	
6315	Monthly Financial Reports	Treasurer	Four Years**	
6316	Accounting Data	Treasurer	Four Years**	
6317	Contracts: Service	Treasurer	Four Years**	
6318	State Subsidy Requests (Applications for Driver Education, Pupil Transportation, Special Education, Vocational Ed., Etc.)	Treasurer	Three Years**	
6319	Delivery/Packing Slips	Treasurer	One Year**	
6401	Requisitions	Treasurer	One Year**	
7000	Payroll Related			
7001	Payroll Ledgers (Bi-Weekly Payroll Reports, Quarterly Payroll Reports)	Treasurer	Seven Years**	
7102	Earnings Register by Member/by Calendar Year	Treasurer	Seven Years**	
7103	Monthly Payroll Reports (Leave usage and accumulation retirement service, etc.)	Treasurer	Seven Year**	

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Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
	Payroll Related (continued)			
7201	Bureau of Employment Service Quarterly Reports	Treasurer	Seven Years	
7301	W-2 (Employer Copy)	Treasurer	Four Years & Current**	
7302	Federal Income Tax (Quarterly/Annual)	Treasurer	Four Years & Current**	
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	Four Years & Current**	
7304	City Income Tax (Monthly/Annual)	Treasurer	Four Years & Current**	
7305	School Income Tax (Monthly/Annual)	Treasurer	Four Years & Current**	
7306	Payroll Reports (All Reports used for each payroll - computer generated - except those listed under 7i001, 7102, and 7103 above)	Treasurer	Four Years**	
7307	Payroll Update Listings	Treasurer	Four Years**	
7308	Payroll Calculations	Treasurer	Four Years**	
7309	State Teachers System and School employees Retirement System Waivers	Treasurer	Four Years**	
7310	School Employees Retirement System (SERS) Reports	Treasurer	Four Years**	
7311	State Teachers Retirement System (STRS) Reports	Treasurer	Four Years**	

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Schedule Number	Record title and description		Retention Period	For use by Approving Agency
	Payroll Related (continued)			
7312	Annuity Reports	Treasurer	Four Years**	
7313	Benefit Folder/Report	Treasurer	Four Years**	
7314	Employee Request and/or Authorization (Sick/Vacation, Personal, or Other Leave)	Treasurer	Four Years**	
7315	Deduction Reports Voluntary Employment/Payroll Deductions	Treasurer	Four Years**	
7316	Employee Vacation Sick Leave Deductions	Treasurer	Four Years**	
7317	Time Sheets	Treasurer	Four Years	
7318	Overtime Authorization	Treasurer	Four Years	
7319	Employee Insurance Bills, Medical, Dental, Life	Treasurer	Four Years**	
7323	Paycheck Registers	Treasurer	Four Years**	
7324	Payroll Bank Statements	Treasurer	Four Years**	
7401	Deduction Authorization	Treasurer	Until Superseded Or Employee Terminated	
8000	Reports			
8201	State Audit Reports	Treasurer	15 Years	
8202	59, 659, or 4502 Reports	Treasurer	15 Years	
8203	25 and 625 Reports	Treasurer	15 Years	
8204	School Finance (S.F.) Reports	Treasurer	15 Years	

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Schedule Number	Record title and description		Retention Period	For use by Approving Agency
Reports (continued)				
8205	Special Education (S.E.) Reports	Sp. Ed. Secy. Supt. Secretary	15 Years	
8206	Vocational Education (V.E.) Reports	Voc. Secy. Supt. Secretary	15 Years	
8207	Ohio Common Core Data (OCCD) Reports	Supt. Secretary	15 Years	
8208	Driver Education Reports	Treasurer	15 Years	
8209	Ohio Dept. of Education (O.D.E.) Reports	Supt. Secretary	15 Years	
8210	North Central Reports	Bldg. Secretary	15 Years	
8211	OS/Civil Rights Reports	Supt. Secretary	15 Years	RC 3 Required
8212	Title IX Reports	Supt. Secretary	15 Years	RC 3 Required
8213	SM-1 and SM-2 (Annual and Quarterly)	Treasurer	Ten Years	
8214	State Minimum Standards	Supt. Secretary	15 Years	
8301	Personnel State Reports Currently SF-1, CS-1	Secretary,	Four Years**	
8302	County Auditor: Annual Wages (for W. C.)	Treasurer	Five Years	
8304	Transportation	Trans. Secy.	Four Years**	
9000	Other			
9101	Personnel Directory	Asst. Supt. Secy.	Until Superseded	

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**Schedule of Records Retention and Disposition
Continuation Sheet**

Schedule Number	Record title and description		Retention Period	For use by Approving Agency
<u>Other Con't</u>				
9102	Enrollment Record (by Grade and Building)	Supt. Secretary	Permanent	RC 3 Required
9202	School Calendars	Supt. Secretary	Five Years	
9203	Building, Boiler, Maintenance Reports	Treasurers Office & Secretary	Two Years*	
9402	Handbooks, Employees	Supt. Secretary	Until Superseded	
9403	Directives, Standards, Laws from Local, State and Federal Government Agencies	All Secretaries	Until Superseded	
9404	Attendance Area Records	Supt. Secretary	Until Superseded	
9405	Health Reports	Pupil Personnel and Secretary	Two Years*	
9501	EMIS Interdistrict/Intradistrict Applications	EMIS Coordinator	Five Years*	
9502	EMIS – Correspondence (ESL Reporting Sheets, Preschool Testing Sheets, SOES & Non-Chartered Notifications, Gifted Membership Sheets, 60 Day Tuition Notices)	EMIS Coordinator	Five Years*	
9503	EMIS – HQT Sheets	EMIS Coordinator	Five Years*	
9504	EMIS – SF14 & SH14H	EMIS Coordinator	Five Years*	
9999	Transient Records (texts, drafts, emails, voice mails, calendars, Blank forms, bulletins, posters, notices, copies of documents where the original document exists elsewhere). Such records must not set policy, establish guidelines or procedures, certify a transaction, nor become a receipt.		None	
	*After end of fiscal year **Provided audited			
Revised 5/14/01	Revised 11/17/08	Revised 6/23/14		
Reviewed 3/14/05	Revised 6/21/10	Revised 3/9/17		
Revised 6/23/05	Revised 3/22/12	Revised 11/22/19		