**Section A: Local Government Unit**

Minster Local Schools

(local government entity) (unit)

Laura Klosterman Treasurer 2/18/2016

(signature of responsible official) (name) (title) (date)

**Section B: Records Commission**

**Minster Local Schools** Records Commission 419-628-3397

(telephone number)

**50 East Seventh St Minster 45865 Auglaize**

(address) (city) (zip code) (county)

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

**Laura.klosterman@minsterschools.org\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature Date

**Section C: Ohio History Connection - State Archives**

Signature Title Date

**Section D: Auditor of State**

Signature Title Date

***Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form***

| **(1)**  **Schedule Number** | **(2)**  **Record Title and Description** | **(3)**  **Retention Period** | **(4)**  **Media Type** | **(5)**  **For use by Auditor of State or LGRP** | **(6)**  **RC-3 Required**  **by**  **LGRP** |
| --- | --- | --- | --- | --- | --- |
| **1000** | **Board and Administrative Records** |  |  |  |  |
| **1101** | **Minutes** | **Permanent** | **Paper** |  |  |
| **1101.1** | **Audio tapes** | **2 years** |  |  |  |
| **1102** | **Blue prints,plans, maps** | **Permanent** | **Paper** |  |  |
| **1103** | **Deeds, easements, leases** | **Permanent** | **Paper** |  |  |
| **1104** | **Board policy books and other adopted policies** | **1 year after superceded** | **Paper-online** |  |  |
| **1105** | **Administrative regulations** | **1 year after superceded** | **Paper/online** |  |  |
| **1106** | **Court Decisions** | **Permanent** | **Paper** |  |  |
| **1107** | **Claims and litigation** | **Permanent** | **Paper** |  |  |
| **1201** | **Elections** | **10 years** |  |  |  |
| **1202** | **Record disposal forms (RC-3)** | **10 years** |  |  |  |
| **1203** | **Bargaining agreements** | **10 years after expiration** |  |  |  |
| **1204** | **Budget policy files** | **5 years** |  |  |  |
| **1301** | **Workers’ compensation claims** | **10 years after financial payment made** |  |  |  |
|  |  |  |  |  |  |
| **1302** | **Bank depository agreements** | **4 years after completed** |  |  |  |
| **1303** | **Organization reports** | **2 years\*\*** |  |  |  |
| **1304** | **Board meeting notes** | **1 year** |  |  |  |
| **1305** | **Agendas** | **1 calendar year\*\*** |  |  |  |
| **1401** | **Adopted special education programs** | **Until superceded** |  |  |  |
| **1402** | **Adopted courses of study** | **1 year until superceded** |  |  |  |
| **1403** | **Adopted special programs** | **Until superceded** |  |  |  |
| **2000** | **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** | **Permanent** |  |  |  |
| **2102** | **Classified active employees** | **Permanent** |  |  |  |
| **2103** | **Certificated inactive employees** | **Permanent** |  |  |  |
| **2104** | **Classified inactive employees** | **Permanent** |  |  |  |
| **2105** | **Civil rights, civil services, and disciplinary reports** | **Permanent** |  |  |  |
| **2107** | **Retirement letters** | **Permanent** |  |  |  |
| **2108** | **Substitute records** | **25 years** |  |  |  |
| **2301** | **Employee contracts** | **4 years after termination from employment** |  |  |  |
| **2302** | **Professional conference applications** | **2 years\*\*** |  |  |  |
| **2303** | **Irregular employee contracts (substitutes)** | **4 years after contract expires** |  |  |  |
| **2304** | **Unemployment claims** | **5 years** |  |  |  |
| **2305** | **Unemployment** | **5 years** |  |  |  |
| **2306** | **Applications (not hired)** | **2 years\*\*** |  |  |  |
| **2307** | **Schedules of employees** | **Fiscal year plus 2 years** |  |  |  |
| **2308** | **Student helper applications** | **2 years** |  |  |  |
| **2309** | **Teacher personnel reports (internal)** | **Fiscal year plus 1 year** |  |  |  |
| **2310** | **I-9 immigration verification forms** | **Termination of employment plus 1 year** |  |  |  |
| **2401** | **Job discriptions** | **Retain until superceded** |  |  |  |
|  |  |  |  |  |  |
| **3000** | **STUDENT RECORDS** |  |  |  |  |
| **3101** | **Student record folders enrollment/withdrawal information, grades, transcripts, activities record, attendance records, individual test results, standardized tests, competency/proficiency tests/aptitude tests, intervention records, foreign exchange records, suspensions, expulsions, home schooled student records** | **Permanent** |  |  |  |
| **3102** | **Office record card** | **Permanent** |  |  |  |
| **3201** | **Health/medical records, visual screening, hearing screenings, immunization records** | **7 years after graduation** |  |  |  |
| **3202** | **Discipline records, letters to parents, office discipline** | **1 year after student leaves school** |  |  |  |
| **3203** | **Psychological records (restricted)** | **Permanent** |  |  |  |
| **3204** | **Child abuse/neglect referral records** | **7 years after graduation** |  |  |  |
| **3301** | **Teacher grade books/records** | **3 years\*\*** |  |  |  |
| **3302** | **Pre-school screening profiles** | **3 years** |  |  |  |
| **3303** | **Age and schooling records (work permits)** | **3 years** |  |  |  |
| **3304** | **Accident reports** | **5 years provided no action pending** |  |  |  |
| **3305** | **Individual educational plan (IEP)** | **Permanent** |  |  |  |
| **3306** | **Free/reduced price lunch application** | **4 years** |  |  |  |
| **3401** | **Emergency information** | **Until superceded** |  |  |  |
| **3402** | **Court orders on guardianship or parental rights/responsibilities** | **Until superceded** |  |  |  |
| **4000** | **BUILDING RECORDS** |  |  |  |  |
| **4202** | **Tornado and fire drills records** | **1 year\*** |  |  |  |
| **4203** | **Building health inspections** | **2 years\*** |  |  |  |
| **4301** | **Student activity records, pay in forms, pay out forms, account forms;district, budget forms, requisitions, purchase orders, ticket sale reports** | **2 years\*\*** |  |  |  |
| **4302** | **Receipts/deposit slips** | **4 years\*\*** |  |  |  |
| **4303** | **Budget/appropriation records** | **4 years\*\*** |  |  |  |
| **4304** | **Requisitions/purchase orders** | **10 years\*\*** |  |  |  |
| **4401** | **Textbook inventories** | **Until superceded** |  |  |  |
| **4402** | **Supplies inventories** | **Until superceded** |  |  |  |
| **4403** | **Student handbooks** | **Until superceded** |  |  |  |
| **5000** | **CENTRAL DEPARTMENT RECORDS** |  |  |  |  |
| **5201** | **School calendars** | **5 years** |  |  |  |
| **5301** | **Repair/installation and maintenance records** | **4 years\*\*** |  |  |  |
| **5302** | **Prevailing wage reports** | **4 years\*\*** |  |  |  |
| **5303** | **Rental information (use of facilities)** | **4 years\*\*** |  |  |  |
| **5304** | **Work orders** | **4 years\*\*** |  |  |  |
| **5305** | **Environmental reports and data (asbestos)** | **4 years\*\*** |  |  |  |
| **5306** | **Vandalism reports** | **4 years\*\*** |  |  |  |
| **5307** | **Student activity purpose clauses** | **4 years\*\*** |  |  |  |
| **5308** | **Sales potential forms (student activities)** | **4 years\*\*** |  |  |  |
| **5309** | **Bids and specifications (unsuccessful)** | **1 year\*\*** |  |  |  |
| **5310** | **Bids and specifications (successful)** | **4 years after completion of project\*\*** |  |  |  |
| **5311** | **Contractor files (resolutions, additions, drawings, etc)** | **Until project complete if no action pending\*\*** |  |  |  |
| **5401** | **Preventative maintenance reports** | **Fiscal year plus 2 years** |  |  |  |
| **5402** | **Warranty/guarantee** | **Life/warranty of equipment** |  |  |  |
| **5403** | **Plant and equipment inventory** | **Until superceded\*\*** |  |  |  |
| **5221** | **Special education tutoring reports** | **10 years** |  |  |  |
| **5340** | **Driver physicals** | **2 years after termination** |  |  |  |
| **5341** | **Fuel consumption data** | **4 years\*\*** |  |  |  |
| **5342** | **Transportation records** | **4 years\*\*** |  |  |  |
| **5343** | **Field trip forms and volunteer driver forms** | **Fiscal year plus 2 years** |  |  |  |
| **5441** | **Bus accident reports** | **3 years provided no action pending** |  |  |  |
| **5442** | **Vehicle registration** | **Life of vehicle** |  |  |  |
| **5443** | **Vehicle license** | **1 year after termination** |  |  |  |
| **5445** | **Driver certifications** | **1 year after termination** |  |  |  |
| **5446** | **Bus supplies inventory** | **Until superceded\*\*** |  |  |  |
| **5447** | **Vehicle defect report** | **Life of vehicle** |  |  |  |
| **5561** | **Food service records: menus, food production; mile sold, student served** | **4 years\*\*** |  |  |  |
| **5562** | **Lunchroom records: cash register reports, cashier’s daily reports** | **4 years\*\*** |  |  |  |
| **5564** | **Cafeteria supplies inventory** | **Until superceded\*\*** |  |  |  |
| **5565** | **Lunchroom license** | **1 year after expiration** |  |  |  |
| **6000** | **FINANCIAL RECORDS** |  |  |  |  |
| **6101** | **Annual financial reports: appropriation ledgers, budget ledgers, revenue ledgers, 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 distributions** | **5 years\*\*** |  |  |  |
| **6203** | **Tax settlements 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 redeemed\*\*** |  |  |  |
| **6208** | **Accounts payable ledgers** | **5 years\*\*** |  |  |  |
| **6209** | **Accounts receivable ledgers** | **5 years\*\*** |  |  |  |
| **6210** | **Budget work papers** | **5 years** |  |  |  |
| **6211** | **Vouchers, invoices, purchase orders** | **10 years\*\*** |  |  |  |
| **6212** | **State program files: aux services, DPPF, adult vocational, excess lottery, data processing, public/private grants, etc** | **10 years\*\*** |  |  |  |
| **6213** | **Federal program files: Title I, II, IV-B, IV-C, VI-B, drug free** | **10 years\*\*** |  |  |  |
| **6214** | **Travel expense vouchers** | **10 years\*\*** |  |  |  |
| **6215** | **Tax anticipation notes (records borrowing against future tax collections)** | **10 years\*\*** |  |  |  |
| **6216** | **State reimbursement settlement sheets** | **5 years\*\*** |  |  |  |
| **6217** | **Unemployment claims** | **5 years** |  |  |  |
| **6218** | **Employee bonds, board member bonds** | **5 years** |  |  |  |
| **6219** | **Certificates of estimated resources** | **15 years after expiration** |  |  |  |
| **6220** | **Appropriation resolutions** | **5 years** |  |  |  |
| **6222** | **Tax apportionments** | **5 years** |  |  |  |
| **6301** | **Canceled checks and bank statements** | **4 years\*\*** |  |  |  |
| **6302** | **Publication notices** | **4 years\*\*** |  |  |  |
| **6303** | **Tuition fees and payments** | **4 years\*\*** |  |  |  |
| **6304** | **School finance monthly statements** | **4 years\*\*** |  |  |  |
| **6305** | **Investment records** | **4 years\*\*** |  |  |  |
| **6306** | **Travel expense reports** | **10 years\*\*** |  |  |  |
| **6307** | **State sales tax reports** | **4 years\*\*** |  |  |  |
| **6309** | **Check registers** | **4 years\*\*** |  |  |  |
| **6310** | **Deposit slips/cash proofs** | **4 years\*\*** |  |  |  |
| **6313** | **Receipt books** | **4 years\*\*** |  |  |  |
| **6314** | **Extra trip records** | **4 years\*\*** |  |  |  |
| **6315** | **Monthly financial reports** | **4 years\*\*** |  |  |  |
| **6316** | **Accounting data** | **4 years\*\*** |  |  |  |
| **6317** | **Service contracts** | **4 years\*\*** |  |  |  |
| **6318** | **State subsidy reports: applications pupil transportation, special education** | **3 years\*\*** |  |  |  |
| **6319** | **Delivery/packing slips** | **1 year\*\*** |  |  |  |
| **6401** | **Requisitions** | **1 year\*** |  |  |  |
| **7000** | **PAYROLL RELATED** |  |  |  |  |
| **7001** | **Payroll ledgers: biweekly payroll reports, quarterly payroll reports** | **Permanent** |  |  |  |
| **7102** | **Earnings registers by staff member and by calendar year** | **Permanent** |  |  |  |
| **7103** | **Monthly payroll reports, leave usage, accumulations, retirement service** | **Permantent** |  |  |  |
| **7201** | **Bureau of employment service quarterly reports** | **7 years** |  |  |  |
| **7301** | **W-2’s, W-4’s employer copy** | **6 years and current\*\*** |  |  |  |
| **7302** | **Federal income tax (quarterly annual)** | **6 years and current\*\*** |  |  |  |
| **7303** | **Ohio income tax (monthly/annual)** | **6 year and current\*\*** |  |  |  |
| **7304** | **City income tax (monthly/annual)** | **6 year and current\*\*** |  |  |  |
| **7305** | **School income tax (monthly/annual)** | **6 years and current\*\*** |  |  |  |
| **7306** | **Payroll reports: reports used for each payroll, computer generated** | **4 years\*\*** |  |  |  |
| **7307** | **Payroll update listing** | **4 years\*\*** |  |  |  |
| **7308** | **Payroll calculations** | **4 years\*\*** |  |  |  |
| **7309** | **STRS and SERS waivers** | **Permanent** |  |  |  |
| **7310** | **SERS reports** | **4 years\*\*** |  |  |  |
| **7311** | **STRS reports** | **4 years\*\*** |  |  |  |
| **7312** | **Annuity reports** | **4 years\*\*** |  |  |  |
| **7313** | **Benefit folders/reports** | **4 years\*\*** |  |  |  |
| **7314** | **Employee requests and authorization of leaves** | **4 years\*\*** |  |  |  |
| **7315** | **Deduction reports** | **4 years\*\*** |  |  |  |
| **7316** | **Employee vacation, sick leave records** | **4 years\*\*** |  |  |  |
| **7317** | **Time sheets** | **6 years\*\*** |  |  |  |
| **7318** | **Overtime authorization** | **6 years** |  |  |  |
| **7319** | **Employee insurance bills** | **4 years\*\*** |  |  |  |
| **7323** | **Paycheck register** | **4 years\*\*** |  |  |  |
| **7324** | **Payroll bank statement** | **4 years\*\*** |  |  |  |
| **7401** | **Deduction authorization** | **Until superceded or employee terminated** |  |  |  |
| **8000** | **REPORTS** |  |  |  |  |
| **8201** | **State audit reports** | **5 years** |  |  |  |
| **8202** | **4205 reports** | **5 years** |  |  |  |
| **8205** | **Special education reports** | **7 years** |  |  |  |
| **8206** | **Vocation ed reports** | **5 years** |  |  |  |
| **8207** | **Ohio common core data reports** | **5 years** |  |  |  |
| **8208** | **Drivers education reports** | **5 years** |  |  |  |
| **8209** | **ODE reports** | **5 years** |  |  |  |
| **8211** | **Civil rights reports** | **Permanent** |  |  |  |
| **8212** | **Title IX reports** | **10 years** |  |  |  |
| **8213** | **SM-1 and SM2 reports** | **10 years** |  |  |  |
| **8214** | **State minimum standards** | **10 years** |  |  |  |
| **8301** | **Personnel state reports (SF-1 and CS-1)** | **4 years\*\*** |  |  |  |
| **8302** | **Worker comp wage reports** | **5 years** |  |  |  |
| **8303** | **Bank balance certification** | **5 years** |  |  |  |
| **8304** | **Transportation reports** | **4 years\*\*** |  |  |  |
| **9000** | **OTHER** |  |  |  |  |
| **9101** | **Personnel directory** | **10 years** |  |  |  |
| **9102** | **Enrollment record (by grade and building)** | **Permanent** |  |  |  |
| **9202** | **School calendar** | **5 years** |  |  |  |
| **9203** | **Building/boiler/maintenance records** | **2 years\*** |  |  |  |
| **9402** | **Employee handbooks** | **Until superceded** |  |  |  |
| **9403** | **Directive,standards, laws for local, state, and federal governmental agencies** | **Until superceded** |  |  |  |
| **9404** | **Attendance records** | **Until superceded** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | **\*after end of fiscal year**  **\*\*Provided audited** |  |  |  |  |