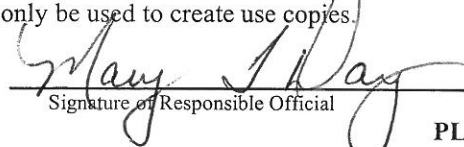


# CERTIFICATE OF RECORDS DISPOSAL

<u>Galion City Schools</u>	<u>Terri Day</u>	<u>419-468-3432</u>	<u>District Wide</u>
Name of Political Subdivision	Unit	Contact Person	Telephone
<u>470 Portland Way North</u>	<u>Galion</u>	<u>44833</u>	<u>Crawford</u>
Address	City	Zip Code	County

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Schedules of Retention and Disposition (RC-2) or Application for One-Time Records Disposal (RC-1) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

	<u>Treasurer</u>	<u>419-468-3432 ext 11003</u>
Signature of Responsible Official	Title	Telephone Number

**PLEASE READ THE INSTRUCTIONS ON THE BACK OF THIS FORM**

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Elections	1201	2/7/08	paper		Jul 02 - Jun 03	4/10/14	
Record Disposal forms (RC-3)	1202	2/7/08	paper		Jul 02 - Jun 03	4/10/14	
Bargaining Agreements	1203	2/7/08	paper		Jul 02 - Jun 03	4/10/14	
Budget Policy Files	1205	2/7/08	paper		Jul 07 - Jun 08	4/10/14	
Worker's Compensation Claims	1301	2/7/08	paper		Jul 02 - Jun 03	4/10/14	
Bank Depository Agreements	1302	2/7/08	paper		Jul 08 - Jun 09	4/10/14	
Organization Reports	1303	2/7/08	paper		Jul 10 - Jun 11	4/10/14	
Board Meeting Notes	1304	2/7/08	paper		Jul 11 - Jun 12	4/10/14	
Agendas	1305	2/7/08	paper		Jul 11 - Jun 12	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

FROM: Galion City Schools  
(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Substitute records	2108	2/7/08	paper		Jul 86 – Jun 87	4/10/14	
Employee Contracts	2301	2/7/08	paper		Jul 08 - Jun 09	4/10/14	
Professional Conference Applications	2302	2/7/08	paper		Jul 10 – Jun 11	4/10/14	
Irregular Employee Contracts	2303	2/7/08	paper		Jul 08– Jun 09	4/10/14	
Unemployment Claims	2304	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Unemployment Records	2305	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Schedules of Employees	2307	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Teacher Personnel Reports	2309	2/7/08	paper		Jul 10 – Jun 11	4/10/14	
Expulsion Audio Tapes	3104	2/7/08	tapes		Jul 07 - Jun 08	4/10/14	
Health/Medical Records, visual Hearing screenings, immunization records	3201	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Discipline records, letters to Parents, office discipline	3202	2/7/08	paper		1 year after student leaves	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

FROM: Galion City Schools

(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Child Abuse/Neglect Referral Letters	3204	2/7/08	paper		2012 graduates	4/10/14	
Teacher Grade Books/Records	3301	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Preschool Screening Profiles	3302	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Age & Schooling Records (Work Permits)	3303	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Accident Reports	3304	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Individual Educational Plan (IEP)	3305	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Free/Reduced Price Lunch Apps	3306	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Emergency Information	3401	2/7/08	paper		Jul 11 – Jun 12	4/10/14	
Tornado & Fire Drill Records	4202	2/7/08	paper		Jul 11 – Jun 12	4/10/14	
Building Health Inspections	4203	2/7/08	paper		Jul 10 – Jun 11	4/10/14	
Student Activity Records: Pay in/out forms; Account Forms Budget forms; Requisitions; Purchase orders; ticket sales rpts	4301	2/7/08	paper		Jul 10 – Jun 11	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

FROM: Galion City Schools

(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Receipts/Deposit Slips	4302	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Budget/Appropriation Records	4303	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Requisitions/Purchase Orders	4304	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
School Calendars	5201	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Repair, Installation & Maint Rcds	5301	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Prevailing Wage Records	5302	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Rental Information (Use of Facility)	5303	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Work Orders	5304	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Environmental Reports & Data	5305	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Vandalism Reports	5306	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Student Activity Purpose Clause	5307	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Sales Potential Forms (Student Activities)	5308	2/7/08	paper		Jul 08 - Jun 09	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

FROM: Galion City Schools  
(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Bids & Specifications (unsuccessful)	5309	2/7/08	paper		Jul 11 – Jun 12	4/10/14	
Bids & Specifications (successful)	5310	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Contractor Files (Resolutions, Additions, Drawings, Etc.)	5311	2/7/08	paper		upon completion	4/10/14	
Preventative Maintenance Reports	5401	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Spec Ed Tutoring Reports	5221	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
Individual Educational Plan (IEP)	5222	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Fuel Consumption Data	5341	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Transportation Records	5342	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Field Trip Forms & Volunteer Driver Forms	5343	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Accident Reports	5441	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Food Service Records: Menus, Food Production, milk sold, students served	5561	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
RC-3							

CERTIFICATE OF RECORDS DISPOSAL

# CONTINUATION SHEET

FROM: Galion City Schools  
(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Lunchroom Records: Cash register tape Cashier's daily reports	5562	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Lunchroom Reports (free/reduced)	5563	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Annual Financial Reports: Appropriation Ledgers, budget ledgers, revenue journals. Vendor listing, check register, purchase Order listing, invoice list, account reports, Financial summary, detail reports	6101	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Activity Fund Cash Journal & Ledger	6102	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Five Year Forecast	6105	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Investment Ledger	6201	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Foundation Distribution	6202	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Tax Settlements	6203	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Budgets (annual)	6204	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Accounts Payable Ledgers	6208	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Accounts Receivable Ledgers	6209	2/7/08	paper		Jul 07 – Jun 08	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

 FROM: Galion City Schools  
 (political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From          To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Budget Work Papers	6210	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Vouchers, Invoices and Purchase Orders	6211	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
State Program Files: Auxiliary Services DPPF, Adult vocational, excess lottery, Data processing, public/private grants, etc	6212	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
Federal Program Files: Title I, II, III, IV-B, IV-C, VI-B; Chapter 1, 2; Drug Free, etc.	6213	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
Travel Expense Vouchers	6214	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Tax Anticipation Notes	6215	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
State Reimbursement Settlement Sheets	6216	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Unemployment Claims	6217	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Employee & Board Member Bonds	6218	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Certificate of Estimated Resources	6219	2/7/08	paper		Jul 97 – Jun 98	4/10/14	
Appropriation Resolutions	6220	2/7/08	paper		Jul 07 – Jun 08	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

 FROM: Galion City Schools  
 (political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From                  To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Tax Appropriations (semi-annual)	6222	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Cancelled Checks & Bank Statements	6301	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Publication Notice	6302	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Tuition Fees and Payments	6303	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
School Finance (SF) Monthly Payments	6304	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Investment Records (may include Individual record of investments, bank confirmations, wire transfers, CD, etc.)	6305	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Travel Expense Reports	6306	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
State Sales Tax Reports	6307	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Student Activity Fund (pay-ins, pay-outs, Receipts/deposits, reports)	6308	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Check Registers	6309	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Deposit Slips/Cash Proofs	6310	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
RC-3	CERTIFICATE OF RECORDS DISPOSAL						



# CONTINUATION SHEET

FROM: Galion City Schools  
(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Bids & Specifications (unsuccessful)	6311	2/7/08	paper		Jul 11 – Jun 12	4/10/14	
Bids & Specifications (successful)	6312	2/7/08	paper		2008 after project complete	4/10/14	
Receipt Books	6313	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Extra Trip Records	6314	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Monthly Financial Reports	6315	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Accounting Data	6316	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Service Contracts	6317	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
State Subsidy Requests: Applications for Driver education, pupil transportation, Special education, etc.	6318	2/7/08	paper		Jul 09 – Jun 10	4/10/14	
Delivery/Packaging Slips	6319	2/7/08	paper		Jul 11 – Jun 12	4/10/14	
Requisitions	6401	2/7/08	paper		Jul 11 – Jun 12	4/10/14	
Bureau of Employment Service Quarterly Reports	7201	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
W-2s, W-4s (employer copy)	7301	2/7/08	paper		Jul 05 – Jun 06	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

FROM: Galion City Schools

(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From                  To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Federal Income Tax (Qtrly/annual)	7302	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Ohio Income Tax (monthly/annual)	7303	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
City Income Tax (monthly/annual)	7304	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
School Income Tax (monthly/annual)	7305	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Payroll Reports: reports used for each Payroll-computer generated	7306	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Payroll Update Listing	7307	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Payroll Calculations	7308	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
State Employees Retirement System (SERS) Reports	7310	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
State Teachers Retirement System (STRS) Reports	7311	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Annuity Reports	7312	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Benefit Folders/Reports	7313	2/7/08	paper		Jul 08 – Jun 09	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

 FROM: Galion City Schools  
 (political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Employee Request and/or Authorization For Leave Forms (sick, vacation, personal or other leave)	7314	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Deduction Reports: Voluntary Payroll Deductions	7315	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Employee Vacation/Sick Leave Records	7316	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Time Sheets	7317	2/7/08	paper		Jul 06 – Jun 07	4/10/14	
Overtime Authorization	7318	2/7/08	paper		Jul 06 – Jun 07	4/10/14	
Employee Insurance Bills: Medical, Dental, Life	7319	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Paycheck Register	7323	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Payroll Bank Statement	7324	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
State Audit Reports	8201	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
4502	8202	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
School Finance (SF) Reports-annual	8204	2/7/08	paper		Jul 07 – Jun 08	4/10/14	

RC-3

# CERTIFICATE OF RECORDS DISPOSAL CONTINUATION SHEET

 FROM: Galion City Schools  
 (political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From          To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Special Education (SE) Reports-Annual	8205	2/7/08	paper		Jul 05 – Jun 06	4/10/14	
Vocational Educ (VE) Reports-Annual	8206	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Ohio Common Core Data (OCCD) Rep	8207	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Ohio Dept of Education (ODE) Reports	8209	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Title IX Reports	8212	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
SM-1 & SM-2 (Annual & Quarterly)	8213	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
State Minimum Standards	8214	2/7/08	paper		Jul 02 – Jun 03	4/10/14	
Personnel State Reports (currently SF-1, CS-1)	8301	2/7/08	paper		Jul 08 – Jun 09	4/10/14	
Worker's Comp Wage Reports (Co. Auditor)	8302	2/7/08	paper		Jul 07 - Jun 08	4/10/14	
Bank Balance Certification (Co. Auditor)	8303	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Transportation Reports	8304	2/7/08	paper		Jul 08 – Jun 09	4/10/14	

FROM: Galion City Schools  
(political subdivision name)

(unit)

Record Series Title	Authorization for Disposal		Media Type	Other Media Type	Inclusive Date of Record From To	Proposed Date of Disposal	For OHS-LGRP Use
	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained			
Personnel Directory	9101	2/7/08	paper		Jul 02 - Jun 03	4/10/14	
School Calendar	9202	2/7/08	paper		Jul 07 – Jun 08	4/10/14	
Building, Boiler, Maintenance Reports	9203	2/7/08	paper		Jul 10 – Jun 11	4/10/14	