RC-3

CERTIFICATE OF RECORDS DISPOSAL

Galion City Schools		Terri Day	419-468-3432	District Wide
Name of Political Subdivision	Unit	Contact Person	Telephone	Location of Records
470 Portland Way North	Galion	44833	Crawford	
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.

Mary J Day	Treasurer	419-468-3432 ext 11003
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	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	From To		
Elections	1201	2/7/08	paper		Jul 01 - Jun 02	4/10/13	
Record Disposal forms (RC-3)	1202	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
Bargaining Agreements	1203	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
Budget Policy Files	1205	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Worker's Compensation Claims	1301	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
Bank Depository Agreements	1302	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Organization Reports	1303	2/7/08	paper		Jul 09 – Jun 10	4/10/13	
Board Meeting Notes	1304	2/7/08	paper		Jul 10– Jun 11	4/10/13	
Agendas	1305	2/7/08	paper		Jul 10 – Jun 11	4/10/13	

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FROM: Galion City Schools
(political subdivision name) (unit)

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	Schedule Number	Records Commission Approval Date		List other media on which this record series is being retained	From To		
Substitute records	2108	2/7/08	paper		Jul 85 – Jun 86	4/10/13	
Employee Contracts	2301	2/7/08	paper		Jul 07 - Jun 08	4/10/13	
Professional Conference Applications	2302	2/7/08	paper		Jul 09 – Jun 10	4/10/13	
Irregular Employee Contracts	2303	2/7/08	paper		Jul 07– Jun 08	4/10/13	
Unemployment Claims	2304	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Unemployment Records	2305	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Schedules of Employees	2307	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Teacher Personnel Reports	2309	2/7/08	paper		Jul 09 – Jun 10	4/10/13	
Expulsion Audio Tapes	3104	2/7/08	tapes		Jul 06 - Jun 07	4/10/13	
Health/Medical Records, visual Hearing screenings, immuniz-ation records	3201	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Discipline records, letters to Parents, office discipline	3202	2/7/08	paper		1 year after student leaves	4/10/13	

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(political subdivision name) (unit)

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Child Abuse/Neglect Referral Letters	3204	2/7/08	paper		2012 graduates	4/10/13	
Teacher Grade Books/Records	3301	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Preschool Screening Profiles	3302	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Age & Schooling Records (Work Permits)	3303	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Accident Reports	3304	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Individual Educational Plan (IEP)	3305	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Free/Reduced Price Lunch Apps	3306	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Emergency Information	3401	2/7/08	paper		Jul 10 – Jun 11	4/10/13	
Tornado & Fire Drill Records	4202	2/7/08	paper		Jul 10 – Jun 11	4/10/13	
Building Health Inspections	4203	2/7/08	paper		Jul 09 – Jun 10	4/10/13	
Student Activity Records: Pay in/out forms; Account Forms Budget forms; Requisitions; Purchase orders; ticket sales rpts	4301	2/7/08	paper		Jul 09 – Jun 10	4/10/13	

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Receipts/Deposit Slips	4302	2/7/08	paper		Jul 07– Jun 08	4/10/13	
Budget/Appropriation Records	4303	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Requisitions/Purchase Orders	4304	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
School Calendars	5201	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Repair, Installation & Maint Recs	5301	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Prevailing Wage Records	5302	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Rental Information (Use of Facility)	5303	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Work Orders	5304	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Environmental Reports & Data	5305	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Vandalism Reports	5306	2/7/08	paper		Jul 07– Jun 08	4/10/13	
Student Activity Purpose Clause	5307	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Sales Potential Forms (Student Activities)	5308	2/7/08	paper		Jul 07 - Jun 08	4/10/13	

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Bids & Specifications (unsuccessful)	5309	2/7/08	paper		Jul 10 – Jun 11	4/10/13	
Bids & Specifications (successful)	5310	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Contractor Files (Resolutions, Additions, Drawings, Etc.)	5311	2/7/08	paper		upon completion	4/10/13	
Preventative Maintenance Reports	5401	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Spec Ed Tutoring Reports	5221	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
Individual Educational Plan (IEP)	5222	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Fuel Consumption Data	5341	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Transportation Records	5342	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Field Trip Forms & Volunteer Driver Forms	5343	2/7/08	paper		Jul 08– Jun 09	4/10/13	
Accident Reports	5441	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Food Service Records: Menus, Food Production, milk sold, students served	5561	2/7/08	paper		Jul 07 – Jun 08	4/10/13	

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Lunchroom Records: Cash register tape Cashier's daily reports	5562	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Lunchroom Reports (free/reduced)	5563	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
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 06 – Jun 07	4/10/13	
Activity Fund Cash Journal & Ledger	6102	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Five Year Forecast	6105	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Investment Ledger	6201	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Foundation Distribution	6202	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Tax Settlements	6203	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Budgets (annual)	6204	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Accounts Payable Ledgers	6208	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Accounts Receivable Ledgers	6209	2/7/08	paper		Jul 06 – Jun 07	4/10/13	

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Budget Work Papers	6210	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Vouchers, Invoices and Purchase Orders	6211	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
State Program Files: Auxiliary Services DPPF, Adult vocational, excess lottery, Data processing, public/private grants, etc	6212	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
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 01 – Jun 02	4/10/13	
Travel Expense Vouchers	6214	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Tax Anticipation Notes	6215	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
State Reimbursement Settlement Sheets	6216	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Unemployment Claims	6217	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Employee & Board Member Bonds	6218	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Certificate of Estimated Resources	6219	2/7/08	paper		Jul 96 – Jun 97	4/10/13	
Appropriation Resolutions	6220	2/7/08	paper		Jul 06 – Jun 07	4/10/13	

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Tax Appropriations (semi-annual)	6222	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Cancelled Checks & Bank Statements	6301	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Publication Notice	6302	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Tuition Fees and Payments	6303	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
School Finance (SF) Monthly Payments	6304	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Investment Records (may include Individual record of investments, bank confirmations, wire transfers, CD, etc.)	6305	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Travel Expense Reports	6306	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
State Sales Tax Reports	6307	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Student Activity Fund (pay-ins, pay-outs, Receipts/deposits, reports)	6308	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Check Registers	6309	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Deposit Slips/Cash Proofs	6310	2/7/08	paper		Jul 07 – Jun 08	4/10/13	

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Bids & Specifications (unsuccessful)	6311	2/7/08	paper		Jul 10 – Jun 11	4/10/13	
Bids & Specifications (successful)	6312	2/7/08	paper		2008 after project complete	4/10/13	
Receipt Books	6313	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Extra Trip Records	6314	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Monthly Financial Reports	6315	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Accounting Data	6316	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Service Contracts	6317	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
State Subsidy Requests: Applications for Driver education, pupil transportation, Special education, etc.	6318	2/7/08	paper		Jul 08 – Jun 09	4/10/13	
Delivery/Packaging Slips	6319	2/7/08	paper		Jul 10 – Jun 11	4/10/13	
Requisitions	6401	2/7/08	paper		Jul 10 – Jun 11	4/10/13	
Bureau of Employment Service Quarterly Reports	7201	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
W-2s, W-4s (employer copy)	7301	2/7/08	paper		Jul 04 – Jun 05	4/10/13	

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Federal Income Tax (Qtrly/annual)	7302	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Ohio Income Tax (monthly/annual)	7303	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
City Income Tax (monthly/annual)	7304	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
School Income Tax (monthly/annual)	7305	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Payroll Reports: reports used for each Payroll-computer generated	7306	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Payroll Update Listing	7307	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Payroll Calculations	7308	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
State Employees Retirement System (SERS) Reports	7310	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
State Teachers Retirement System (STRS) Reports	7311	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Annuity Reports	7312	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Benefit Folders/Reports	7313	2/7/08	paper		Jul 07 – Jun 08	4/10/13	

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Employee Request and/or Authorization For Leave Forms (sick, vacation, personal or other leave)	7314	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Deduction Reports: Voluntary Payroll Deductions	7315	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Employee Vacation/Sick Leave Records	7316	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Time Sheets	7317	2/7/08	paper		Jul 05 – Jun 06	4/10/13	
Overtime Authorization	7318	2/7/08	paper		Jul 05 – Jun 06	4/10/13	
Employee Insurance Bills: Medical, Dental, Life	7319	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Paycheck Register	7323	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Payroll Bank Statement	7324	2/7/08	paper		Jul 07– Jun 08	4/10/13	
State Audit Reports	8201	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
4502	8202	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
School Finance (SF) Reports-annual	8204	2/7/08	paper		Jul 06 – Jun 07	4/10/13	

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Special Education (SE) Reports-Annual	8205	2/7/08	paper		Jul 04 – Jun 05	4/10/13	
Vocational Educ (VE) Reports-Annual	8206	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Ohio Common Core Data (OCCD) Rep	8207	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Ohio Dept of Education (ODE) Reports	8209	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Title IX Reports	8212	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
SM-1 & SM-2 (Annual & Quarterly)	8213	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
State Minimum Standards	8214	2/7/08	paper		Jul 01 – Jun 02	4/10/13	
Personnel State Reports (currently SF-1, CS-1)	8301	2/7/08	paper		Jul 07 – Jun 08	4/10/13	
Worker's Comp Wage Reports (Co. Auditor)	8302	2/7/08	paper		Jul 06 - Jun 07	4/10/13	
Bank Balance Certification (Co. Auditor)	8303	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Transportation Reports	8304	2/7/08	paper		Jul 07 – Jun 08	4/10/13	

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Personnel Directory	9101	2/7/08	paper		Jul 01 - Jun 02	4/10/13	
School Calendar	9202	2/7/08	paper		Jul 06 – Jun 07	4/10/13	
Building, Boiler, Maintenance Reports	9203	2/7/08	paper		Jul 09 – Jun 10	4/10/13	