

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Galion City School District Records Commission, Tel. No.: 419-468-3432

470 Portland Way North Galion 44833 Crawford
 (ADDRESS) (CITY) (ZIP CODE) (COUNTY)

(2) FROM: Galion City School District
 (POLITICAL SUBDIVISION NAME) (UNIT)

Wm McKeown Treasurer 2/7/08
 (SIGNATURE OF RESPONSIBLE OFFICIAL) (TITLE) (DATE)

(3) CERTIFICATION: I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and passed the retention schedules contained on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these record series from being destroyed, transferred, or otherwise disposed of in violation of this schedule and that no record will be knowingly disposed of which pertains to any pending case, claim, action or request. This was approved on February 7, 2008 as reflected by the minutes kept by this commission.

Chairman, Records Commission: *Wm McKeown* 2/7/08
 Signature Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): *Walter L.W. Kettner* 2/12/08
 For the Ohio Historical Society Date

Approved by the Ohio Auditor of State: *Martin E. M...* 3-18-08
 For the Ohio Auditor of State Date

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>		
1101	Minutes Treasurer	Permanent	
1101.1	Audio Tapes Treasurer	2 Years	
1102	Blue Prints, Plans, Maps Treasurer	Permanent	
1103	Deeds, Easements, Leases Treasurer	Permanent	
1104	Board Policy Books and Other Adopted Policies Superintendent and Executive Secretary	1 year after superceded	

FEB 12 2008

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Galion City School District (POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State Or OHS-LGRP
1106	Court Decisions Treasurer	Permanent	
1107	Claims and Litigation Treasurer	Permanent	
1201	Elections Treasurer	10 Years	
1202	Record Disposal forms (RC-3) Treasurer	10 Years	
1203	Bargaining Agreements Treasurer	10 Years after Expiration	
1204	Budget Policy Files Treasurer	5 Years	
1301	Worker's Compensation Claims Treasurer	10 Years after Financial Payment made	
1302	Bank Depository Agreements Treasurer	4 Years after Completion	
1303	Organization Reports Treasurer	2 Years**	
1304	Board Meeting Notes Treasurer	1 Year	
1305	Agendas Treasurer	1 Calendar Year**	
1401	Adopted Courses of Study Assistant Superintendent	Until Superseded	
1402	Adopted Special Education Programs Superintendent and Executive Secretary	Until Superseded	
1403	Adopted Special Programs Superintendent and Executive Secretary	Until Superseded	
	*After end of fiscal year ** Provided Audited		

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Galion City School District
(POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
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 Treasurer	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 Superintendent Executive Secretary	2 Years**	
	*After end of fiscal year **Provided Audited ***Hard copy maintained for 3 years after audited - then may be filed electronically.		

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM : Galion City School District
(POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer 4 Years after contract expires	
2304	Unemployment Claims	Treasurer 5 Years	
2305	Unemployment	Treasurer 5 Years	
2306	Applications (not hired)	Superintendent Executive Secretary 2 Years**	
2307	Schedules of Employees	“ Fiscal Year Plus 2 years	
2308	Student Helper Applications	“ 2 Years	
2309	Teacher Personnel Reports (internal)	Bldg Secretary Fiscal Year Plus 1 year	
2310	I-9 Immigration Verification Forms	Treasurer Termination of employment plus 1 year	
2401	Job Description	Superintendent Executive Secretary Until Superceded	
	** Provided Audited		REV. 6/02

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION
CONTINUATION SHEET**

FROM: Galion City School District _____ (UNIT)
(POLITICAL SUBDIVISION NAME)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LRRP
3302	Pre-School Screening Profiles	Bldg Secretary	3 years	
3303	Age and Schooling Records (Work Permits)	Bldg Secretary	3 years	
3304	Accident Reports	Nurse/Bldg Secretary	5 years provided no action pending	
3305	Individual Educational Plan (IEP)	Bldg Secretary, Special Ed. Secretary	7 years	
3306	Free/Reduced Price Lunch Application	Food Service Supervisor	4 years	
3307	Evaluation Team Report (ETR), Multi-Factored Evaluation	Bldg Secretary, Special Ed. Secretary	Permanent	
3401	Emergency Information	Bldg Secretary	Until Superseded	

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(POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
4000	<u>BUILDING RECORDS</u>		
4202	Tornado and Fire Drill Records	Bldg Secretary	1 year*
4203	Building Health Inspections	Bldg Secretary	2 years*
4301	Student Activity Records Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports	Bldg Secretary	2 years**
4302	Receipts/Deposit Slips	Bldg Secretary	4 years**
4303	Budget/Appropriation Records	Bldg Secretary	4 years**
4304	Requisitions/ Purchase Orders	Bldg Secretary	4 years**
4401	Textbook Inventories	Bldg Secretary	Until Superseded
4402	Supplies Inventory	Bldg Secretary	Until Superseded
4403	Student Handbooks	Bldg Secretary	Until Superseded
	*After end of fiscal year ** Provided Audited		

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FROM: Galion City School District
(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>		
	<u>Administrative Offices</u>		
5201	School Calendars Supt. Executive Secretary	5 years	
5301	Repair, Installation and Maintenance Records Maintenance Secretary	4 years**	
5302	Prevailing Wage Records Payroll Supervisor	4 years**	
5303	Rental Information (Use of Facilities) Payroll Supervisor	4 years**	
5304	Work Orders Maintenance Secretary	4 years**	
5305	Environmental Reports And Data (asbestos, etc.) Maintenance Secretary	4 years**	
5306	Vandalism Reports Supt. Executive Secretary	4 years**	
5307	Student Activity Purpose Clauses Treasurer	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**	
	** Provided Audited		REV. 6/02

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FROM: Galion City School District
 (POLITICAL SUBDIVISION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	<u>Administrative Offices – Continued</u>		
5311	Contractor Files (Resolutions, additions, drawings, etc.)	Treasurer and Maintenance Secretary	Until Project Complete, if No Action Pending**
5401	Preventive Maintenance Reports	Maintenance Secretary	Fiscal year Plus 2 years
5402	Warranty/Guarantee	Treasurer and Maintenance Secretary	Life/Warranty of Equipment
5403	Plant and Equipment Inventory	Treasurer	Until Superseded**
5404	Textbook/Workbook Inventory	District Media Coordinator	Until Superseded**
5405	Supplies Inventory	Treasurer	Until Superseded**
	** Provided Audited		

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FROM: Galion City School District
(POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	<u>Special Education Department</u>		
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 years
5222	Individual Educational Plan (IEP)	Special Ed. Secretary	7 years
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent***
5224	Evaluation Team Report (ETR), Multi-Factored Evaluation	Bldg Secretary, Special Ed. Secretary	Permanent***
	<u>Transportation Department</u>		
5340	Driver Physical	Transportation Secretary	2 years after termination
5341	Fuel Consumption Data	Transportation Secretary	4 years**
5342	Transportation Records	Transportation Secretary	4 years**
5343	Field Trip forms and Volunteer Driver forms	Transportation Secretary	Fiscal year Plus 2 years
5441	Accident Reports	Transportation Secretary	3 years provided no action pending
5442	Vehicle Registration	Treasurer and Trans. Secretary	Life of Vehicle
5443	Vehicle License	Treasurer and Trans. Secretary	1 year after termination
5445	Driver Certifications	Transportation Secretary	1 year after termination
	** Provided Audited		
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
	<u>Transportation Department – Continued</u>		
5446	Supplies Inventory Transportation Secretary	Until Superceded**	
5447	Vehicle Defect Report Transportation Secretary	Life of Vehicle	
	<u>Food Service Department</u>		
5561	Food Service Records Food Service Menus Supervisor Food Production Milk Sold Students Served	4 years**	
5562	Lunchroom Records Food Service Cash Register Tapes Supervisor Cashier's Daily Reports	4 years**	
5563	Lunchroom Reports Food Service (Free and Reduced) Supervisor	4 years**	
5564	Inventories Food Service Supervisor	Until Superceded**	
5565	Lunchroom License Food Service Supervisor	1 year after expiration	
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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>6000</u>	<u>FINANCIAL RECORDS</u>		
6101	Annual Financial Reports Treasurer Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	5 years**	
6102	Activity Fund Cash Treasurer Journal and Ledger	5 years**	
6103	Bond Register Treasurer	20 years after issue expires	
6104	Securities Treasurer	Permanent***	
6105	Five Year Forecast Treasurer	5 years**	
6201	Investment Ledger Treasurer	5 years**	
6202	Foundation Distribution Treasurer	5 years**	
6203	Tax Settlements (Semi- (Annual) and Advances Treasurer	5 years**	
6204	Budgets (Annual) Treasurer	5 years**	
6205	Insurance Policies Treasurer	15 years after Expiration Provided all Claims settled	
	** Provided Audited *** Hard copy maintained for 3 years after audit- then may store electronically		

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(POLITICAL SUBDIVISION NAME) _____ (UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State of OHS-LGRP
6206	Contracts Treasurer	15 years after Expiration	
6207	Bonds and Coupons Treasurer	Until Redeemed**	
6208	Accounts Payable Ledgers Treasurer	5 years**	
6209	Accounts Receivable Ledgers Treasurer	5 years**	
6210	Budget Work Papers Treasurer	5 years**	
6211	Vouchers, Invoices and Purchase Orders Treasurer	7 years**	
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc. Treasurer	10 years**	
6213	Federal Program Files Title I,II,III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc. Treasurer	10 years**	
6214	Travel Expense Vouchers Treasurer	7 years**	
6215	Tax Anticipation Notes (Records borrowing against future tax collections) Treasurer	10 years**	
	** Provided Audited		REV. 6/02

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(POLITICAL SUBDIVISION NAME) (UNIT)

(6) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6216	State Reimbursement Settlement Sheets Treasurer	5 years**	
6217	Unemployment Claims Treasurer	5 years	
6218	Employee Bonds, Board Member Bonds Treasurer	5 years	
6219	Certificate of Estimated Resources Treasurer	15 years after Expiration	
6220	Appropriation Resolutions Treasurer	5 years	
6222	Tax Apportionments (Semi-Annual) Treasurer	5 years	
6301	Canceled Checks and Bank Settlements Treasurer	4 years**	
6302	Publication Notice Treasurer	4 years**	
6303	Tuition Fees and Payments Treasurer	4 years**	
6304	School Finance (S.F.) Monthly Statements Treasurer	4 years**	
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.) Treasurer	4 years**	
6306	Travel Expense Reports Treasurer	7 years**	
6307	State Sales Tax Reports Treasurer	4 years**	
	** Provided Audited		

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports) Treasurer	4 years**	
6309	Check Registers Treasurer	4 years**	
6310	Deposit Slips/Cash Proofs Treasurer	4 years**	
6311	Bids and Specifications (Unsuccessful) Treasurer	1 year**	
6312	Bids and Specifications (Successful) Treasurer	4 year after completion of project**	
6313	Receipt Books Treasurer	4 years**	
6314	Extra Trip Records Treasurer	4 years**	
6315	Monthly Financial Reports Treasurer	4 years**	
6316	Accounting Data Treasurer	4 years**	
6317	Service Contracts Treasurer	4 years**	
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, etc. Treasurer	3 years**	
6319	Delivery/Packing Slips Treasurer	1 year**	
6401	Requisitions Treasurer	1 year*	
	*After end of fiscal year **Provided Audited		

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
<u>7000</u>	<u>PAYROLL RELATED</u>		
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports Treasurer	Permanent***	
7102	Earnings Registers By Staff Member By Calendar Year Treasurer	Permanent***	
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement service, etc. Treasurer	Permanent***	
7201	Bureau of Employment Service Quarterly Reports Treasurer	7 years	
7301	W-2's, W-4's (Employer copy) Treasurer	6 years and Current**, ***	
7302	Federal Income Tax (Quarterly/Annual) Treasurer	6 years and Current**	
7303	Ohio Income Tax (Monthly/Annual) Treasurer	6 years and Current**	
7304	City Income Tax (Monthly/Annual) Treasurer	6 years and Current**	
7305	School Income Tax (Monthly/Annual) Treasurer	6 years and Current**	
7306	Payroll Reports Reports used for Each payroll- Computer generated Treasurer	4 years**, ***	
	**Provided Audited		
	***Hard Copy or stored electronically		

SCHEDULE OF RECORDS AND RETENTION AND DISPOSTION CONTINUATION SHEET

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
7307	Payroll Update Listing Treasurer	4 years**, ***	
7308	Payroll Calculations Treasurer	4 years**, ***	
7309	State Teachers System and School Employees Retirement System Waivers Treasurer	Permanent***	
7310	State Employees Retirement System (SERS) Reports Treasurer	4 years**, ***	
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 years**, ***	
7312	Annuity Reports Treasurer	4 years**	
7313	Benefit Folders/Reports Treasurer	4 years**	
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave) Treasurer	4 years**	
7315	Deduction Reports Voluntary payroll Deductions Treasurer	4 years**	
7316	Employee Vacation/ Sick Leave Records Treasurer	4 years**	
7317	Time Sheets Treasurer	6 years**	
	** Provided Audited *** Hard Copy or stored electronically		

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(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
7318	Overtime Authorization Treasurer	6 years	
7319	Employee Insurance Bills Treasurer Medical Dental Life	4 years**	
7323	Paycheck Register Treasurer	4 years**, ***	
7324	Payroll Bank Statement Treasurer	4 years**	
7401	Deduction Authorization Treasurer	Until Superceded or Employee Terminated	
	** Provided Audited		

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(5) Schedule Number	(6) Records title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
8301	Personnel State Reports (Currently SF-1, CS-1)	Treasurer	4 years**	<i>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.</i>
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 years	
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years	
8304	Transportation Reports	Treasurer, Transportation Secretary	4 years**	
<u>9000</u>	<u>Other</u>			
9101	Personnel Directory	Supt Executive Secretary	10 years	
9102	Enrollment Record (By grade and building)	Supt Executive Secretary	Permanent***	
9202	School Calendars	Supt Executive Secretary	5 years	
9203	Building, Boiler, Maintenance Reports	Treasurer, Maint. Secretary	2 years*	
9402	Employee Handbooks	Supt Executive Secretary	Until Superceded	
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superceded	
9404	Attendance Records	Bldg Secretary	Until Superceded	
	*After end of fiscal year **Provided Audited ***Hard Copy maintained for 5 years, then may be stored electronically			REV. 6/02