OHIO HISTORICAL SOCIETY
JUL - 3 2012
STATE AND LOCAL GOVERNMENT RECORDS

9-24-12

Form RC-2

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

(1) TO: Trotwood-Madison Brd of Education Records Commission, Tel. No.:. (937) 854-3050 Ext 11100

3594 North Snyder Road	Trotwood	45426	Montgomery
(ADDRESS)	(CITY)	(ZIP CODE)	(COUNTY)

(2) FROM: Trotwood-Madison City Schools
(POLITICAL SUBDIVISION NAME) (UNIT)

Keith Brad — Superintendent — 6/28/12
(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 June 28, 2012 as reflected by the minutes kept by this commission.

Chairman, Records Commission: Adrienne J Mead — 6/28/12
Signature — Date

(4) Subject to selection upon receipt of a Certificate of Records Disposal (RC-3): — 08/03/2012
For the Ohio Historical Society — Date

Approved by the Ohio Auditor of State: Martin E. Mark — 7-18-12
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
1000	BOARD AND ADMINISTRATIVE RECORDS			
1101	Minutes	Treasurer	Permanent	RC-3 Required by OHS
1101.1	Audio Tapes	Treasurer	2 Years	
1102	Blue Prints, Plans, Maps	Director of Operations/ Personnel	Permanent	RC-3 Required by OHS
1103	Deeds, Easements, Leases	Treasurer	Permanent	RC-3 Required by OHS
1104	Online Board Policy and Other Adopted Policies	Superintendent	1 year after superceded	
1105	Online Administrative Regulations	Superintendent	1 year after superceded	

1000- BOARD AND ADMINISTRATIVE RECORDS

20000- EMPLOYEE RECORDS

3000- STUDENT RECORDS

4000- BUILDING RECORDS

5000- CENTRAL DEPARTMENT

6000- FINANCIAL RECORDS

7000-PAYROLL RELATED RECORDS

8000- REPORTS

9000- OTHER

Symbols meanings:

"After end of fiscal year" means the number of years specified plus the current year. "Provided Audited" means the record series has been audited by the Auditor of State and the audit report released.

SCHEDULE OF REOCRDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Trotwood-Madison City Schools
(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	RC-3 Required by OHS
1107	Claims and Litigation	Treasurer	Permanent	RC-3 Required by OHS
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	Director of Operations/ Personnel	10 Years after Financial Payment made	
1302	Bank Depository Agreements	Treasurer	4 Years after Completion	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.
1303	Organization Reports	Treasurer	2 Years**	
1304	Board Meeting Notes	Treasurer	1 Year	
1305	Agendas	Treasurer	1 Calendar Year**	
1401	Adopted Courses of Study	Director of Curriculum/ Instruction & Special Ed.	Until Superseded	
1402	Adopted Special Curriculum &	"	Until Superseded	
1403	Adopted Special Programs	"	Until Superseded	

*After end of fiscal year
** Provided Audited

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Trotwood-Madison City Schools
(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.)	Director of Operations/ Personnel		
2101	Certified Active Employees	Director of Operations/ Personnel	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**	

*After end of fiscal year
**Provided Audited
***Hard copy maintained for 3 years after audited- then put on CD.

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM : Trotwood-Madison City Schools
(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.)	Director of Operations/ Personnel	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 Descriptions	"	Retain until Superseded or Obsolete	

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FROM: _____
(POLITICAL SUBDIVSION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
3000	STUDENT RECORDS-CUM FOLDER			
3101	Student Record Folders Grades/Transcripts Enrollment/Withdraw Records Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions	Bldg Secretary	Permanent***	
	Home Schooled Student Records	Director of Pupil Personnel		
3201	Green Health Folders Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Bldg Secretary	7 Years After Graduation	
3202	Discipline Records Letters to Parents Office Discipline	Bldg Secretary	1 Year after Student leaves school	
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary	Through Graduation	
3301	Electronic Teacher Grade Books	MDECA database through Mont Co	3 Years**	** Provided Audited *** Hard Copy maintained for 5 years after Student leaves system then put on CD.

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SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Trotwood-Madison City Schools
(POLITICAL SUBDIVISION NAME) (UNIT)

(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	Bldg Secretary	5 years provided no action pending	
3306	Free/Reduced Price Lunch Application	Director of Operations/ Personnel	4 years	
3401	Emergency Medical Forms	Bldg Secretary	Until Superceded	

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FROM: Trotwood-Madison City Schools
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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
4000	BUILDING RECORDS			
4202	Tornado and Fire Drill Records	Director of Operations/ Personnel	1 year*	
4203	Building Health Inspections	"	2 years*	
4301	Student Activity Records Activity Statement Budget forms Requisitions Purchase orders Deposit slip	Treasurer	2 years**	
4302	Receipts/Deposit Slips	Treasurer	4 years**	
4303	Budget/Appropriation Records	Director of Operations/ Personnel	4 years**	
4401	Textbook Inventories	Bldg Secretary	Until Superceded	
4403	Student Handbooks	Director of Pupil Personnel	Until Superceded	

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FROM: _____
(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
5000	CENTRAL DEPARTMENTAL RECORDS			
	Administrative Offices			
5201	School Calendars	Superintendent	5 years	
5301	Repair, Installation and Maintenance Records	Director of Operations/ Personnel	4 years**	
5303	Rental Information (Use of Facilities)	"	4 years**	
5304	Work Orders	"	4 years**	
5305	Environmental Reports And Data (asbestos, etc.)	"	4 years**	
5306	Vandalism Reports	"	4 years**	
5309	Bids and Specifications (Unsuccessful)	"	1 year**	
5310	Bids and Specifications (Successful)	"	4 years after completion of Project**	

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FROM: Trotwood-Madison City Schools
(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
	Administrative Offices – Continued			
5311	Contractor Files (Resolution, additions, drawings, etc.)	Director of Operations/ Personnel	Until Project Complete, if No Action Pending**	
5401	Preventive Maintenance Reports	"	Fiscal year Plus 2 years	
5402	Warranty/Guarantee	"	Life/Warranty of Equipment	
5403	Plant and Equipment Inventory	"	Until Superceded**	
5404	Textbook/Workbook Inventory	Director of Curriculum/ Instruction & Spec. Ed.	Until Superceded**	
5405	Central Supply Inventory	Director of Operations/ Personnel	Until Superceded**	
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FROM: Trotwood-Madison City Schools
(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
	Special Education Department			
5222	Individual Educational Plan (IEP) Multifactored Evaluations (MFE)	Director of Curriculum/ Instruction & Spec Ed	Initial and Last Permanent*** Intervening years-7 years after graduation (hard copy only) Records destruction notice to parent at final IEP meeting	
5223	Psychological Records (test protocols)	Director of Curriculum/ Instruction & Spec Ed	7 years after graduation (hard copy only) Records destruction notice to parent at final IEP meeting	
	Transportation Department		2 years after termination	
5340	Driver Physical	Director of Operations/ Personnel	4 years**	
5341	Fuel Consumption Data	"	4 years**	
5342	Transportation Records	"	Fiscal year Plus 2 years	
5343	Field Trip forms	"	3 years provided no action pending	
5441	Accident Reports	"	Life of Vehicle	
5442	Vehicle Registration	"	1 year after termination	
5443	Vehicle License	"	1 year after termination	
5445	Driver Certifications	"		
	** Provided Audited *** Hard copy maintained for 3 years after audited – then put on CD			REV. 6/12

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FROM: Trotwood-Madison City Schools
(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
	Transportation Department – Continued			
5447	Vehicle Defect Report	Director of Operations/ Personnel	Life of Vehicle	
	Food Service Department			
5561	Food Service Records Menus Food Production Milk Sold Students Served	Director of Operations/ Personnel	4 years**	
5562	Lunchroom Records Cashier's Daily Reports	"	4 years**	
5563	Lunchroom Reports (Free and Reduced)	"	4 years**	
5564	Inventories	"	Until Superceded**	
5565	Lunchroom License	"	1 year after expiration	
	** Provided Audited			

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FROM: Trotwood-Madison City Schools
(POLITICAL SUBDIVSION NAME) (UNIT)

(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LGRP
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	5 years**	
6102	Activity Fund Cash Journal and Ledger	Treasurer	5 years**	
6103	Bond Register	Treasurer	20 years after issue expires	
6104	Securities	Treasurer	Permanent***	**RC-3 Required by OHS**
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	Director of Operations/ Personnel	15 years after Expiration Provided all Claims settled	
	** Provided Audited *** Hard copy maintained for 3 years after audit- then put on CD			

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FROM: Trotwood-Madison City Schools
(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	10 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	10 years**	
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 years**	
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FROM: Trotwood-Madison City Schools
(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	Director of Operations/ Personnel	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	10 years**	
6307	State Sales Tax Reports	Treasurer	4 years**	
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FROM: Trotwood-Madison City Schools
(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
6308	Student Activity Fund (as listed in 401)	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			REV. 6/12

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FROM: Trotwood-Madison City Schools
(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
7000	PAYROLL RELATED			
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 maintained for 5 years, then put on CD			REV. 6/12

SCHEDULE OF RECORDS AND RETENTION AND DISPOSTION CONTINUATION SHEET

FROM: Trotwood-Madison City Schools
(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
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 maintained for 5 years, then microfilmed			REV. 6/12

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FROM: Trotwood-Madison City Schools
(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
7318	Overtime Authorization	Treasurer	6 years	
7319	Employee Insurance Bills Medical Dental Life	Treasurer	4 years**	
7323	Paycheck Register	Treasurer	4 years**	
7324	Payroll Bank Statement	Treasurer	4 years**	
7401	Deduction Authorization	Treasurer	Until Superceded or Employee Terminated	

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(5) Schedule Number	(6) Record title and description		(7) Retention Period	(8) For use by Auditor of State or OHS-LRGP
8000	REPORTS			
8201	State Audit Reports	Treasurer	5 years	
8202	#59, #659 and #4502	Treasurer	5 years	
8203	#25 and #625	Treasurer	5 years	
8204	School Finance (S.F.) Reports- annual	Treasurer	5 years	
8205	Special Education (S.E.) Reports-annual	Director of Curriculum/ Instruction & Spec Ed	7 years	
8207	Ohio Common Core Data (OCCD) Reports	"	5 years	
8208	Drivers Education Reports	Treasurer	5 years	
8209	Ohio Department of Education (ODE) Reports	Director of Curriculum/ Instruction & Spec Ed	5 years	
8211	Civil Rights Reports	Superintendent	Permanent***	RC-3 Required by OH
8212	Title IX Reports	Superintendent	10 years	RC-3 Required by OHS
8213	SM-1 & SM-2 (Annual and Quarterly)	Treasurer	10 years	RC-3 Required by OHS
8214	State Minimum Standards	Superintendent	10 years	
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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)	Director of Operations/Personnel	4 years**	
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 years	
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years	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.
8304	Transportation Reports	Director of Operations/Personnel	4 years**	
9000	Other			
9101	Personnel Directory	Director of Operations/Personnel	10 years	
9102	Enrollment Record (By grade and building)	Superintendent	Permanent***	**RC-3 Required by OHS**
9202	School Calendars	Director of Operations/ Personnel	5 years	
9203	Building, Boiler, Maintenance Reports	"	2 years*	
9402	Employee Handbooks	"	Until Superceded	
9403	Directives, Standards, Laws for Local, State, Federal Agencies	All Secretaries	Until Superceded	
9204	Attendance Records		Until Superceded	
9205	Electronic mail	Superintendent	Archived using Gaggle through MDECA-Mont. Co.	

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