



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APR 19 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Bexley City School District

(Local Government Entity)

(Unit)

Kyle F. Smith

Kyle F. Smith, Treasurer/CFO

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Bexley City Schools Records Commission

614-231-7611

(Telephone Number)

348 S Cassingham Rd

Bexley

OH

43209

(Address)

(City)

(Zip Code)

(County)

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

Kyle.smith@bexleyschools.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.

Kyle F. Smith

4/17/2017

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Prewitt

State Archivist

4-29-2017

Signature

Title

Date

Section D: Auditor of State

Martin E. Moore

Records Mgr

5-5-17

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

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

Bexley City School District

(Local Government Entity)

(Unit)

(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
	<u>KEY TO SCHEDULE</u>				
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				
<u>2000</u>	<u>EMPLOYEE RECORDS</u>				
<u>3000</u>	<u>STUDENT RECORDS</u>				
<u>4000</u>	<u>BUILDING RECORDS</u>				
<u>5000</u>	<u>CENTRAL DEPARTMENT RECORDS</u>				
<u>6000</u>	<u>FINANCIAL RECORDS</u>				
<u>7000</u>	<u>PAYROLL RELATED RECORDS</u>				
<u>8000</u>	<u>REPORTS</u>				
<u>9000</u>	<u>OTHER</u>				
	<u>*After end of Fiscal Year</u>				
	<u>**Provided Audited</u>				
	<u>*** Original Hard copy kept until Electronically stored</u>				

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.*

Bexley City School District

(Local Government Entity)

(Unit)

(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				<input type="checkbox"/>
1101	Minutes Treasurer Office	Permanent	Paper		<input checked="" type="checkbox"/>
1101.1	Board Meeting electronic recordings Business Office	2 years	Electronic		<input type="checkbox"/>
1102	Blue Prints, Plans, Maps Business Office	Permanent	Paper		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases Treasurer Office	Permanent	Paper		<input checked="" type="checkbox"/>
1104	Board Policy Books and other adopted policies Superintendent Office	1 year after superseded	Paper Electronic		<input type="checkbox"/>
1105	Administrative Regulations Superintendent Office	1 year after superseded	Paper Electronic		<input type="checkbox"/>
1106	Court Decision Treasurer Office	Permanent	Paper		<input checked="" type="checkbox"/>
1107	Claims and Litigation Treasurer Office	5 years after closed	Paper		<input type="checkbox"/>
1201	Elections Treasurer Office	10 years	Paper		<input type="checkbox"/>
1202	Record Disposal Forms (RC-3) Treasurer Office	10 years	Paper		<input type="checkbox"/>
1203	Bargaining Agreements Treasurer Office	10 years after expiration	Paper		<input type="checkbox"/>
	Provided Audited * Original Hard copy kept until Electronically stored	*After End of Fiscal Year			<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Bexley City School District

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(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
1204	Budget Policy Files Treasurer Office	5 years	Paper Electronic		<input type="checkbox"/>
1301	Worker's Compensation Claims Treasurer Office & Business Office	7 years	Electronic Paper		<input type="checkbox"/>
1302	Bank Depository Agreements Treasurer Office	4 years after completion	Paper Electronic		<input type="checkbox"/>
1304	Board Meeting Notes Treasurer Office	1 year	Paper Electronic		<input type="checkbox"/>
1305	Agendas Treasurer Office	1 calendar year **	Paper Electronic		<input type="checkbox"/>
1401	Adopted Courses of Study Superintendent Office	Until superseded	Paper		<input type="checkbox"/>
1402	Adopted Special Education Programs Superintendent Office	Until superseded	Paper		<input type="checkbox"/>
1403	Adopted Special Programs Superintendent Office	Until superseded	Paper		<input type="checkbox"/>
1450	Email and Voice mail (General) Technology Department	Discretion- ary	Electronic		<input type="checkbox"/>
1451	Email and Voice mail (Critical) Technology Department	2 years	Electronic		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				<input type="checkbox"/>

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Bexley City School District

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(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
<u>2000</u>	<u>Human Resources</u>				<input type="checkbox"/>
2101	Certified Active Employees Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2102	Classified Active Employees Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2103	Certificated Inactive Employees Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2104	Classified Inactive Employees Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2105	Civil Rights, Civil Services and Disciplinary Reports Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2107	Retirement Letters Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2108	Substitute Records Superintendent Office	2 years Permanent ***	Paper Electronic		<input type="checkbox"/>
2303	Irregular Employee Contracts Treasurer Office	4 years after contract expires	Paper		<input type="checkbox"/>
2304	Unemployment Claims Treasurer Office	5 years	Paper		<input type="checkbox"/>
2306	Applications (not hired) Superintendent	2 years**	Paper Electronic		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				

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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Bexley City School District

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(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
2307	Schedule of Employees Superintendent Office	Fiscal Year Plus 2 years	Paper		<input type="checkbox"/>
2308	Student Helper Application Superintendent Office	2 years	Paper		<input type="checkbox"/>
2309	Teacher Personnel Reports (Internal) Superintendent Office	Fiscal Year Plus 1 year	Paper		<input type="checkbox"/>
2310	I-9 Immigration Verification Forms Superintendent Office	Term of Employ + 1 year	Electronic		<input type="checkbox"/>
2401	Job Description Superintendent Office	1 year after Superseded	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
3000	<u>STUDENT RECORDS</u>				<input type="checkbox"/>
3101	Student Records Folders Bldg Secretary Enrollment/Withdrawal Birth Certificate Grades/Transcripts Attendance/Activity Records Individualized Test Results Standardized Aptitude Intervention Records Foreign Exchange Records Home School Students Records	Permanent	Paper Electronic		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Bexley City School District

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3201	Health/Medical Records Nurse/Bldg Secretary Visual/Hearing Screening Immunization Records	7 years after graduation	Paper Electronic		<input type="checkbox"/>
3202	Discipline Records Bldg Secretary Letters to Parents Office Discipline	1 year after graduation or student's 18 th birthday.	Paper Electronic		<input type="checkbox"/>
3203	Psychological Records (Restricted) Special Education Department	Permanent	Paper Electronic		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters Bldg Secretary	Through Graduation	Paper		<input type="checkbox"/>
3301	Teacher Grade Books/Records Bldg Secretary	3 years	Paper Electronic		<input type="checkbox"/>
3302	Pre School Screening Profiles Bldg Secretary	3 years	Paper		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits) Bldg Secretary	3 years	Paper		<input type="checkbox"/>
3304	Accident Reports Nurse/Bldg Secretary	5 years provided no action pending	Paper		<input type="checkbox"/>
3305	Individual Education Plan (IEP) Special Education Department	Permanent	Paper Electronic		<input type="checkbox"/>
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3306	Free/Reduced Price Lunch App. Food Service Department/Business Office	4 years	Paper		<input type="checkbox"/>
3401	Emergency Information Bldg Secretary	Until superseded	Paper Electronic		<input type="checkbox"/>
5221	Special Education Tutoring Reports Special Education Department	2 years	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
4000	<u>BUILDING RECORDS</u>				<input type="checkbox"/>
4202	Tornado and Fire Drill Records Business Office	1 Year*	Paper		<input type="checkbox"/>
4203	Building Health Inspections Business Office	2 Years*	Paper		<input type="checkbox"/>
4301	Student Activity Records Bldg Secretary Pay-Ins, Ticketed Sale Reports	2 years **	Paper		<input type="checkbox"/>
4403	Student Handbooks Bldg Secretary	Until superseded	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored			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. 117.25 O.R.C.	<input type="checkbox"/>

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Bexley City School District

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(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
<u>5000</u>	<u>CENTRAL DEPT. RECORDS</u>				<input type="checkbox"/>
5201	School Calendars Superintendent Office	5 years	Electronic		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records Business Office	4 Years **	Paper		<input type="checkbox"/>
5303	Rental Information (Use of Facilities) Business Office	4 years **	Paper		<input type="checkbox"/>
5304	Work Orders Business Office	4 years **	Electronic		<input type="checkbox"/>
5305	Environmental Reports and Data (asbestos etc.) Business Office	4 years **	Paper		<input type="checkbox"/>
5306	Vandalism Reports Business Office & Bldg Secretary	4 years **	Paper		<input type="checkbox"/>
5307	Student Activity Purposes Clauses Treasurer Office	4 years **	Paper		<input type="checkbox"/>
5308	Sale Potential Forms (Stud. Activities) Treasurer Office	4 years **	Paper		<input type="checkbox"/>
5309 6311	Bids and Specifications (Unsuccessful) Treasurer and Business Office	1 year	Paper		<input type="checkbox"/>
5310 6312	Bid and Specifications (Successful) Treasurer and Business Office	4 years after project completion	Paper		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		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.		

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(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
5311	Contractor Files (Resolutions, additions, drawing, etc.) Business Office	Until project complete, if no action pending	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
	<u>Administrative Offices</u>				<input type="checkbox"/>
5401	Preventative Maintenance Reports Business Office	Fiscal Year plus 2 yrs	Paper		<input type="checkbox"/>
5402	Warranty/Guarantee Business Office	Life/Warranty of Equipment	Paper		<input type="checkbox"/>
5403	Plant and Equipment Inventory Business Office	Until superseded	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				<input type="checkbox"/>

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(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
	<u>TRANSPORTATION DEPARTMENT</u>				<input type="checkbox"/>
5340	Driver Physical Transportation Supervisor	2 years after termination	Paper		<input type="checkbox"/>
5341	Fuel Consumption Data Transportation Supervisor	4 years **	Paper		<input type="checkbox"/>
5342	Fuel Consumption Data Transportation Supervisor	4 years **	Paper		<input type="checkbox"/>
5343	Field Trip forms and Volunteer Drivers forms Transportation Supervisor	Fiscal Year Plus 2 yrs	Paper		<input type="checkbox"/>
5441	Accident Reports Transportation Supervisor	3 years provided no action pending	Paper		<input type="checkbox"/>
5442	Vehicle Registration Business Office	Life of Vehicle	Paper		<input type="checkbox"/>
5443	Vehicle License Business Office	1 yr after Termination	Paper		<input type="checkbox"/>
5445	Driver Certifications Transportation Supervisor	1 yr after Termination	Paper		<input type="checkbox"/>
5447	Vehicle Defect Report Transportation Supervisor	Life of Vehicle	Paper		<input type="checkbox"/>
				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.	<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				<input type="checkbox"/>

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Bexley City School District

(Local Government Entity)

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(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
<u>6000</u>	<u>FINANCIAL RECORDS</u>				<input type="checkbox"/>
6101	Annual Financial Reports Treasurer Office Appropriations Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail reports	5 years **	Paper Electronic	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.	<input type="checkbox"/>
6103	Bond Register Treasurer Office	10 years after issue expires	Paper		<input type="checkbox"/>
6104	Securities Treasurer Office	Permanent ***	Paper Electronic		<input type="checkbox"/>
6201	Investment Ledger Treasurer Office	5 Years **	Electronic		<input type="checkbox"/>
6202	Foundation Distribution Treasurer Office	5 Years **	Paper		<input type="checkbox"/>
6203	Tax Settlements Treasurer Office	5 years **	Paper		<input type="checkbox"/>
6204	Budgets (Annual) Treasurer Office	5 Years **	Electronic		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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Bexley City School District

(Local Government Entity)

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(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
6205	Insurance Policies Treasurer Office	15 years after expiration provided claims settled	Paper		<input type="checkbox"/>
6206	Contracts Treasurer Office	15 years after expiration	Paper Electronic		<input type="checkbox"/>
6207	Bond and Coupons Treasurer Office	Until redeemed **	Paper		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders Treasurer Office	10 years **	Paper Electronic		<input type="checkbox"/>
6212	State Program Files Treasurer Office (Aux Services, Grants, Excess and Catastrophic Costs)	10 years **	Paper		<input type="checkbox"/>
6213	Federal Program Files Treasurer Office	10 years **	Paper		<input type="checkbox"/>
6215	Tax Anticipation Notes Treasurer Office	10 years **	Paper		<input type="checkbox"/>
6217	Unemployment Claims Treasurer Office	5 years after final claim paid	Paper		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds Treasurer Office	5 years **	Paper		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored			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.	<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

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<u>7000</u>	<u>PAYROLL RELATED</u>				<input type="checkbox"/>
7001	Payroll Ledgers Treasurer Office Bi Monthly Payroll Reports Quarterly Payroll Reports	Permanent	Paper		<input type="checkbox"/>
7102	Earnings Registers Treasurer Office	Permanent	Electronic		<input type="checkbox"/>
7103	Monthly Payroll Reports Treasurer Office Leave usage and accumulation Retirement service	Permanent	Paper *** Electronic		<input type="checkbox"/>
7201	Bureau of Employment Treasurer Office Service Quarterly Reports	7 years	Paper		<input type="checkbox"/>
7301	W-2s, W-4s (Employer Copy) Treasurer Office	7 year **	Electronic		<input type="checkbox"/>
7302	Federal Income Tax (Qtr/Annual) Treasurer Office	7 years **	Paper		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual) Treasurer Office	7 years **	Paper		<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual) Treasurer Office	7 years **	Paper		<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual) Treasurer Office	7 years **	Paper		<input type="checkbox"/>
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored			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.	<input type="checkbox"/>

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Bexley City School District

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7306	Payroll Reports for each payroll Treasurer Office	4 years **	Paper		<input type="checkbox"/>
7310	SERS Reports Treasurer Office	4 years **	Paper		<input type="checkbox"/>
7311	STRS Reports Treasurer Office	4 years **	Paper		<input type="checkbox"/>
7312	Annuity Reports Treasurer Office	4 years **	Paper		<input type="checkbox"/>
7315	Deduction Reports (Voluntary etc) Treasurer Office	4 years **	Paper		<input type="checkbox"/>
7316	Employee Vacation/Sick Leave Records Treasurer Office	4 years **	Paper Electronic		<input type="checkbox"/>
7317	Time Sheets Treasurer Office	6 years **	Paper Electronic		<input type="checkbox"/>
7319	Employee Insurance Bills (Medical, Dental, Vision, Group Life) Treasurer Office	4 years **	Paper		<input type="checkbox"/>
7401	Deduction Authorizations Treasurer Office	Until superseded or terminated	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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<u>8000</u>	<u>REPORTS</u>				<input type="checkbox"/>
8201	State Audit Reports Treasurer Office	5 years	Electronic		<input type="checkbox"/>
8204	School Finance (S.F.) Reports Treasurer Office	5 years	Electronic		<input type="checkbox"/>
8205	Special Education (S.E.) Reports Special Education Department	7 years	Electronic		<input type="checkbox"/>
8206	Vocational Education (V.E.) Reports Superintendent Office	5 years	Electronic		<input type="checkbox"/>
8207	Ohio Common Core Data (OCCD) Reports Superintendent Office	5 years	Electronic		<input type="checkbox"/>
8209	Ohio Department of Education Reports Bldg Secretary	5 years	Electronic		<input type="checkbox"/>
8211	Civil Rights Reports Superintendent and Treasurer Offices	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
8212	Title IX Reports Superintendent Office (Exec Dir. Of School Programs)	10 years	Electronic		<input checked="" type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
<u>9000</u>	<u>OTHER</u>				<input type="checkbox"/>
9101	Personnel Directory and Reports Superintendent Office	10 years	Electronic		<input type="checkbox"/>
9102	Enrollment Record (by grade and building) Superintendent Office	Permanent	Electronic		<input checked="" type="checkbox"/>
9202	School Calendars Superintendent Office	5 years	Electronic		<input type="checkbox"/>
9402	Employee Handbooks Superintendent Office	Until superseded	Electronic		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies All Administrators & Secretaries	Until superseded	Paper Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
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OHIO HISTORY CONNECTION

OCT 18 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

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Section A: Local Government Unit

NOTE: THIS IS ADDITION #1 TO THE RECORDS RETENTION SCHEDULE THAT WAS RECEIVED BY THE OHIO HISTORY CONNECTION ON APRIL 19, 2017

Bexley City School District

(Local Government Entity)

(Unit)

Kyle F. Smith

Kyle F. Smith, Treasurer/CFO

10/10/2017

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Bexley City Schools Records Commission

614-231-7611

(Telephone Number)

348 S Cassingham Rd

Bexley

OH

432019

Franklin

(Address)

(City)

(Zip Code)

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To have this form returned to the Records Commission electronically, include an email address:
Kyle.smith@bexleyschools.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.

Kyle F. Smith

10/18/17

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred D. Prentiss

State Archivist

10/25/2017

Signature

Title

Date

Section D: Auditor of State

Martin E. Mohr

Records Mgr

11-6-17

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(Local Government Entity)	(Unit)				
(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
1452	Video Surveillance (General) Technology Department	Discretion- ary	Electronic		<input type="checkbox"/>
1453	Video Surveillance (Critical) Personnel & Student Technology Department	2 years	Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
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Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
 614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

APR 14 2022

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

NOTE: THIS IS ADDITION #2 TO THE RECORDS RETENTION SCHEDULE THAT WAS RECEIVED BY THE OHIO HISTORY CONNECTION ON APRIL 19, 2017 and the addition from October 18, 2017.

Bexley City School District

(Local Government Entity)

(Unit)

Kyle F. Smith

Kyle F. Smith, Treasurer/CFO

4/14/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

Bexley City Schools Records Commission

614-231-7611

348 S Cassingham Rd

Bexley

OH

432019

(Telephone Number)

Franklin

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:
Kyle.smith@bexley.us

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.

Kyle F. Smith

4/14/22

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Digitally signed by Fred Previts

State Archivist

4-27-2022

Signature

Title

Date

Section D: Auditor of State

Martin E. Meeks

Digitally signed by Martin E. Meeks
 Date: 2022.05.02 09:20:17 -04'00'

Records Manager

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)	(2)	(3)	(4)	(5)	(6)
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Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(Local Government Entity)

(Unit)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
904	<p align="center">Transient Correspondence/Material– All informal and/or temporary messages and notes, including email and voice mail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters</p>	<p align="center">Retain until no longer of administrative value, then destroy</p>	<p align="center">Electronic</p>		<p align="center"><input type="checkbox"/></p>
					<input type="checkbox"/>
					<input type="checkbox"/>
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