

Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

localrecs@ohiohistory.org

www.ohiohistory.org/lgr

614.297.2553

OHIO HISTORY CONNECTION

Page 1 of 19

APR 1 9 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	₫1		
Bexley City School District			
(Local Government Entity)		(Unit)	
Lele 7. Sanita	Kyle F. Smith, Treasur	er/CFO	
(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 (Telep	phone Number) 43209
(Address)	(City)	(Zip Code)	(County)
I hereby certify that our records commission met form and any continuation sheets. I further certitransferred, or otherwise disposed of in violation legal case, claim, action or request. This action is Records Chambers and Chair Signature	fy that our commission will make of these schedules and that no reco	every effort to prevent these	e records series from being destroyed.
Section C: Ohio History Connection - State And Treath	State Section Title	¥	4-29-≥017 Date
Section D: Auditor of State Martin E Musi Signature	RECORDS Title	More	5-5-17 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

ocal Governme	nt 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
	KEY TO SCHEDULE				
1000	BOARD AND ADMINISTRATIVE RECORDS				
<u>2000</u>	EMPLOYEE RECORDS				
<u>3000</u>	STUDENT RECORDS			٠	
<u>4000</u>	BUILDING RECORDS				
<u>5000</u>	CENTRAL DEPARTMENT RECORDS				
<u>6000</u>	FINANCIAL RECORDS				
<u>7000</u>	PAYROLL RELATED RECORDS				
<u>8000</u>	<u>reports</u>	×			
<u>9000</u>	<u>OTHER</u>				
		All Adj			
	*After end of Fiscal Year	v			
	**Provided Audited				
	*** Original Hard copy kept until Electronically stored				

Local Governme	ent 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				
1101	Minutes Treasurer Office	Permanent	Paper	N.	9
1101.1	Board Meeting electronic recordings Business Office	2 years	Electronic		
1102	Blue Prints, Plans, Maps Business Office	Permanent	Paper		
1103	Deeds, Easements, Leases Treasurer Office	Permanent	Paper		9
1104	Board Policy Books and other adopted policies Superintendent Office	1 year after superseded	Paper Electronic		
1105	Administrative Regulations Superintendent Office	1 year after superseded	Paper Electronic		
1106	Court Decision Treasurer Office	Permanent	Paper		u
1107	Claims and Litigation Treasurer Office	5 years after closed	Paper		
1201	Elections Treasurer Office	10 years	Paper		
1202	Record Disposal Forms (RC-3) Treasurer Office	10 years	Paper		
1203	Bargaining Agreements Treasurer Office	10 years after expiration	Paper		
	Provided Audited * Original Hard copy kept until Electronically stored	*After End of Fiscal Year			

ent Entity)	(Unit)			
(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
Budget Policy Files Treasurer Office	5 years	Paper Electronic	<u> </u>	
Worker's Compensation Claims Treasurer Office & Business Office	7 years	Electronic Paper		
Bank Depository Agreements Treasurer Office	4 years after completion	Paper Electronic		
Board Meeting Notes Treasurer Office	1 year	Paper Electronic		
Agendas Treasurer Office	1 calendar year **	Paper Electronic	(4)	
Adopted Courses of Study Superintendent Office	Until superseded	Paper		
Adopted Special Education Programs Superintendent Office	Until superseded	Paper		
Adopted Special Programs Superintendent Office	Until superseded	Paper		
Email and Voice mail (General) Technology Department	Discretion- ary	Electronic		
Email and Voice mail (Critical) Technology Department	2 years	Electronic		
*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored	encom have b	passed by th een audited l	e records by the	
	Record Title and Description Budget Policy Files Treasurer Office Worker's Compensation Claims Treasurer Office & Business Office Bank Depository Agreements Treasurer Office Board Meeting Notes Treasurer Office Agendas Treasurer Office Adopted Courses of Study Superintendent Office Adopted Special Education Programs Superintendent Office Adopted Special Programs Superintendent Office Email and Voice mail (General) Technology Department Email and Voice mail (Critical) Technology Department *After End of Fiscal Year **Provided Audited *** Original Hard copy kept until	Record Title and Description Budget Policy Files Treasurer Office Worker's Compensation Claims Treasurer Office & Business Office Bank Depository Agreements Treasurer Office Board Meeting Notes Treasurer Office Agendas Treasurer Office Agendas Treasurer Office Adopted Courses of Study Superintendent Office Adopted Special Education Programs Superintendent Office Adopted Special Programs Superintendent Office Email and Voice mail (General) Technology Department *After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored Syears	Record Title and Description Retention Period Retention Period Retention Period Retention Period Retention Period Retention Period Media Type Spears Paper Electronic 7 years Electronic 7 years Paper Electronic 1 year Paper Electronic Resort Meeting Notes Treasurer Office Read Meeting Notes Treasurer Office Agendas Treasurer Office Adopted Courses of Study Superintendent Office Adopted Special Education Programs Superintendent Office Adopted Special Programs Superintendent Office Email and Voice mail (General) Technology Department Email and Voice mail (Critical) Technology Department *After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored Audited in eans: the encompassed by the laye been audited in the paper audited in the paper and in the paper and in the paper audited in the paper audi	Record Title and Description Retention Period Retention Period Retention Period Retention Period Retention Period Retention Media Type For use by Auditor of State or LGRP State or LGRP Budget Policy Files Treasurer Office Worker's Compensation Claims Treasurer Office & Business Office Bank Depository Agreements Treasurer Office Board Meeting Notes Treasurer Office Agendas Treasurer Office Adopted Courses of Study Superintendent Office Adopted Special Education Programs Superintendent Office Adopted Special Programs Superintendent Office Email and Voice mail (General) Technology Department *After End of Fiscal Year **Provided Audited *** Original Hard copy kept until

Sec. 117.26 O.R.C.

See instructions before completing this form.

ocal Governme	ent 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
2000	Human Resources				
2101	Certified Active Employees Superintendent Office	2 years Permanent ***	Paper Electronic		
2102	Classified Active Employees Superintendent Office	2 years Permanent ***	Paper Electronic		
2103	Certificated Inactive Employees Superintendent Office	2 years Permanent	Paper Electronic	*	
2104	Classified Inactive Employees Superintendent Office	2 years Permanent	Paper Electronic		
2105	Civil Rights, Civil Services and Disciplinary Reports Superintendent Office	2 years Permanent	Paper Electronic		
2107	Retirement Letters Superintendent Office	2 years Permanent ***	Paper Electronic		
2108	Substitute Records Superintendent Office	2 years Permanent	Paper Electronic		
2303	Irregular Employee Contracts Treasurer Office	4 years after contract expires	Paper		
2304	Unemployment Claims Treasurer Office	5 years	Paper	,	
2306	Applications (not hired) Superintendent	2 years**	Paper Electronic	elited	
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		en ha	dited means compassed ve been aud ditor of Stat	by th e rec ite d b y th

SAO-/LGRP- RC-2 (Part 1 & 2), Revised January 2017

audit report has been released pursuant to Sec. 117.26 O.R.C.

exley City S	chool District				
Local Governme	ent 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
2307	Schedule of Employees Superintendent Office	Fiscal Year Plus 2 years	Paper		
2308	Student Helper Application Superintendent Office	2 years	Paper		
2309	Teacher Personnel Reports (Internal) Superintendent Office	Fiscal Year Plus 1 year	Paper		
2310	I-9 Immigration Verification Forms Superintendent Office	Term of Employ + 1 year	Electronic		
2401	Job Description Superintendent Office	1 year after Superseded	Electronic		
3000	STUDENT RECORDS				
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		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				

Local Governme	ent 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
3201	Health/Medical Records Nurse/Bldg Secretary Visual/Hearing Screening Immunization Records	7 years after graduation	Paper Electronic		
3202	Discipline Records Bldg Secretary Letters to Parents Office Discipline	1 year after graduation or student's 18 th birthday.	Paper Electronic		
3203	Psychological Records (Restricted) Special Education Department	Permanent	Paper Electronic		
3204	Child Abuse/Neglect Referral Letters Bldg Secretary	Through Graduation	Paper		
3301	Teacher Grade Books/Records Bldg Secretary	3 years	Paper Electronic		
3302	Pre School Screening Profiles Bldg Secretary	3 years	Paper		
3303	Age and Schooling Records (Work Permints) Bldg Secretary	3 years	Paper		
3304	Accident Reports Nurse/Bldg Secretary	5 years provided no action pending	Paper		
3305	Individual Education Plan (IEP) Special Education Department	Permanent	Paper Electronic		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until				

Local Governm	ent 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
3306	Free/Reduced Price Lunch App. Food Service Department/Business Office	4 years	Paper		
3401	Emergency Information Bldg Secretary	Until superseded	Paper Electronic		
5221	Special Education Tutoring Reports Special Education Department	2 years	Paper		
<u>4000</u>	BUILDING RECORDS				
4202	Tornado and Fire Drill Records Business Office	1 Year*	Paper		
4203	Building Health Inspections Business Office	2 Years*	Paper		
4301	Student Activity Records Bldg Secretary Pay-Ins, Ticketed Sale Reports	2 years **	Paper		
4403	Student Handbooks Bldg Secretary	Until superseded	Electronic		
			encon	d means: th passed by t een audited	herecords
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		Audito audit r	r of State an eport has be ed pursuant	en H

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Bexley City S	chool District				
(Local Governme	nt 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>5000</u>	CENTRAL DEPT. RECORDS				
5201	School Calendars Superintendent Office	5 years	Electronic		
5301	Repair, Installation and Maintenance Records Business Office	4 Years **	Paper		
5303	Rental Information (Use of Facilities) Business Office	4 years **	Paper		
5304	Work Orders Business Office	4 years **	Electronic		
5305	Environmental Reports and Data (asbestos etc.) Business Office	4 years **	Paper		
5306	Vandalism Reports Business Office & Bldg Secretary	4 years **	Paper		
5307	Student Activity Purposes Clauses Treasurer Office	4 years **	Paper		
5308	Sale Potential Forms (Stud. Activities) Treasurer Office	4 years **	Paper		
5309 6311	Bids and Specifications (Unsuccessful) Treasurer and Business Office	1 year	Paper	и	
5310 6312	Bid and Specifications (Successful) Treasurer and Business Office	4 years after project completion	Paper	a	
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		encompa	means: the ye ssed by the n audited by of State and t	re co rds the

audit report has been released pursuant to Sec. 117.26 O.R.C.

Local Governme	ent 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
5311	Contractor Files (Resolutions, additions, drawing, etc.) Business Office	Until project complete, if no action pending	Paper		
	Administrative Offices				
5401	Preventative Maintenance Reports Business Office	Fiscal Year plus 2 yrs	Paper	¥	
5402	Warranty/Guarantee Business Office	Life/Warra nty of Equipment	Paper		
5403	Plant and Equipment Inventory Business Office	Until superseded	Paper		
ii.					
			TOTAL II MANAGEMENT AND		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				

Local Governme	ent 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
	TRANSPORTATION DEPARTMENT		c		
5340	Driver Physical Transportation Supervisor	2 years after termination	Paper		
5341	Fuel Consumption Data Transportation Supervisor	4 years **	Paper		
5342	Fuel Consumption Data Transportation Supervisor	4 years **	Paper		
5343	Field Trip forms and Volunteer Drivers forms Transportation Supervisor	Fiscal Year Plus 2 yrs	Paper		
5441	Accident Reports Transportation Supervisor	3 years provided no action pending	Paper		
5442	Vehicle Registration Business Office	Life of Vehicle	Paper		
5443	Vehicle License Business Office	1 yr after Termination	Paper		
5445	Driver Certifications Transportation Supervisor	1 yr after Termination	Paper		
5447	Vehicle Defect Report Transportation Supervisor	Life of Vehicle	Paper		
			encompassi	ans: the year ad by the rec	ords
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		have been a Auditor of S audit report released pu	udited by the tate and the has been	

exley City S	chool District				17.00
Local Governme	ent 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
	FOOD SERVICE DEPARTMENT				
5561	Food Service Records Food Service Director Menus Food Production Milk Sold Students Served	4 years **	Paper		
5562	Lunchroom Records Food Service Director Cash Register Tapes Cashier's Daily Reports	4 years **	Paper		
5563	Lunchroom Reports Food Service Director (Free and Reduced Lunch)	4 years **	Paper Electronic	ia .	
5565	Lunchroom License Food Service Director	1 year after expiration	Paper		
5564	Inventories Food Service Director	Until superseded	Paper		
e					
			encompa have bee	neans: the ye ssed by the r n audited by	ecords th e 1
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		audit rep	f State and the ort has been oursuant to 26 O.R.C.	

Local Governm	ent Entity)	(Unit)			70
(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>	FINANCIAL RECORDS				
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 **	encon have l Audit audit releas	ed means: the passed by t been audited or of State ar report has be sed pursuant 117.26 O.R.C	he records by the id the en to
6103	Bond Register Treasurer Office	10 years after issue expires	Paper		
6104	Securities Treasurer Office	Permanent	Paper Electronic	14	
6201	Investment Ledger Treasurer Office	5 Years **	Electronic		
6202	Foundation Distribution Treasurer Office	5 Years **	Paper		
6203	Tax Settlements Treasurer Office	5 years **	Paper		
6204	Budgets (Annual) Treasurer Office	5 Years **	Electronic		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				

See instructions before completing this form.

Local Governme	ent 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
6205	Insurance Policies Treasurer Office	15 years after expiration provided claims settled	Paper		
6206	Contracts Treasurer Office	15 years after expiration	Paper Electronic	•	
6207	Bond and Coupons Treasurer Office	Until redeemed **	Paper .		
6211	Vouchers, Invoices and Purchase Orders Treasurer Office	10 years **	Paper Electronic		
6212	State Program Files Treasurer Office (Aux Services, Grants, Excess and Catastrophic Costs)	10 years **	Paper		
6213	Federal Program Files Treasurer Office	10 years **	Paper		
6215	Tax Anticipation Notes Treasurer Office	10 years **	Paper		
6217	Unemployment Claims Treasurer Office	5 years after final claim paid	Paper		
6218	Employee Bonds, Board Member Bonds Treasurer Office	5 years **	Paper		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		encom	I means: the passed by the en audited t	e r ec ords

Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

ocal Governme	ent 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
6219	Certificate of Estimated Resources Treasurer Office	15 yrs after expiration**	Paper		
6220	Appropriation Resolutions Treasurer Office	5 years **	Paper		
6301	Canceled Checks and Bank Stmts Treasurer Office	4 years **	Electronic	100	
6302	Publication Notice Treasurer Office	4 years **	Paper Electronic		
6303	Tuition Fees and Payments Treasurer Office	4 years **	Paper		
6304	School Finance Monthly Statements Treasurer Office	4 years **	Electronic		
6315	Monthly Financial Reports Treasurer Office	4 year **	Paper Electronic		
6317	Service Contracts Treasurer Office	4 years **	Paper		
		encon	d means: the passed by to be audited	ne records	
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until	Audite audit	or of State ar report has be ed pursuant	id the en	

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Local Governme	nt Entity)	(Unit)			
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<u>7000</u>	PAYROLL RELATED				
7001	Payroll Ledgers Treasurer Office Bi Monthly Payroll Reports Quarterly Payroll Reports	Permanent	Paper		
7102	Earnings Registers Treasurer Office	Permanent	Electronic		
7103	Monthly Payroll Reports Treasurer Office Leave usage and accumulation Retirement service	Permanent	Paper *** Electronic		
7201	Bureau of Employment Treasurer Office Service Quarterly Reports	7 years	Paper		
7301	W-2s, W-4s (Employer Copy) Treasurer Office	7 year **	Electronic		
7302	Federal Income Tax (Qtr/Annual) Treasurer Office	7 years **	Paper		
7303	Ohio Income Tax (Monthly/Annual) Treasurer Office	7 years **	Paper		
7304	City Income Tax (Monthly/Annual) Treasurer Office	7 years **	Paper		
7305	School Income Tax (Monthly/Annual) Treasurer Office	7 years **	Paper		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored		encompas	eans: the yeased by the re	ecords

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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
7306	Payroll Reports for each payroll Treasurer Office	4 years **	Paper		
7310	SERS Reports Treasurer Office	4 years **	Paper		
7311	STRS Reports Treasurer Office	4 years **	Paper		
7312	Annuity Reports Treasurer Office	4 years **	Paper		
7315	Deduction Reports (Voluntary etc) Treasurer Office	4 years **	Paper		
7316	Employee Vacation/Sick Leave Records Treasurer Office	4 years **	Paper Electronic		
7317	Time Sheets Treasurer Office	6 years **	Paper Electronic		
7319	Employee Insurance Bills (Medical, Dental, Vision, Group Life) Treasurer Office	4 years **	Paper		□ -
7401	Deduction Authorizations Treasurer Office	Until superseded or terminated	Paper		
		A	dited means:	the years	
		en ha	compassed b ve been audi	y the records fed by the	
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until	Au	ditor of State dit report has leased pursu	and the been	

ocal Governme	nt 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
8000	REPORTS				
8201	State Audit Reports Treasurer Office	5 years	Electronic		
8204	School Finance (S.F.) Reports Treasurer Office	5 years	Electronic		
8205	Special Education (S.E.) Reports Special Education Department	7 years	Electronic		
8206	Vocational Education (V.E.) Reports Superintendent Office	5 years	Electronic		
8207	Ohio Common Core Data (OCCD) Reports Superintendent Office	5 years	Electronic		
8209	Ohio Department of Education Reports Bldg Secretary	5 years	Electronic		
8211	Civil Rights Reports Superintendent and Treasurer Offices	Permanent	Paper Electronic		0
8212	Title IX Reports Superintendent Office (Exec Dir. Of School Programs)	10 years	Electronic		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electronically stored				

Local Governme	ent 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>9000</u>	OTHER				
9101	Personnel Directory and Reports Superintendent Office	10 years	Electronic		
9102	Enrollment Record (by grade and building) Superintendent Office	Permanent	Electronic		
9202	School Calendars Superintendent Office	5 years	Electronic		
9402	Employee Handbooks Superintendent Office	Until superseded	Electronic		
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies All Administrators & Secretaries	Until superseded	Paper Electronic		
	*After End of Fiscal Year **Provided Audited *** Original Hard copy kept until Electropically stored				



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OHIO HISTORY CONNECTION

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OCT 1 8 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					
NOTE: THIS IS ADDITION #1 TO THE REC	CORDS RETENTION SCH	EDULE THAT V	VAS RECEIVE	D BY THE OH	IO HISTORY
CONNECTION ON APRIL 19, 2017					
Bexley City School District					
(Local Government Entity)		(Unit)			
Lylit Smil	Kyle F. Smith, Tre	easurer/CFO			10/10/2017
(Signature of Responsible Official)	(Name)	9	(Title)		(Date)
Section B: Records Commission					
Bexley City Schools Records Commission			614-231-761	1	
348 S Cassingham Rd	Bexley	ОН	(Telepho:	ne Number) Franklin	
(Address) To have this form returned to the Records Commis	(City) ssion electronically, include	(Zip Co an email address:	ode)	(County)	
To have this form returned to the Records Commis Kyle.smith@bexleyschools.org I hereby certify that our records commission met is form and any continuation sheets. I further certify transferred, or otherwise disposed of in violation of legal case, claim, action or request. This action is	n an open meeting, as require that our commission will m	an email address: red by Section 121. ake every effort to	22 ORC, and ap	proved the scheo	n being dectroyed
(Address) To have this form returned to the Records Commis Kyle.smith@bexleyschools.org I hereby certify that our records commission met is form and any continuation sheets. I further certify transferred, or otherwise disposed of in violation o legal case, claim, action or request. This action is Records Commission Chail Signature Section C: Ohio History Connection - State Arc The Theory Connection - State Arc Signature	n an open meeting, as required that our commission will must these schedules and that no reflected in the minutes kept to the minutes are to the minutes with t	an email address: red by Section 121. take every effort to	22 ORC, and ap	proved the scheo	n being destroyed

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

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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
1452	Video Surveillance (General) Technology Department	Discretion- ary	Electronic		
1453	Video Surveillance (Critical) Personnel & Student Technology Department	2 years	Electronic	Vap.	
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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 RECORD			VAS RECEIVED I	BY THE OHIO	O HISTORY
CONNECTION ON APRIL 19, 2017 and the add Bexley City School District	lition from October 18,	2017.			
(Local Government Entity)			(Unit)		
Kyle 7. Savid	Kyle F. Smith, Trea	asurer/CFO			4/14/2022
(Signature of Responsible Official)	(Name)		(Title)		(Date)
Section B: Records Commission			ar .		
Bexley City Schools Records Commission			614-231-761	1	
348 S Cassingham Rd	Bexley	ОН	(Telep 432019	hone Numbe Frankli r	
(Address)	(City)		(Zip Code)		(County)
To have this form returned to the Records Comm Kyle.smith@bexley.us I hereby certify that our records commission met i listed on this form and any continuation sheets. I series from being destroyed, transferred, or other disposed of which pertains to any pending legal commission. Records Commission Chair Signature	in an open meeting, as in further certify that our consider the disposed of in violations.	equired by Se ommission wi	ection 121.22 OR Il make every effo schedules and th	ort to prevent at no record v	these records vill be knowingly
Necords Commission Chair Signature	Date				
Section C: Ohio History Connection - State Art Digitally signed by Fred Previt		-		4-27-	2022
Signature	Title			Date	
Section D: Auditor of State Martin E. Meeks Date: 2022.05.02 09:20:17-0400' Real Partin E. Meeks Date: 2022.05.02 09:20:17-0400'	ecords Manag	er	2		
Signature	Title	в		Date	
Please Note: The State Archives retains RC-	2 forms permanently. retain a permar			hat the Reco	rds Commission
(1) (2) SAO-/LGRP- RC-2 (Part 1 & 2), Revised Jan	(3)	(4)	(5)	(6)
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(Local Government Entity)	ntitul	nmont Er	COVIO	2001	/1

(Unit)

Schedule Number	Record Title and Description	Retention Period	Media Type	For use by Auditor of State or LGRP	RC-3 Required by LGRP
	Transient	Retain	Electroni		
904	Correspondence/Material- All	until no	С		
	informal and/or temporary	longer of			
	messages and notes, including	administrat			
	email and voice mail messages, and all drafts used in the	ive value,			
	production of public records that	then destroy	+		
	do not set policy, establish				
	guidelines or procedures, certify a	i n			
	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				
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AO-/LGRP-	RC-2 (Part 1 & 2), Revised January 2017				