

## OHIO HISTORY CONNECTION



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

July 02 2021

STATE AND LOCAL  
GOVERNMENT RECORDS

614.297.2553  
ocalrecs@ohiohistory.org  
www.ohiohistory.org/lgr

**RECORDS RETENTION SCHEDULE (RC-2)- Part 1**

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

**Section A: Local Government Unit**

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

Janice D.

Allen

Treasurer/CFO

(Signature of Responsible Official)

(Name)

(Title)

(Date)

**Section B: Records Commission**

Trotwood-Madison City School District

(Local Government Entity)

Records Commission

937-854-3050

(Telephone Number)

3594 N. Snyder Road

(Address)

Trotwood

(City)

OH

(Zip Code)

45426

(County)

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

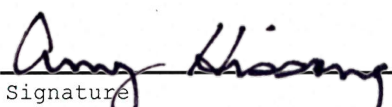
[janiceallen@trotwood.k12.oh.us](mailto:janiceallen@trotwood.k12.oh.us)

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.

  
Records Commission Chair Signature

7-1-2021  
Date

**Section C: Ohio History Connection - State Arc**

  
Signature

Government Records Archivist

Title

8/2/2021

Date

**Section D: Auditor of State****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.

State Archives/LGRP- RC-2 (Part 1 & 2), Revised December 2018



## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
<b>BOARD AND ADMINISTRATIVE RECORDS (Superintendent)</b>					
1100	Online Board Policy and Other Adopted Policies	1 year after superceded	paper or electronic		<input type="checkbox"/>
1101	Online Administrative Regulations	1 year after superceded	paper or electronic		<input type="checkbox"/>
1102	Grievance Files, Settlements, Arbitration related to collective bargaining unit	10 years	paper or electronic		<input type="checkbox"/>
<b>BOARD AND ADMINISTRATIVE RECORDS (Treasurer)</b>					
1200	Minutes	Permanent	paper or electronic		<input checked="" type="checkbox"/>
1201	Audio Recordings	2 Years	paper or electronic		<input type="checkbox"/>
1202	Board Meeting Notes	1 year	paper or 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"/>
1203	Board Meeting Agendas	1 calendar year provided audited	paper or electronic		<input type="checkbox"/>
1204	Deeds, Easements, Leases	Permanent	paper or electronic		<input checked="" type="checkbox"/>
1205	Court Decisions	Permanent	paper or electronic		<input checked="" type="checkbox"/>
1206	Claims and Litigation	Permanent	paper or electronic		<input checked="" type="checkbox"/>
1207	Elections related to financial support of the district	10 years	paper or electronic		<input type="checkbox"/>
1208	Records Retention and Disposition Forms	Permanent	paper or electronic		<input type="checkbox"/>
1209	Bargaining Agreements	10 years after expiration	paper or electronic		<input type="checkbox"/>
1210	Budget Policy Files - annual budget (tax and appropriation) preparation and documentation	5 years	paper or electronic		<input type="checkbox"/>
1211	Bank Depository Agreements	4 years after completion	paper or electronic		<input type="checkbox"/>

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1212	Organization Reports	2 years provided audited	paper or electronic		<input type="checkbox"/>
1213	Public Record Requests	2 years	paper or electronic		<input type="checkbox"/>
1214	Legal Announcements and notices such as announcements to inform the public of meetings, hearings, bids, auctions or other events	1 year	paper or electronic		<input type="checkbox"/>
<b>BOARD AND ADMINISTRATIVE RECORDS (Human Resources)</b>					
1300	Workers' Compensation Claims	10 years after financial payment made	paper or electronic		<input type="checkbox"/>
<b>BOARD AND ADMINISTRATIVE RECORDS (Curriculum and Instruction)</b>					
1400	Adopted Courses of Study - a comprehensive instructional program serving the educational needs of the students of the district	until superseded	paper or electronic		<input type="checkbox"/>
1401	Adopted Special Programs - records of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities	until superseded	paper or electronic		<input type="checkbox"/>
<b>BOARD AND ADMINISTRATIVE RECORDS (Student Services)</b>					
1500	Adopted Special Education Program - A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio's Operating Standards)	until superseded	paper or electronic		<input type="checkbox"/>



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1501	Photo/Media Release - External Usage - Records documenting permission for non-school entities to use student images. Student images include, but are not limited to, photos, video and audio recordings.	retain for six years after end of school year	paper or electronic		<input type="checkbox"/>
1502	Photo/Media Release - Denial of permission including opting out	Retain until end of school year or until superseded, whichever is later	paper or electronic		<input type="checkbox"/>
1503	Photo/Media Release - School District usage - Records documenting permission for the school/district to use student images recorded during official school activities/events, by staff or students in an official capacity. Includes annual student identification/class pictures taken by school-contracted photographer. Student images include, but are not limited to, photos, video, and audio recordings.	Retain for 6 years after image/recording no longer being used, then destroy	paper or electronic		<input type="checkbox"/>
<b>EMPLOYEE RECORDS (Human Resources)</b>					
1600	Employee Personnel Files: includes all employees - certified, classified, coaches, substitutes, advisors, etc. Records may include employment applications, performance evaluations, grievances, employment verifications, accident reports payroll change sheets, STRS/SERS information, exit interview, disciplinary actions, documentaiton of the history and status of the employment relationship with the employee.	Permanent***	paper or electronic		<input type="checkbox"/>

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1604	Civil rights, Civil Services and Disciplinary Reports	Permanent***	paper or electronic		<input type="checkbox"/>
1605	Retirement Letters	Permanent***	paper or electronic		<input type="checkbox"/>
1606	Substitute Records	25 years	paper or electronic		<input type="checkbox"/>
1607	Employee Contracts	4 years after terminations	paper or electronic		<input type="checkbox"/>
1608	Professional Conference Applications	2 years**	paper or electronic		<input type="checkbox"/>
1609	Irregular Employees Contracts (substitutes, etc.)	4 years after expiration	paper or electronic		<input type="checkbox"/>
1610	Unemployment Claims	5 years	paper or electronic		<input type="checkbox"/>
1611	Unemployment Records	5 years	paper or electronic		<input type="checkbox"/>
1612	Applications (not hired)	2 years**	paper or electronic		<input type="checkbox"/>
1613	Schedules of Employees	2 years**	paper or electronic		<input type="checkbox"/>
1614	Student Worker Applications	2 years	paper or electronic		<input type="checkbox"/>
1615	Teacher Personnel Reports (internal)	Fiscal year plus 1 year	paper or electronic		<input type="checkbox"/>
1616	I-9 Immigration Form for all newly hired employees to verify their identity and authorization to work in the United States. Per Dept. of Homeland Security regulation 8 CFR 274a2.	3 years after hire or 1 year after termination, whichever is later	paper or electronic		<input type="checkbox"/>
1617	Job Descriptions	until superseded or obsolete	paper or electronic		<input type="checkbox"/>
1618	Job Postings	2 years	paper or electronic		<input type="checkbox"/>

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1619	LPDC - licensure records and staff summary reports	until superseded	paper or electronic		<input type="checkbox"/>
1620	Staff Acceptable Use Policy staff signature form	6 years	paper or electronic		<input type="checkbox"/>
1621	Staff Profile listing including current position, licensure, degree, retirement credit, and contract information	5 years	paper or electronic		<input type="checkbox"/>
1622	Annual Training Documentation	3 years	paper or electronic		<input type="checkbox"/>
1623	Employee Handbooks	until superseded	paper or electronic		<input type="checkbox"/>
1624	Physician's Report of Work Ability for injury	7 years	paper or electronic		<input type="checkbox"/>
1625	Driver Physical: Annual physical performed on drivers	6 years (OAC 3301-83-07-E-7)	paper or electronic		<input type="checkbox"/>
<b>STUDENT RECORDS (Building Level)</b>					
1700	Student Record Folder (CUM) including: Grades/Transcripts; Enrollment/Withdrawal Records; Attendance Records; Individual Test Results i.e. Standardized, Competency/Proficiency, Aptitude; Intervention Records; ; Gifted/Talented Records; Foreign Exchange Records	Permanent***	paper/ electronic		<input type="checkbox"/>
1701	Liability Waviers: Documentation releasing the district from liability related to various activities that include student, volunteer or citizen involvement; including but not limited to release forms with terms, dates, signatures, and related information; includes athletic participation waivers and forms related to legal requirements such as Lindsay's Law.	3 years after school year in which records were created. If accident or injury occurred, retain until minor reaches age 21***	paper or electronic		<input type="checkbox"/>

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1702	Bullying/Harrassment Forms: documentation of bullying/harrassment incidents within the district along with action taken.	6 years after graduation, withdrawal or transfer	paper or electronic		<input type="checkbox"/>
1803	Curriculum Requests/Waivers/Substitutions: Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required.	1 year after graduation	paper or electronic		<input type="checkbox"/>
1704	Student Acceptable Use Policy: form signed by parent/guardian permitting student online access, student information to be used in the media as well as parent/teacher email communication	3 years after graduation or leaving district.	paper or electronic		<input type="checkbox"/>
1705	Statement of Requirements and Expections signed by parent/guardian	Retain until end of school year then destroy	paper or electronic		<input type="checkbox"/>
1706	Student Schedules/Contact Information	until superseded	paper or electronic		<input type="checkbox"/>
1707	Health/Medical Records - student visual and hearing screening, immunization records, health screenings, physical therapy, speech therapy, physician instructions	7 years after graduation***	paper or electronic		
1708	Health Logs - record of health care services provided to students such as medication and first aid	2 years	paper or electronic		<input type="checkbox"/>
1709	Discipline Records including letters to parents, suspension, expulsion	6 years after graduation, withdrawal or transfer	paper or electronic		<input type="checkbox"/>
1710	Teacher Grade Books/Records	3 years**	paper or electronic		<input type="checkbox"/>

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1711	Pre-School screening profile - ASQ/SE, GGG assessment record	Permanent***	paper or electronic		<input type="checkbox"/>
1712	Student Work Permits	3 years	paper or electronic		<input type="checkbox"/>
1713	Student Athlete Files - records maintained on student athletes including physical exams, consent forms and eligibility evaluations	3 years after school year in which records were created.	paper or electronic		<input type="checkbox"/>
1714	Unpaid Student Fees	through graduation	paper or electronic		<input type="checkbox"/>
1715	Emergency Information including student emergency contact information	until superseded	paper or electronic		<input type="checkbox"/>
<b>STUDENT RECORDS (Curriculum and Instruction)</b>					
1800	Home Schooled Records: records of students living within the District that are being schooled from home	Permanent***	paper or electronic		<input type="checkbox"/>
<b>STUDENT RECORDS (Student Services)</b>					
1900	Child Abuse/Neglect Referral Letters - Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency - includes reports, confirmation of submission, correspondence, inquireis, records documenting revisions/corrections, etc.	through graduation	paper or electronic		<input type="checkbox"/>
1901	Accident Reports	5 years provided no action pending	paper or electronic		<input type="checkbox"/>
1902	Custody Court Documents: verification of court established guardianship/custody	Until superseded or student reaches 18 years of age	paper or electronic		<input type="checkbox"/>



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1903	Notice of Placement Termination: a notice of termination of placement relinquishing care and control, noticed received from the County Juvenile Court	5 years	paper or electronic		<input type="checkbox"/>
1904	Student Handbooks	Until Superseded	paper or electronic		<input type="checkbox"/>
1905	Open Enrollment Forms: Registration of student living outside the District enrolling into the school district	5 years	paper or electronic		<input type="checkbox"/>
<p>Special Needs Records: In accordance with OAC 3301-51-04 and 34 CFR 300.624, parents should be informed when personally identifiable information collected, maintained or used under OAC 3301-51-04 is no longer needed to provide educational services to the child. This information must also be destroyed at the request of the parent with the exception of information described in item 301. These records may be needed beyond the retention period in connection with applications for social security or other benefits. However, unnecessarily long retention may jeopardize personal privacy.</p>					
1910	Special Education Tutoring Reports: These files document tutoring provided to students through special programs. They include authorization for signed by parents allowing their child to participate in the program.	Retain 6 years after student graduates or would have normally graduated.	paper or electronic		<input type="checkbox"/>

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1911	Psychological Records (Restricted): Records that document all students who are provided counseling, psychological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, phone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material.	Retain 10 years after last contact. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	paper or electronic		<input type="checkbox"/>
1912	Evaluation Team Report (ETR)	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O) (1)	paper or electronic		<input type="checkbox"/>

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1913	Individual Education Plan (IEP)	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC- 3301-51-04 (O) (1)	paper or electronic		<input type="checkbox"/>
1914	504/ADA Plan	Retain 6 years after student graduates or would have normally graduated. Inform parent or adult student before destruction pursuant to OAC- 3301-51-04 (O) (1)	paper or electronic		<input type="checkbox"/>
1915	Home Instruction: Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student.	Retain for 6 years after student graduates or withdraws from district then destroy.	paper or electronic		<input type="checkbox"/>

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1916	Transfer of Home-Based Student to School/District: Records relating to the transfer of home-based student to school/district, including placement/evaluation test results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from district then destroy	paper or electronic		<input type="checkbox"/>
1917	Student Psychological or Social Assessment (Non-Special Education): Source materials used in preparing reports, including protocols, tests, and notes	Retain 1 year after report is written	paper or electronic		<input type="checkbox"/>
1918	Student Psychological or Social Assessment (Special Education): Source materials used in preparing reports, including protocols, tests, and notes	Retain 6 years	paper or electronic		<input type="checkbox"/>
<b>BUILDING RECORDS (OPERATIONS)</b>					
2000	Tornado and Fire Drill Records	1 year*	paper or electronic		<input type="checkbox"/>
2001	Building Health Inspections	2 years*	paper or electronic		<input type="checkbox"/>
2002	Building Account Reports - maintenance and custodial services accounts	until superseded	paper or electronic		<input type="checkbox"/>
2003	School Safety Plans - records related to ensuring student and staff safety at school including harassment and bullying prevention plans	retain 6 years after obsolete or superseded	paper or electronic		<input type="checkbox"/>
2004	Fire Inspection reports	4 years**	paper or electronic		<input type="checkbox"/>
2005	Building Inspection Reports - elevator, sprinkler, alarm systems	2 years*	paper or electronic		<input type="checkbox"/>
2006	Building Security/Surveillance Videos	use for one cycle then resue provided no action pending	electronic		<input type="checkbox"/>

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<b>BUILDING RECORDS (INDIVIDUAL BUILDINGS)</b>					
2100	Student Activity Records: activity statement, budget forms, requisitions, purchase orders, deposit slips, ticket sales reports	2 years**	paper or electronic		<input type="checkbox"/>
2101	Receipts/Deposit Slips	4 years**	paper		<input type="checkbox"/>
2102	Budget/Appropriation Records	4 years**	paper or electronic		<input type="checkbox"/>
2103	Requisitons and Purchase Orders	2 years	paper or electronic		<input type="checkbox"/>
2104	Textbook Inventories	until superseded	paper or electronic		<input type="checkbox"/>
2105	Student Handbook	until superseded	paper or electronic		<input type="checkbox"/>
<b>CENTRAL OFFICE RECORDS (OPERATIONS)</b>					
2200	Repair, Installation and Maintenance Records	4 years**	paper or electronic		<input type="checkbox"/>
2201	Use of Facilities Records	4 years**	paper or electronic		<input type="checkbox"/>
2202	Work Orders	4 years**	paper or electronic		<input type="checkbox"/>
2203	Environmental Reports and Data	4 years**	paper or electronic		<input type="checkbox"/>
2204	Vandalism Reports	4 years**	paper or electronic		<input type="checkbox"/>
2205	Bids and Specifications (unsuccessful)	1 year**	paper or electronic		<input type="checkbox"/>
2206	Bids and Specifications (successful)	4 years after project completion	paper or electronic		<input type="checkbox"/>



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2207	Contractor Files, Resolutions: additions, drawings, etc.	5 years after project completion provided audited and no action pending**	paper or electronic		<input type="checkbox"/>
2208	Preventive Maintenance Reports	Fiscal year +2 years	paper or electronic		<input type="checkbox"/>
2209	Warranty/Guarantee	Life/Warranty of Equipment	paper or electronic		<input type="checkbox"/>
2210	Plant and Equipment Inventory	Until Superseded**	paper or electronic		<input type="checkbox"/>
2211	Central Supply Inventory	Until Superseded**	paper or electronic		<input type="checkbox"/>
<b>CENTRAL OFFICE RECORDS (CURRICULUM AND INSTRUCTION)</b>					
2300	Textbook/Workbook Inventory	Until Superseded**	paper or electronic		<input type="checkbox"/>
2301	Home Schooled Student Records	Permanent***	paper or electronic		<input type="checkbox"/>
2302	Transfer of Home Schooled Student to School - records relating to transfer including placement/evaluation test results, notice of transfer, etc.	years after student graduates or withdraws from district, then destroy	paper or electronic		<input type="checkbox"/>
<b>CENTRAL OFFICE RECORDS (TRANSPORTATION)</b>					
2400	Fuel Consumption Data	4 years**	paper or electronic		<input type="checkbox"/>
2401	Transportation Request Records	4 years**	paper or electronic		<input type="checkbox"/>
2402	Field Trip Forms	Fiscal year +2 years	paper or electronic		<input type="checkbox"/>

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2403	Accident Reports	3 years provided no action pending	paper or electronic		<input type="checkbox"/>
2404	Vehicle Registration	life of vehicle	paper or electronic		<input type="checkbox"/>
2405	Vehicle License	1 year after expiration	paper or electronic		<input type="checkbox"/>
2406	Driver Certification -	1 year after termination	paper or electronic		<input type="checkbox"/>
2707	Vehicle Defect Report	life of vehicle	paper or electronic		<input type="checkbox"/>
2408	Daily Bus Schedules	Retain for 6 years after end of school year, then destroy	paper or electronic		<input type="checkbox"/>
2409	Warranty/Guarantee of Equipment	life of equipment	paper or electronic		<input type="checkbox"/>
2410	Plant and Equipment Inventory	Until Superseded**	paper or electronic		<input type="checkbox"/>
2411	Vehicle Records: insurance, finance paperwork	As long as vehicle is owned by district	paper or electronic		<input type="checkbox"/>
2412	Supplies inventory	until superseded	paper or electronic		<input type="checkbox"/>
2413	Bus on Board Security Videos	use for one recording cycle then reuse provided no action pending	electronic		<input type="checkbox"/>
2414	Student Incident Reports	1 year then destroy	paper or electronic		<input type="checkbox"/>

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2415	Application for Special Transportation - students with physical disabilities/medical issues	4 years after end of fiscal year or until completion of State Auditor's examination report, whichever is sooner.	paper or electronic		<input type="checkbox"/>
2416	Bus Condition Check List - daily evaluation of bus by drivers	1 year after school year	paper or electronic		<input type="checkbox"/>
2417	Preventive Maintenance Reports: Work performed to maintain equipment	Fiscal year +2 years	paper or electronic		<input type="checkbox"/>
<b>CENTRAL OFFICE RECORDS (NUTRITION SERVICES)</b>					
2500	Food Service Records: menus, food production, milk sold, students served	4 years**	paper or electronic		<input type="checkbox"/>
2501	Lunchroom Records: cashier's daily production sheets from each building, cash register tapes	4 years**	paper or electronic		<input type="checkbox"/>
2502	Lunchroom Reports: confidential applications for free and reduced lunch benefits	4 years**	paper or electronic		<input type="checkbox"/>
2503	Inventories: food supplies	4 years**	paper or electronic		<input type="checkbox"/>
2504	Lunchroom/Food Service License	1 year after expiration	paper or electronic		<input type="checkbox"/>
2505	Vendor Food Service Contract: contract between the District and an outside vendor providing meals and snacks	3 years plus current year provided audited	paper or electronic		<input type="checkbox"/>

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2506	Schedule for School Breakfast/Lunch Programs: includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded, then destroy	paper or electronic		<input type="checkbox"/>
2507	Multi-Site Monitor Review Forms: a checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited	paper or electronic		<input type="checkbox"/>
<b>CENTRAL OFFICE RECORDS (TECHNOLOGY)</b>					
2508	Inventory: Inventory of all technology related materials	Until superseded	paper or electronic		<input type="checkbox"/>
2509	E-rate Funding Application: Federal telecommunications funding applications	6 years	paper or electronic		<input type="checkbox"/>
<b>FINANCIAL RECORDS (TREASURER)</b>					
2600	Annual Financial Reports: Appropriation Ledgers, Budget Ledgers, Revenue Journals, Vendor Listing, Check Register, Purchase Order Listing, Invoice List, Account Reports, Financial Summary, Detail Reports	5 years**	paper or electronic		<input type="checkbox"/>
2601	Activity Fund Cash Journal & Ledger	5 years**	paper or electronic		<input type="checkbox"/>
2602	Bond Register	20 years after issue expires	paper or electronic		<input type="checkbox"/>
2603	Securities	Permanent***	paper or electronic		<input checked="" type="checkbox"/>
2604	Audit Reports: past management evaluation reports, monthly claim documentation, master lists, income eligibility applications	3 years plus current year**	paper or electronic		<input type="checkbox"/>
2605	Investment Ledger	5 years**	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
2606	Foundation Distribution/Report	5 years**	paper or electronic		<input type="checkbox"/>
2607	Tax Settlements (Semi-Annual) and Advances	5 years**	paper or electronic		<input type="checkbox"/>
2608	Budgets (Annual): tax budget submitted to County Auditor and budget working papers	5 years**	paper or electronic		<input type="checkbox"/>
2609	Contracts: Agreements with specific terms between an entity and the District	15 years after expiration	paper or electronic		<input type="checkbox"/>
2610	Bonds and Coupons	Until redeemed provided audited	paper or electronic		<input type="checkbox"/>
2611	Accounts Payable Ledgers: outstanding payables	5 years**	paper or electronic		<input type="checkbox"/>
2612	Accounts Payable Ledgers: outstanding receivables	5 years**	paper or electronic		<input type="checkbox"/>
2613	Vouchers, Invoices and Purchase Orders	10 years** ORC 3313.29	paper or electronic		<input type="checkbox"/>
2614	State Program Files: Auxiliary services, adult vocational, excess lottery, data processing, public/private grants, etc.	10 years**	paper or electronic		<input type="checkbox"/>
2615	Federal Program Files: Title I, II, IV-B, IV- C, VI-B; Chapter 1, 2; Drug Free, etc.	10 years**	paper or electronic		<input type="checkbox"/>
2616	Travel Expense Vouchers: documents related to employee travel expenses	10 years**	paper or electronic		<input type="checkbox"/>
2617	Tax Anticipation Notes: documents related to preparation, sale and history related to issuance of notes borrowed against future tax dollars	10 years**	paper or electronic		<input type="checkbox"/>



## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
2618	State Reimbursement Settlement Sheets	5 years**	paper or electronic		<input type="checkbox"/>
2619	Employee Bonds, Board member Bonds	5 years**	paper or electronic		<input type="checkbox"/>
2620	Certificate of Estimated Resources	15 years after expiration	paper or electronic		<input type="checkbox"/>
2621	Appropriation Resolutions	5 years	paper or electronic		<input type="checkbox"/>
2622	Tax Apportionments (Semi-Annual)	5 years	paper or electronic		<input type="checkbox"/>
2623	Canceled Checks and Bank Settlements	4 years**	paper or electronic		<input type="checkbox"/>
2624	Publication Notice: Legal notice of newspaper publication	4 years	paper or electronic		<input type="checkbox"/>
2625	Tuition Fees and Payments Receipts	4 years**	paper or electronic		<input type="checkbox"/>
2626	School Finance (S.F.) Monthly Statements: Bimonthly reports for ODE to record receipts and expenditures related to foundation payments	4 years**	paper or electronic		<input type="checkbox"/>
2627	Investment Records: individual record of investments, bank confirmations, wire transfers, copies of CD's, etc.	4 years**	paper or electronic		<input type="checkbox"/>
2628	Travel Expense Reports	10 years**	paper or electronic		<input type="checkbox"/>
2629	State Sales Tax Reports: semi-annual sales tax filings reporting any taxable sales	4 years**	paper or electronic		<input type="checkbox"/>
2630	Student Activity Funds: pay in forms, bank deposit forms and receipts confirming deposits made into student activity accounts	4 years**	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
2631	Student Activity Records: activity purpose and budget statements and sales potential forms	4 years**	paper or electronic		<input type="checkbox"/>
2632	Sales Potential Forms: fundraising permission form including financial summary of fundraiser upon completion of event	4 years**	paper or electronic		<input type="checkbox"/>
2633	Check Registers: list of checks issued	4 years**	paper or electronic		<input type="checkbox"/>
2634	Deposit Slips/Cash Proofs	4 years**	paper or electronic		<input type="checkbox"/>
2635	Receipt Books	4 years**	paper or electronic		<input type="checkbox"/>
2636	Extra Trip Records	4 years**	paper or electronic		<input type="checkbox"/>
2637	Monthly Financial Reports: monthly reports generated from the system to report financial status of District	4 years**	paper or electronic		<input type="checkbox"/>
2638	Accounting Data: documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	4 years**	paper or electronic		<input type="checkbox"/>
2639	Service Contracts: contracts for services provided from an outside education	4 years**	paper or electronic		<input type="checkbox"/>
2640	State Subsidy Reports: applications for driver education, pupil transportation and special education	3 years**	paper or electronic		<input type="checkbox"/>
2641	Delivery/Packing Slips	1 year**	paper or electronic		<input type="checkbox"/>
2642	Requisitions	1 year*	paper or electronic		<input type="checkbox"/>
2643	Non-Sufficient Fund Checks	4 years**	paper or		<input type="checkbox"/>
2644	Vendor Data: W-9 and 1099 documents maintained as long as active vendor then retention period is applied	6 years and current provided audited	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
<b>FINANCIAL RECORDS (OPERATIONS)</b>					
2700	Insurance Policies: Contracts for insurer to pay for damages to the District which are caused by covered perils under the policy language.	15 years after expiration provided all claims settled	paper or electronic		<input type="checkbox"/>
<b>FINANCIAL RECORDS (HUMAN RESOURCES)</b>					
2800	Unemployment Claims: Documentation of unemployment for application of unemployment benefits	5 years	paper or electronic		<input type="checkbox"/>
2801	Prevailing Wage Records: report of hourly wages, benefits and overtime, established by regulatory agencies for each trade and occupation employed in the performance of public work	4 years**	paper or electronic		<input type="checkbox"/>
<b>PAYROLL RELATED RECORDS (TREASURER'S OFFICE)</b>					
2900	Payroll Ledgers: Record of gross to net calculations by employee such as bi-weekly and quarterly payroll reports	75 years***	paper or electronic		<input type="checkbox"/>
2901	Salary Continuation Agreement: Agreement stating full or partial compensation during period of disability	10 years	paper or electronic		<input type="checkbox"/>
2902	Earnings Registers: Record of gross to net calculations by employee and by calendar year	75 years***	paper or electronic		<input type="checkbox"/>
2903	Monthly Payroll Reports: Leave usage and accumulation; retirement service, etc.	75 years***	paper or electronic		<input type="checkbox"/>
2904	Bureau of Employment Service Quarterly Reports: quarterly earnings and record of weeks worked by employee	7 years	paper or electronic		<input type="checkbox"/>
2905	W-2's and W-4's: employer copy	6 years and current**	paper or electronic		<input type="checkbox"/>
2906	Federal Income Tax: Quarterly and annual IRS form 941	6 years and current**	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
2907	Ohio Income Tax: Monthly and annual form IT-4	6 years and current**	paper or electronic		<input type="checkbox"/>
2908	City Income Tax: Monthly and annual record of income tax withheld and remitted	6 years and current**	paper or electronic		<input type="checkbox"/>
2909	School Income Tax: Monthly and annual form SDIT-1	6 years and current**	paper or electronic		<input type="checkbox"/>
2910	Payroll Reports: Payroll deduction and distribution reports	4 years**	paper or electronic		<input type="checkbox"/>
2911	Payroll Update Listing	4 years**	paper or electronic		<input type="checkbox"/>
2912	Payroll Calculations: paper and electronic reports used to balance gross net calculations	4 years**	paper or electronic		<input type="checkbox"/>
2913	State Teachers and School Employees Retirement Systems: Waiver forms for students and/or jobs not eligible for retirement withholding	Permanent***	paper or electronic		<input type="checkbox"/>
2914	SERS (School Employees Retirement System) monthly withholding records	4 years**	paper or electronic		<input type="checkbox"/>
2915	STRS (State Teachers Retirement System) monthly withholding records	4 years**	paper or electronic		<input type="checkbox"/>
2916	Annuity Reports	4 years**	paper or electronic		<input type="checkbox"/>
2917	Benefit Folders/Reports	4 years**	paper or electronic		<input type="checkbox"/>
2918	Employee Requests and/or Authorization for Leave Forms: sick, vacation, personal, or other leave	4 years**	paper or electronic		<input type="checkbox"/>
2919	Deduction Reports: voluntary payroll deductions per pay for each employee	4 years**	paper or electronic		<input type="checkbox"/>
2920	Employee Vacation/Sick Leave Records	4 years**	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
2921	Time Sheets: record of hours worked	6 years**	paper or electronic		<input type="checkbox"/>
2922	Overtime Authorization	6 years	paper or electronic		<input type="checkbox"/>
2923	Employee Insurance Bills: monthly reconciliation of employee medical, dental and life insurance bills	4 years**	paper or electronic		<input type="checkbox"/>
2924	Paycheck Register: listing of checks issued each pay	4 years**	paper or electronic		<input type="checkbox"/>
2925	Payroll Bank Statement: includes bank statements and reconciliation	4 years**	paper or electronic		<input type="checkbox"/>
2926	Deduction Authorization: forms to withhold deductions from an employee's pay	until superseded or employee terminates	paper or electronic		<input type="checkbox"/>
2927	Court Ordered Garnishments	4 years after cause fully paid	paper or electronic		<input type="checkbox"/>
<b>REPORTS (TREASURER)</b>					
3000	State Audit/GAAP Reports	5 years	paper or electronic		<input type="checkbox"/>
3001	#59, #659, #4502	5 years	paper or electronic		<input type="checkbox"/>
3002	#25, #625	5 years	paper or electronic		<input type="checkbox"/>
3003	School Finance Reports: annual SF reports	5 years	paper or electronic		<input type="checkbox"/>
3004	SM-1 & SM-2 annual and quarterly reports	10 years	paper or electronic		<input type="checkbox"/>
3005	Worker's Comp wage and Payroll Reports	5 years	paper or electronic		<input type="checkbox"/>
3006	Bank Balance Certification: from County Auditor	5 years	paper or electronic		<input type="checkbox"/>
<b>REPORTS (CURRICULUM &amp; INSTRUCTION)</b>					



## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
3100	Ohio Common Core Data (OCCD) Reports: Data on revenues and expenditures per pupil made by school districts.	5 years	paper or electronic		<input type="checkbox"/>
3101	Ohio Department of Education (ODE) Academic Reports	5 years	paper or electronic		<input type="checkbox"/>
3102	Alternative Learning Experience: Records documenting student participation in an alternative learning experience program. Includes but not limited to: Letter of attestation/statement of understanding; district release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when district/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/contacts/monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred.	Retain for 5 years after end of school year then destroy	paper or electronic		<input type="checkbox"/>
<b>REPORTS (STUDENT SERVICES)</b>					
3200	Special Education Reports: Annual SE	7 years	paper or		<input type="checkbox"/>
<b>REPORTS (TRANSPORTATION)</b>					
3300	Transportation Reports: State T-1 and T-2	4 years**	electronic		<input type="checkbox"/>
<b>REPORTS (SUPERINTENDENT)</b>					
3301	Civil Rights Reports: U.S. Department of Education Civil Rights Data and any past reports	permanent***	paper or electronic		<input checked="" type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
3302	Title IX Reports: Includes any required reporting as requested by state or federal agencies	10 years	paper or electronic		<input type="checkbox"/>
3303	State Minimum Standards: Record of minimum standards given to the District by the ODE	10 years	paper or electronic		<input type="checkbox"/>
3304	EMIS Reports: reports created through EMIS for ODE	7 years	paper or electronic		<input type="checkbox"/>
3305	Enrollment Record by Grade and Building	permanent***	paper or electronic		<input type="checkbox"/>
<b>GENERAL RECORDS (HUMAN RESOURCES)</b>					
3400	Personnel Directory: names, phone numbers and addressed of all employees	10 years	paper or electronic		<input type="checkbox"/>
3401	School Calendars: calendar for in session/out of session school days as well as professional days for teachers	5 years	paper or electronic		<input type="checkbox"/>
3402	Employee Handbooks	Until Superseded	paper or electronic		<input type="checkbox"/>
<b>GENERAL RECORDS (SUPERINTENDENT)</b>					
3500	Electronic Mail	Archived using Google Vault	electronic		<input type="checkbox"/>
3501	Electronic Correspondence: correspondence of the Superintendent and Adminstrative staff dealing with significant aspects of the administration of the District including information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years; file with related records if content requires longer retention; appraise for historical value	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
3502	General Correspondence: requests for information pertaining to interpretations and other misc. inquires; informative but does not attempt to influence policy; including copies of outgoing correspondence maintained for reference purposes.	2 years	paper or electronic		<input type="checkbox"/>
3503	Transient Correspondence/Material: All information 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.	Retain until no longer of administrative value, then destroy	paper or electronic		<input type="checkbox"/>
3504	Copies, Duplicates, Non-Records: Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	until no longer of administrative value	paper or electronic		<input type="checkbox"/>
3505	Exposure Reports: Report of contact with blood or other potentially infectious materials.	7 years	paper or electronic		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
3506	Incident/Accident Reports: Reports of student/employee injuries or accidents including place, time and witnesses	7 years provided no action pending	paper or electronic		<input type="checkbox"/>
3507	Directives, Standards, Laws for Local, State and Federal Governmental Agencies: such as health department guidelines, Dept. of Labor, Dept. of Commerce, Bureau of Workers' Compensation, etc.	Until superseded	paper or electronic		<input type="checkbox"/>

\* after end of fiscal year

\*\* provided audited

\*\*\* permanent-hard copy maintained for 5 years after audit then converted to electronic storage

					<input type="checkbox"/>
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This schedule lists records commonly created by school districts, educational service centers, and career

The local school district, education service center, or career technical school should also notate the media type of the records on the schedule in column 4. The records can be maintained on separate formats (i.e. paper and electronic) for different amounts of time.

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats.

Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed.

ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Before this records retention schedule is considered in effect for a particular school district it must first be signed by a local responsible official and local records commission chair, the State Archives, and the State Auditor's Office.

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

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

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### Section E: Table of Records to be Disposed

Trotwood-Madison City School District

(Local Government Entity)

(Unit)

(1)	(2)	(3)	(4)	(5)	(6)
Schedule Number	Record Series and Description	Retention Period	Media Type	For use by State Auditor or LGRP	RC-3 Required by LGRP

