

Schedule of Records Retention and Disposition Continuation Sheet

From: Reading Community City School District
(Political Subdivision Name)

Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
8	Elections Treasurer	25 years	
9	Records Commission (Records Disposal) Treasurer	25 years	
10	Agreements (Bargaining and Other) Treasurer	25 years	
11	Budget Policy Files Treasurer	25 years	
12	Worker's Compensation Claims Treasurer	Ten years after financial payment made	
13	Bank Depository Agreements Treasurer	Four years after completion	
14	Organization Reports Treasurer	Two years **	
15	Board Meeting Notices Treasurer	One year	
16	Agendas Treasurer	One Calendar Year**	
17	Adopted Courses of Study Superintendent and Secretary	Until Superseded	
18	Adopted Special Education Programs Superintendent and Secretary	Until Superseded	
19	Adopted Special Programs Superintendent and Secretary	Until Superseded	
	*After end of fiscal year		
	** Provided Audited		

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	(Employee files include employment applications resumes, contracts/salary notices, evaluations personnel actions, absence certification transcripts and any other document which became part of the file)		
20	Certificated Active Employees	Permanent	
21	Classified Active Employees	Permanent	
22	Certificate Inactive Employees	Permanent***	
23	Classified Inactive Employees	Permanent***	
24	Civil Rights and Disciplinary Reports	Permanent***	
25	Civil Service Reports	Permanent	
26	Retirement Letters	Permanent***	
27	Substitute Records	Permanent***	
28	Employee Contracts and Salary Notices	Treasurer Four years after termination from employment	
29	Professional Conferences Application	Asst. Supt/Personnel and Secretary Four Years**	
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30	Irregular Employee Contracts (Substitutes, etc) Treasurer	Four years after contract expires	
31	Unemployment Claims Treasurer	Four years after final claim paid**	
32	Unemployment Records Treasurer	Four years**	
33	Applications (not hired) Asst Supt/Personnel and Secretary	Two Years**	
34	Schedules of Employees "	Fiscal Year plus two years	
35	Student Helper Applications "	Two Years	
36	Teacher Personnel Reports (internal) "	Fiscal Year plus one year	
37	I-9 Immigration Verification Forms "	Termination of Employment plus one year	
38	Job Descriptions "	Until Superseded	

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39	Student Record Folders Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions	Bldg. Secretary Permanent***	
40	Office Record Card (K-9) (each student enrollment)	Bldg. Secretary Permanent***	
41	Cosmetology Records	Voc Secretary Permanent***	
42	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Bldg Secretary Through Graduation	
43	Discipline Records Letters to Parents Office Discipline	Bldg. Secretary Until Student leaves Elem, Jr.Hi, or HS	
44	Psychological Records (Restricted)	Sp.Ed Secretary/ Nurse Through Graduation	
45	Child Abuse/Neglect Referral Letters	Bldg Secretary Through Graduation	
46	Teacher Grade Book/ Records	Bldg Secretary Three Years*	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
47	Pre-School Screening Profiles Bldg. Secretary	Three Years	
48	Age and Schooling Records (Work Permits) Bldg. Secretary	Three Years	
49	Accident Reports Nurse/Bldg Secretary	Permanent	
50	Individual Educational Plan (IEP) Bldg. Secretary Sp Ed Secretary	Two Years*	
51	Free/Reduced Price Lunch Applications Bldg. Secretary	Four Years	
52	Emergency Information Bldg. Secretary	Until Superseded	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
53	Tornado and Fire Drill Records	Bldg. Secretary	One Year*
54	Building Health Inspections	Bldg. Secretary	One Year*
55	Student Activity Records Pay-In Forms Pay-Out Forms Account Forms/Dist. Budget Forms Req/Purchase Orders Purpose Clauses Sales Potential Projects Ticket Sales Reports	Bldg. Secretary	Two Years**
56	Receipts/Deposit Slips	Bldg. Secretary	Four Years**
57	Budget/Appropriation Records	Bldg. Secretary	Four Years**
58	Req/Purchase Orders	Bldg. Secretary	Four Years**
59	Textbook Inventories	Bldg. Secretary	Until Superseded
60	Supplies Inventories	Bldg. Secretary	Until Superseded
61	Student Handbooks	Bldg. Secretary	Until Superseded
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
	<u>Administrative Offices</u>		
62	School Calendars Supt. Secretary	Five Years	
63	Repair, Installation and Maintenance Records Business Off & Secretary	Four Years**	
64	Prevailing Wage Records Business Off & Secretary	Four Years**	
65	Rental Information (Use of Facilities) Business Off & Secretary	Four Years**	
66	Work Orders Maintenance Supervisor/Sec.	Four Years**	
67	Environmental Reports and Data (Asbestos, etc) Business Off & Secretary	Four Years**	
68	Vandalism Reports Business Off & Secretary	Four Years**	
69	Student Activity Purpose Clauses Business Off & Secretary	Four Years**	
70	Sales Potential Forms (Student Activities) Business Off & Secretary	Four Years**	
71	Bids and Specifications (Unsuccessful) Business Off & Secretary	One Year**	
72	Bids and Specifications (Successful) Business Off & Secretary	Four Years/ Completion of Project**	
73	Contractor Files (Resolutions, additions, Drawings, etc.) Business Off & Secretary	Until Project Complete, if no action Pending**	
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	<u>Administrative Offices</u>		
74	Preventative Maintenance Reports Business Off & Secretary	Fiscal Year Plus Two Yrs	
75	Warranty/Guarantee Business Off & Secretary	Life/Warranty of Equipment	
76	Plant and Equipment Inventory Business Off & Secretary	Until Superseded**	
77	Textbook/Workbook Inventory Curriculum Director & Sec.	Until Superseded**	
78	Supplies Inventory Business Off & Secretary	Until Superseded**	
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	<u>Special Education Department</u>		
79	Special Education Tutoring Reports	Sp. Ed Secretary	Ten Years
80	Individual Education Plan (IEP)	Bldg. Secretary Sp. Ed Secretary	Two Years**
81	Psychological Records (Restricted)	Sp.Ed Secretary Nurse	Through Graduation
	<u>Transportation Department</u>		
82	Driver Physical	Trans Secretary	Permanent
83	Fuel Consumption Data	Trans Secretary	Four Years**
84	Transportation Records	Trans Secretary	Four Years**
85	Field Trip Forms and Volunteer Driver Forms	Trans Secretary	Fiscal Year Plus Two Yrs.
86	Accident Reports	Trans Secretary	Three Yrs Provided no action pending
87	Vehicle Registration	Business Off & Secretary	Life of Vehicle
88	Vehicle License	Business Off & Secretary	Until Termin- ation plus one year
89	Abstracts	Trans Secretary	One Year
90	Certification, Superintendent	Trans Secretary	One Year
91	Supplies Inventory	Trans Secretary	Until Superseded**
92	Vehicle Defect Report	Trans Secretary	Life of Vehicle
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	<u>Food Service Department</u>		
93	Food Service Records Café Supervisor Menus Food Production Milk Solid Students Served	Four Years**	
94	Lunchroom Records Café Supervisor Cash Register Tapes Cashier's Daily Reports	Four Years**	
95	Lunchroom Reports Café Supervisor (Free and Reduced)	Four Years**	
96	Lunchroom Lists Café Supervisor (Free and Reduced)	Seven Years	
97	Inventories Café Supervisor	Until Superseded**	
98	License, Lunchroom Bldg Secretary Café Supervisor	Until Termin- ated Plus one year	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
	<u>Financial Records</u>		
99	Annual Financial Reports Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports Treasurer	Permanent***	
100	Activity Fund Cash Journal and Ledger Treasurer	Permanent***	
101	Bond Register Treasurer	Permanent***	
102	Securities Treasurer	Permanent***	
103	Investment Ledger Treasurer	25 Years	
104	Foundation Distribution Treasurer	25 Years	
105	Tax Settlements (Semi-Annual) and Advances Treasurer	25 Years	
106	Budgets (Annual) Treasurer	25 Years	
107	Insurance Policies Treasurer	15 Years after expiration provided all claims settled	
108	Contracts Treasurer	15 Years after Expiration	
109	Bonds and Coupons Treasurer	Until Bond Issues Redeemed**	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
110	Accounts Payable Ledgers Treasurer	Ten Years	
111	Accounts Receivable Ledgers Treasurer	Ten Years	
112	Budget Work Papers Treasurer	Ten Years	
113	Vouchers, Invoices and Purchase Order Treasurer	Ten Years**	
114	State Program Files Aux. Services, DPPF, Adult Vocational Excess Lottery, Data Processing, Public/ Private Grants, etc Treasurer	Ten Years**	
115	Federal Program Files Title I, II, III, IV-B, IV-C, VI-B; Chapter I, 2; Drug Free, etc. Treasurer	Ten Years**	
116	Travel Expense Vouchers Treasurer	Ten Years**	
117	Tax Anticipation Notes (Records borrowing against future tax collections) Treasurer	Ten Years**	
118	State Reimbursement Settlement Sheets Treasurer	Ten Years**	
119	Unemployment Claims Treasurer	Five Years	
120	Employee Bonds, Board Member Bonds Treasurer	Five Years	
121	Certificate of Estimated Resources Treasurer	Five Years	
122	Appropriation Resolutions Treasurer	Five Years	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
122-A	Tax Apportionments, Treasurer Semi-Annual	Five Years	
123	Cancelled Checks and Treasurer Bank Statements	Four Years**	
124	Publication Notice Treasurer	Four Years**	
125	Tuition: Fees and Payments Treasurer	Four Years**	
126	School Finance (S.F.) Treasurer Monthly Statement	Four Years**	
127	Investment Records Treasurer (May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc Drug Free, etc.	Four Years**	
128	Travel Expense Reports Treasurer Board and Employees	Four Years**	
129	State Sales Tax Reports Treasurer	Four Years**	
130	Student Activity Fund Treasurer (Pay-ins, pay-outs, receipts/deposits cancelled checks, reports	Four Years**	
131	Student Activity Fund: Treasurer Budgets, Purpose, Evaluation	Four Years**	
132	Check Registers Treasurer	Four Years**	
133	Deposit Slips/Cash Proofs Treasurer	Four Years**	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
134	Bids and Specifications (Accepted and Rejected) Treasurer	Four Years**	
135	Receipt Books Treasurer	Four Years**	
136	Extra Trip Records Treasurer	Four Years**	
137	Monthly Financial Reports Treasurer	Four Years**	
138	Accounting Data Treasurer	Four Years**	
139	Contracts: Service Treasurer	Four Years**	
140	State Subsidy Requests Application for driver education, pupil trans- portation, special education, etc. Treasurer	Three Years**	
141	Delivery/Packing Slips Treasurer	One Year**	
142	Requisitions Treasurer	One Year**	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
	<u>Payroll Related</u>		
143	Payroll Ledgers Bi-weekly Payroll Reports Quarterly Payroll Reports	Treasurer	Permanent***
144	Earnings Registers by Staff Member by Calendar Year	Treasurer	Permanent***
145	Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc)	Treasurer	Permanent***
146	Bureau of Employment Service Quarterly Reports	Treasurer	Seven Years
147	W-2 (Employer Copy)	Treasurer	Six Years and Current**
148	Federal Income Tax (Monthly/Annual)	Treasurer	Six Years and Current**
149	Ohio Income Tax (Monthly/Annual)	Treasurer	Six Years and Current**
150	City Income Tax (Monthly/Annual)	Treasurer	Six Years and Current**
151	School Income Tax (Monthly/Annual)	Treasurer	Six Years and Current**
152	Payroll Reports (All Reports Used for Each Payroll---Computer Generated---except those listed under 143, and above 144-3 above	Treasurer	Four Years**
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	***Three years hard copy---older microfilmed		

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153	Payroll Update Listings	Treasurer	Four Years**
154	Payroll Calculations	Treasurer	Four Years**
155	State Teachers System and School Employees Retirement System Waivers	Treasurer	Four Years**
156	School Employees Retirement System (SERS) Reports	Treasurer	Four Years**
157	State Teachers Retirement System (STRS) Reports	Treasurer	Four Years**
158	Annuity Reports	Treasurer	Four Years**
159	Benefit Folder/Report	Treasurer	Four Years**
160	Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leaver	Treasurer	Four Years**
161	Deduction Reports Voluntary Employment Payroll Deductions	Treasurer	Four Years**
162	Employee Vacation/ Sick Leave Records	Treasurer	Four Years**
163	Time Sheets	Treasurer	Six Years
164	Overtime Authorization	Treasurer	Six Years
165	Employee Insurance Bills, Medical, Dental Life	Treasurer	Four Years**
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166	Paycheck Register (Not Ledgers) Treasurer	Four Years**	
167	Payroll Bank Statement Treasurer	Four Years**	
168	Deduction Authorization Treasurer	Until Sup- ceded or Employee Terminated	
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	<u>Reports</u>		
169	State Audit Reports Treasurer	25 Years	
170	#59 and #659 or Treasurer 4502 Reports	25 Years	
171	#25 and #625 Reports Treasurer	25 Years	
172	School Finance Treasurer (S.F.) Reports	25 Years	
173	Special Education Sp.Ed Secretary (S.E.) Reports Supt. Secretary	25 Years	
174	Vocation Education Supt. Secretary (V.E.) Reports Voc. Secretary	25 Years	
175	Ohio Common Core Data Supt. Secretary OCCD) Reports	25 Years	
176	Drivers Education Treasurer Reports	25 Years	
177	Ohio Dept of Education Bldg. Secretary (O.D.E.) Reports Supt. Secretary	25 Years	
178	North Central Reports Bldg. Secretary	25 Years	
179	OS/Civil Rights Reports Supt. Secretary	25 Years	
180	Title IX Reports Supt. Secretary	25 Years	
181	SM-1 & SM-2 (Annual Treasurer and Quarterly)	25 Years	
182	State Minimum Standards Supt. Secretary	25 Years	
183	Personnel State Reports- Secretary, Currently SF-1, CS-1 Personnel	Four Years**	
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Schedule Number	Record title and description	Retention Period	For Use by Approving Agencies
184	County Auditor: Annual Wages (for W.C.)	Treasurer	Five Years
185	County Auditor: Bank Balance Certification	Treasurer	Five Years
186	Transportation	Trans Secretary	Four Years**
	<u>Other</u>		
187	Personnel Directory	Supt. Secretary	Permanent
188	Enrollment Record (By Grade and Building)	Supt. Secretary	Permanent
189	School Calendars	Supt. Secretary	Five Years
190	Building, Boiler, Maintenance Reports	Business Off & Secretary	Two Years*
191	Handbooks, Employee	Supt Secretary	Until Superseded
192	Directives, Standards Laws from Local State and Federal Governmental Agencies	All Secretaries	Until Superseded
193	Attendance Area Records	Supt. Secretary	Until Superseded
194	Health Reports	Pupil Personnel and Secretary	Two Years*
195	Electronic E-Mail	All Employees	Based upon the content of the e-mail.
196	Memos, Correspondence, & Incidental Communication	All Employees	Until deemed administratively no longer necessary

Refer to the preceding schedule for content and retain accordingly. |

*After end of fiscal year

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