



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District

(POLITICAL SUBDIVISION NAME)		(UNIT)		
(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input checked="" type="checkbox"/>
1106	Court Decisions                      Treasurer	Permanent		<input checked="" type="checkbox"/>
1107	Claims and Litigation                      Treasurer	Permanent		<input checked="" type="checkbox"/>
1201	Elections                      Treasurer	10 Years		<input type="checkbox"/>
1202	Record Disposal forms (RC-3)                      Treasurer	10 Years		<input type="checkbox"/>
1203	Bargaining Agreements                      Treasurer	10 Years after Expiration		<input type="checkbox"/>
1204	Budget Policy Files                      Treasurer	5 Years		<input type="checkbox"/>
1301	Worker's Compensation Claims                      Treasurer	10 Years after Financial Payment made		<input type="checkbox"/>
1302	Bank Depository Agreements                      Treasurer	4 Years after Completion		<input type="checkbox"/>
1303	Organization Reports                      Treasurer	2 Years**		<input type="checkbox"/>
1304	Board Meeting Notes                      Treasurer	1 Year		<input type="checkbox"/>
1305	Agendas                      Treasurer	1 Calendar Year**		<input type="checkbox"/>
1401	Adopted Courses of Study                      Superintendent and Secretary	Until Superseded		<input type="checkbox"/>
1402	Adopted Special Education Programs                      Superintendent and Secretary	Until Superseded		<input type="checkbox"/>
1403	Adopted Special Programs                      Superintendent and Secretary	Until Superseded		<input type="checkbox"/>
	*After end of fiscal year ** Provided Audited			

**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.**

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>2000</u>	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)			
2101	Certified Active Employees                      Asst Supt, Personnel Secretary	Permanent		<input type="checkbox"/>
2102	Classified Active Employees                      "	Permanent		<input type="checkbox"/>
2103	Certificated Inactive Employees                      "	Permanent		<input type="checkbox"/>
2104	Classified Inactive Employees                      "	Permanent		<input type="checkbox"/>
2105	Civil rights, Civil Services and Disciplinary Reports                      "	Permanent		<input type="checkbox"/>
2107	Retirement Letters                      "	Permanent		<input type="checkbox"/>
2108	Substitute records                      "	25 Years		<input type="checkbox"/>
2301	Employee Contracts                      Treasurer	4 Years after termination from employment.		<input type="checkbox"/>
2302	Professional Conference Applications                      Asst. Supt, Personnel and Secretary	2 Years**		<input type="checkbox"/>
	*After end of fiscal year **Provided Audited			REV. 11/12

**SCHEDULE OF RECORDS RETENTION AND DISPOSITION  
CONTINUATION SHEET**

FROM : Nordonias Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LCRP
2303	Irregular Employee      Treasurer Contracts (Substitutes, etc.)	4 Years after contract expires		<input type="checkbox"/>
2304	Unemployment Claims      Treasurer	5 Years		<input type="checkbox"/>
2305	Unemployment      Treasurer	5 Years		<input type="checkbox"/>
2306	Applications      Asst Supt. (not hired)      Personnel and Secretary	2 Years**		<input type="checkbox"/>
2307	Schedules of      " Employees	Fiscal Year Plus 2 years		<input type="checkbox"/>
2308	Student Helper      " Applications	2 Years		<input type="checkbox"/>
2309	Teacher Personnel      " Reports (internal)	Fiscal Year Plus 1 year		<input type="checkbox"/>
2310	I-9 Immigration      " Verification Forms	Termination of employment plus 1 year		<input type="checkbox"/>
2401	Job Descriptions      "	Retain until Superseded or Obsolete		<input type="checkbox"/>
	** Provided Audited			REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>3000</u>	<u>STUDENT RECORDS</u>			
3101	Student Record Folders Bldg Secretary Enrollment/Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Permanent		<input type="checkbox"/>
3102	Office Record Card (K-9) Bldg Secretary	Permanent		<input type="checkbox"/>
3103	Cosmetology Records Voc. Secretary (Vocational)	Permanent		<input type="checkbox"/>
3201	Health/Medical Records Nurse/Bldg Visual Screening Secretary Hearing Screening Immunization Records	7 Years After Graduation		<input type="checkbox"/>
3202	Discipline Records Bldg Secretary Letters to Parents Office Discipline	1 Year after Student leaves School		<input type="checkbox"/>
3203	Psychological Records Special Ed. (Restricted) Secretary/Nurse	Permanent		<input type="checkbox"/>
3204	Child Abuse/Neglect Bldg Secretary Referral Letters	Through Graduation		<input type="checkbox"/>
3301	Teacher Grade Books/ Records Bldg Secretary	3 Years**		<input type="checkbox"/>
				REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
3302	Pre-School Screening Profiles Bldg Secretary	3 years		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits) Bldg Secretary	3 years		<input type="checkbox"/>
3304	Accident Reports Nurse/Bldg Secretary	5 years provided no action pending		<input type="checkbox"/>
3305	Individual Educational Plan (IEP) Bldg Secretary Special Ed. Secretary	Permanent		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application Bldg Secretary	4 years		<input type="checkbox"/>
3401	Emergency Information Bldg Secretary	Until Superseded		<input type="checkbox"/>
	** Provided Audited			
				REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District, Summit County, OH

	(POLITICAL SUBDIVISION NAME)		(UNIT)	
(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>4000</u>	<u>BUILDING RECORDS</u>			
4202	Tornado and Fire Drill Records                      Bldg Secretary	1 year*		<input type="checkbox"/>
4203	Building Health Inspections                      Bldg Secretary	2 years*		<input type="checkbox"/>
4301	Student Activity Records                      Bldg Secretary Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports	2 years**		<input type="checkbox"/>
4302	Receipts/Deposit Slips                      Bldg Secretary	4 years**		<input type="checkbox"/>
4303	Budget/Appropriation Records                      Bldg Secretary	4 years**		<input type="checkbox"/>
4304	Requisitions/ Purchase Orders                      Bldg Secretary	1 year**		<input type="checkbox"/>
4401	Textbook Inventories                      Bldg Secretary	Until Superseded		<input type="checkbox"/>
4402	Supplies Inventory                      Bldg Secretary	Until Superseded		<input type="checkbox"/>
4403	Student Handbooks                      Bldg Secretary	Until Superseded		<input type="checkbox"/>
	*After end of fiscal year ** Provided Audited			REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>5000</u>	<u>CENTRAL DEPARTMENTAL RECORDS</u>			
	<u>Administrative Offices</u>			
5201	School Calendars      Supt. Secretary	5 years		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records      Business Office and Secretary	4 years**		<input type="checkbox"/>
5302	Prevailing Wage Records      Business Office and Secretary	4 years**		<input type="checkbox"/>
5303	Rental Information (Use of Facilities)      Business Office and Secretary	4 years**		<input type="checkbox"/>
5304	Work Orders      Business Office and Secretary	4 years**		<input type="checkbox"/>
5305	Environmental Reports And Data (asbestos, etc.)      Business Office and secretary	4 years**		<input type="checkbox"/>
5306	Vandalism Reports      Business Office and secretary	4 years**		<input type="checkbox"/>
5307	Student Activity Purpose Clauses      Business Office and secretary	4 years**		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activities)      Business Office and secretary	4 years**		<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)      Business Office and secretary	1 year**		<input type="checkbox"/>
5310	Bids and Specifications (Successful)      Business Office and secretary	4 years after completion of project		<input type="checkbox"/>
	** Provided Audited			REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>Administrative Offices – Continued</u>				
5311	Contractor Files (Resolutions, Additions, drawings, etc.)	Business Office and Secretary	Until Project Complete, if No Action Pending**	<input type="checkbox"/>
5401	Preventive Maintenance Reports	Business Office and Secretary	Fiscal year Plus 2 years	<input type="checkbox"/>
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment	<input type="checkbox"/>
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**	<input type="checkbox"/>
5404	Textbook/Workbook Inventory	Curriculum Dir. and Secretary	Until Superseded**	<input type="checkbox"/>
5405	Supplies Inventory	Business Office and Secretary	Until Superseded	<input type="checkbox"/>
** Provided Audited				REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
	<u>Special Education Department</u>			
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 years	<input type="checkbox"/>
5222	Individual Educational Plan (IEP)	Special Ed. Secretary	Permanent	<input type="checkbox"/>
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent	<input type="checkbox"/>
	<u>Transportation Department</u>			
5340	Driver Physical	Transportation Secretary	2 years after termination	<input type="checkbox"/>
5341	Fuel Consumption Data	Transportation Secretary	4 years**	<input type="checkbox"/>
5342	Transportation Records	Transportation Secretary	4 years**	<input type="checkbox"/>
5343	Field Trip forms and Volunteer Driver forms	Transportation Secretary	Fiscal year Plus 2 years	<input type="checkbox"/>
5441	Accident Reports	Transportation Secretary	3 years provided no action pending	<input type="checkbox"/>
5442	Vehicle Registration	Business Office and Secretary	Life of Vehicle	<input type="checkbox"/>
5443	Vehicle License	Business Office and Secretary	1 year after termination	<input type="checkbox"/>
5445	Driver Certifications	Transportation Secretary	1 year after termination	<input type="checkbox"/>
	** Provided Audited			
				<b>REV. 11/12</b>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
	<u>Transportation Department – Continued</u>			
5446	Supplies Inventory      Transportation Secretary	Until Superseded**		<input type="checkbox"/>
5447	Vehicle Defect Report      Transportation Secretary	Life of Vehicle		<input type="checkbox"/>
	<u>Food Service Department</u>			
5561	Food Service Records      Cafeteria Menus      Supervisor Food Production Milk Sold Students Served	4 years**		<input type="checkbox"/>
5562	Lunchroom Records      Cafeteria Cash Register Tapes      Supervisor Cashier's Daily Reports	4 years**		<input type="checkbox"/>
5563	Lunchroom Reports      Cafeteria (Free and Reduced)      Supervisor	4 years**		<input type="checkbox"/>
5564	Inventories      Cafeteria Supervisor	Until Superseded**		<input type="checkbox"/>
5565	Lunchroom License      Cafeteria Supervisor	1 year after expiration		<input type="checkbox"/>
	** Provided Audited			
				REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>6000</u>	<u>FINANCIAL RECORDS</u>			
6101	Annual Financial Reports      Treasurer Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Account Reports Financial Summary Detail Reports	5 years**		<input type="checkbox"/>
6102	Activity Fund Cash      Treasurer Journal and Ledger	5 years**		<input type="checkbox"/>
6103	Bond Register      Treasurer	20 years after issue expires		<input type="checkbox"/>
6104	Securities      Treasurer	Permanent		<input type="checkbox"/>
6201	Investment Ledger      Treasurer	5 years**		<input type="checkbox"/>
6202	Foundation Distribution      Treasurer	5 years**		<input type="checkbox"/>
6203	Tax Settlements (Semi- (Annual) and Advances      Treasurer	5 years**		<input type="checkbox"/>
6204	Budgets (Annual)      Treasurer	5 years**		<input type="checkbox"/>
6205	Insurance Policies      Treasurer	15 years after Expiration Provided all Claims settled		<input type="checkbox"/>
	** Provided Audited			
				REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nardon Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input type="checkbox"/>
6206	Contracts Treasurer	15 years after Expiration		<input type="checkbox"/>
6207	Bonds and Coupons Treasurer	Until Redeemed**		<input type="checkbox"/>
6208	Accounts Payable Ledgers Treasurer	5 years**		<input type="checkbox"/>
6209	Accounts Receivable Ledgers Treasurer	5 years**		<input type="checkbox"/>
6210	Budget Work Papers Treasurer	5 years**		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders Treasurer	10 years**		<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc. Treasurer	10 years**		<input type="checkbox"/>
6213	Federal Program Files Title I, II, III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc. Treasurer	10 years**		<input type="checkbox"/>
6214	Travel Expense Vouchers Treasurer	10 years**		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections) Treasurer	10 years**		<input type="checkbox"/>
	** Provided Audited			REV. 11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonia Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(6) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
6216	State Reimbursement Settlement Sheets	Treasurer 5 years**		<input type="checkbox"/>
6217	Unemployment Claims	Treasurer 5 years		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds	Treasurer 5 years		<input type="checkbox"/>
6219	Certificate of Estimated Resources	Treasurer 15 years after Expiration		<input type="checkbox"/>
6220	Appropriation Resolutions	Treasurer 5 years		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual)	Treasurer 5 years		<input type="checkbox"/>
6301	Canceled Checks and Bank Settlements	Treasurer 4 years**		<input type="checkbox"/>
6302	Publication Notice	Treasurer 4 years**		<input type="checkbox"/>
6303	Tuition Fees and Payments	Treasurer 4 years**		<input type="checkbox"/>
6304	School Finance (S.F.) Monthly Statements	Treasurer 4 years**		<input type="checkbox"/>
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	Treasurer 4 years**		<input type="checkbox"/>
6306	Travel Expense Reports	Treasurer 10 years**		<input type="checkbox"/>
6307	State Sales Tax Reports	Treasurer 4 years**		<input type="checkbox"/>
	** Provided Audited			<input type="checkbox"/>
				<b>REV. 11/12</b>

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nardon Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP <input type="checkbox"/>
6308	Student Activity Fund      Treasurer (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	4 years**		<input type="checkbox"/>
6309	Check Registers      Treasurer	4 years**		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs      Treasurer	4 years**		<input type="checkbox"/>
6311	Bids and Specifications      Treasurer (Unsuccessful)	1 year**		<input type="checkbox"/>
6312	Bids and Specifications      Treasurer (Successful)	4 year after completion of project**		<input type="checkbox"/>
6313	Receipt Books      Treasurer	4 years**		<input type="checkbox"/>
6314	Extra Trip Records      Treasurer	4 years**		<input type="checkbox"/>
6315	Monthly Financial Reports      Treasurer	4 years**		<input type="checkbox"/>
6316	Accounting Data      Treasurer	4 years**		<input type="checkbox"/>
6317	Service Contracts      Treasurer	4 years**		<input type="checkbox"/>
6318	State Subsidy Reports      Treasurer Applications for Driver education, Pupil transportation, Special Education, etc.	3 years**		<input type="checkbox"/>
6319	Delivery/Packing Slips      Treasurer	1 year**		<input type="checkbox"/>
6401	Requisitions      Treasurer *After end of fiscal year **Provided Audited	1 year*		<input type="checkbox"/>

REV.  
11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
<u>7000</u>	<u>PAYROLL RELATED</u>			
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports Treasurer	Permanent		<input type="checkbox"/>
7102	Earnings Registers By Staff Member By Calendar Year Treasurer	Permanent		<input type="checkbox"/>
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement service, etc. Treasurer	Permanent		<input type="checkbox"/>
7201	Bureau of Employment Service Quarterly Reports Treasurer	7 years		<input type="checkbox"/>
7301	W-2's, W-4's (Employer copy) Treasurer	6 years and Current**		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual) Treasurer	6 years and Current**		<input type="checkbox"/>
7306	Payroll Reports Reports used for Each payroll- Computer generated **Provided Audited Treasurer	4 years**		<input type="checkbox"/>

REV.  
11/12

## SCHEDULE OF RECORDS AND RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nardon Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
7307	Payroll Update Listing Treasurer	4 years**		<input type="checkbox"/>
7308	Payroll Calculations Treasurer	4 years**		<input type="checkbox"/>
7309	State Teachers System and School Employees Retirement System Waivers Treasurer	Permanent		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Reports Treasurer	4 years**		<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports Treasurer	4 years**		<input type="checkbox"/>
7312	Annuity Reports Treasurer	4 years**		<input type="checkbox"/>
7313	Benefit Folders/Reports Treasurer	4 years**		<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave) Treasurer	4 years**		<input type="checkbox"/>
7315	Deduction Reports Voluntary payroll Deductions Treasurer	4 years**		<input type="checkbox"/>
7316	Employee Vacation/ Sick Leave Records Treasurer	4 years**		<input type="checkbox"/>
7317	Time Sheets Treasurer	6 years**		<input type="checkbox"/>
	** Provided Audited			

REV.  
11/12

## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District, Summit County, OH

(POLITICAL SUBDIVISION NAME)

(UNIT)

(5) Schedule Number	(6) Record title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
7318	Overtime Authorization      Treasurer	6 years		<input type="checkbox"/>
7319	Employee Insurance Bills      Treasurer Medical Dental Life	4 years**		<input type="checkbox"/>
7323	Paycheck Register      Treasurer	4 years**		<input type="checkbox"/>
7324	Payroll Bank Statement      Treasurer	4 years**		<input type="checkbox"/>
7401	Deduction Authorization      Treasurer	Until Superseded or Employee Terminated		<input type="checkbox"/>
** Provided Audited				<b>REV.</b> 11/12



## SCHEDULE OF RECORDS RETENTION AND DISPOSITION CONTINUATION SHEET

FROM: Nordonias Hills City School District, Summit County, OH

	(POLITICAL SUBDIVISION NAME)	(UNIT)		
5) Schedule Number	(6) Records title and description	(7) Retention Period	(8) Media Type	(9) RC-3 Required by OHS- LGRP
8301	Personnel State Reports (Currently SF-1, CS-1)	Personnel Secretary	4 years**	<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor)	Treasurer	5 years	<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years	<input type="checkbox"/>
8304	Transportation Reports	Transportation Secretary	4 years**	<input type="checkbox"/>
<u>9000</u>	<u>Other</u>			
9101	Personnel Directory	Supt Secretary	10 years	<input type="checkbox"/>
9102	Enrollment Record (By grade and building)	Supt Secretary	Permanent	<input checked="" type="checkbox"/>
9202	School Calendars	Supt Secretary	5 years	<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 years*	<input type="checkbox"/>
9402	Employee Handbooks	Supt Secretary	Until Superseded	<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superseded	<input type="checkbox"/>
9404	Attendance Records		Until Superseded	<input type="checkbox"/>

\*After end of fiscal year  
\*\*Provided Audited

**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**

REV.  
11/12

**Sec. 117.26 O.R.C.**

RECORD RETENTION AND DESTRUCTION

Key to Schedule

1000- BOARD AND ADMINISTRATIVE RECORDS

2000- EMPLOYEE RECORDS

3000- STUDENT RECORDS

4000- BUILDING RECORDS

5000- CENTRAL DEPARTMENT

6000- FINANCIAL RECORDS

7000-PAYROLL RELATED RECORDS

8000- REPORTS

9000- OTHER

Symbols meanings:

“After end of fiscal year” means the number of years specified plus the current year.

“Provided Audited” means the 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.