



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

OHIO HISTORY CONNECTION

DEC 22 2016

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

Columbus City School District

(local government entity)

(unit)


 (signature of responsible official)

Dr. Dan Good
 (name)

Superintendent
 (title)

December 22, 2016
 (date)

Section B: Records Commission

Records Commission

(614) 365-5790

(telephone number)

270 East State Street
 (address)

Columbus
 (city)


43215
 (zip code)

Franklin
 (county)

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

eroush@columbus.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

December 22, 2016

Date

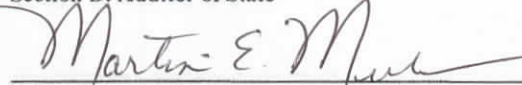
Section C: Ohio History Connection - State Archives

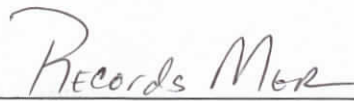

 Signature


 Title

1-5-2017
 Date

Section D: Auditor of State


 Signature


 Title

1-19-17
 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

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

Columbus City Schools

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1000	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				<input type="checkbox"/>
1101	Minutes	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
1101.1	Audio Tapes	2 years	Electronic		<input type="checkbox"/>
1101.2	Video Recordings (except when part of minutes)	2 years	Electronic		<input type="checkbox"/>
1102	Blueprints, Plans, Maps	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
1104	Board Policy Books & Adopted Policies	1 year after superseded	Paper; Electronic		<input type="checkbox"/>
1105	Administrative Regulations	1 year after superseded	Paper; Electronic		<input type="checkbox"/>
1106	Court Decisions	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
1107	Claims and Litigation	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
1201	Elections	10 years	Paper; Electronic		<input type="checkbox"/>
1202	Record Disposal Forms (RC-3)	10 years	Paper; Electronic		<input type="checkbox"/>
1203	Bargaining Agreements	10 years after expiration	Paper; Electronic		<input type="checkbox"/>
1204	Budget Policy Files	5 years	Paper; Electronic		<input type="checkbox"/>
1301	Worker's Compensation Claims	10 years after financial payment made	Paper; Electronic		<input type="checkbox"/>
1302	Bank Depository Agreements	4 years after completion	Paper; Electronic		<input type="checkbox"/>
1303	Organization Reports	2 years	Paper; Electronic		<input type="checkbox"/>

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

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Columbus City Schools

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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
1304	Board Meeting Notes	1 year	Paper; Electronic		<input type="checkbox"/>
1305	Agendas	1 calendar year	Paper; Electronic		<input type="checkbox"/>
1401	Adopted Courses of Study	Until superseded	Paper; Electronic		<input type="checkbox"/>
1402	Adopted Special Education Programs	Until superseded	Paper; Electronic		<input type="checkbox"/>
1403	Adopted Special Programs	Until superseded	Paper; Electronic		<input type="checkbox"/>
2000	<u>EMPLOYEE RECORDS</u>				<input type="checkbox"/>
2101	Employee Personnel Files	75 years	Paper; Electronic		<input type="checkbox"/>
2105	Civil Rights, Civil Service and Disciplinary Reports	75 years	Paper; Electronic		<input type="checkbox"/>
2108	Substitute employee records	25 years	Paper; Electronic		<input type="checkbox"/>
2201	Leave of Absence (LOA) & Family Medical Leave of Absence (FMLA) Documents	50 years	Paper; Electronic		<input type="checkbox"/>
2301	Employee Contracts and Salary Notices	4 years after termination	Paper; Electronic		<input type="checkbox"/>
2302	Professional Conference Applications	2 years	Paper; Electronic		<input type="checkbox"/>
2304	Unemployment Claims	5 years	Paper; Electronic		<input type="checkbox"/>
2305	Unemployment Records	5 years	Paper; Electronic		<input type="checkbox"/>
2306	Applications (not hired)	2 years	Paper; Electronic		<input type="checkbox"/>
2307	Schedule of Employees	Fiscal year plus 2 years	Paper; Electronic		<input type="checkbox"/>
2308	Student Helper Applications	2 years	Paper; Electronic		<input type="checkbox"/>
2309	Teacher Personnel Reports (internal)	Fiscal year plus 1 year	Paper; Electronic		<input type="checkbox"/>

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2310	I-9 Immigration Verification	Termination of employment plus one year.	Paper; Electronic		<input type="checkbox"/>
2401	Job Descriptions	Until superseded	Paper; Electronic		<input type="checkbox"/>
2501	Benefits Administration (enrollment, FSA, dependent eligibility, etc.)	Until superseded	Paper; Electronic		<input type="checkbox"/>
2601	Fingerprinting Records	50 year	Paper; Electronic		<input type="checkbox"/>
3000	<u>STUDENT RECORDS</u>				<input type="checkbox"/>
3050	Kindergarten Benchmark Assessment	1 year	Paper; Electronic		<input type="checkbox"/>
3101	Student Record (Cumulative) Folders	75 years, unless otherwise indicated	Paper; Electronic		<input type="checkbox"/>
	Tri-fold (for students enrolled prior to 2015- 2016)		Paper; Electronic		<input type="checkbox"/>
	Copy of birth certificate		Paper; Electronic		<input type="checkbox"/>
	Copy of proof of address	Until superseded or student graduates	Paper; Electronic		<input type="checkbox"/>
	Case Management Folder with all current psychological reports, including current IEP's and MFE's	75 years, unless otherwise indicated	Paper; Electronic		<input type="checkbox"/>
	504 Plans/Eligibility Documents,		Paper; Electronic		<input type="checkbox"/>
	SAIL/IAT folder, intervention records	Through graduation	Paper; Electronic		<input type="checkbox"/>
	Discipline records (Limited to letter to parent/guardian notifying of suspension or expulsion)	75 years, unless otherwise indicated	Paper; Electronic		<input type="checkbox"/>

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	Auxiliary discipline records (e.g. Form 190's, PEAK referrals)	Current school year	Paper; Electronic		<input type="checkbox"/>
	Photo id card	Kept until graduation, when given to student	Paper; Electronic		<input type="checkbox"/>
	Writing portfolios	Kept until graduation, when given to student	Paper		<input type="checkbox"/>
	Enrollment/Withdrawal Information, including forms and supporting documents (e.g. records requests)	75 years, unless otherwise indicated	Paper; Electronic		<input type="checkbox"/>
	Attendance Records		Paper; Electronic		<input type="checkbox"/>
	Truancy Records		Paper; Electronic		<input type="checkbox"/>
	District/State Test Results (Standardized, Competency, Proficiency, Aptitude)		Paper; Electronic		<input type="checkbox"/>
	Enrollment/Withdrawal Information		Paper; Electronic		<input type="checkbox"/>
	Grades/Transcripts		Paper; Electronic		<input type="checkbox"/>
	Activities Record		Paper; Electronic		<input type="checkbox"/>
	Foreign Exchange Records		Paper; Electronic		<input type="checkbox"/>
	Home Schooled Student Records		Paper; Electronic		<input type="checkbox"/>
	Record and Transcript Requests	1 calendar year	Paper		<input type="checkbox"/>
3102	Office Record Card (K-9)	75 years	Paper; Electronic		<input type="checkbox"/>
3103	Cosmetology Records (Vocational)	75 years	Paper; Electronic		<input type="checkbox"/>

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3201	Health/Medical Records	7 years after graduation	Paper; Electronic		<input type="checkbox"/>
	Visual Screening		Paper; Electronic		<input type="checkbox"/>
	Hearing Screening		Paper; Electronic		<input type="checkbox"/>
	Immunization Records	75 years, unless otherwise indicated	Paper; Electronic		<input type="checkbox"/>
	Medicaid Provider Service Forms	60 years	Paper; Electronic		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Through graduation or until child is 18	Paper; Electronic		<input type="checkbox"/>
3301	Teacher Grade Books/ Records	3 years	Paper; Electronic		<input type="checkbox"/>
3302	Pre-School Screening Profiles	3 years	Paper; Electronic		<input type="checkbox"/>
3303	Age & School Records (Work Permits)	3 years	Paper; Electronic		<input type="checkbox"/>
3304	Accident Reports	5 yrs w/ no action pending	Paper; Electronic		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Applications	4 years	Paper; Electronic		<input type="checkbox"/>
3401	Emergency Medical Card	Until superseded	Paper; Electronic		<input type="checkbox"/>
3501	School Choice Lottery Applications	5 years	Paper; Electronic		<input type="checkbox"/>
3602	Custody Records	5 years after graduation or when student reaches age 22	Paper; Electronic		<input type="checkbox"/>
4000	<u>BUILDING RECORDS</u>				<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
4202	Tornado and Fire Drill Records	1 year	Paper; Electronic		<input type="checkbox"/>
4203	Building Health Inspections	2 years	Paper; Electronic		<input type="checkbox"/>
4301	Student Activity Records	10 years	Paper; Electronic		<input type="checkbox"/>
	Pay-in forms		Paper; Electronic		<input type="checkbox"/>
	Pay-out forms		Paper; Electronic		<input type="checkbox"/>
	Account Forms		Paper; Electronic		<input type="checkbox"/>
	District Budget Forms		Paper; Electronic		<input type="checkbox"/>
	Requisitions		Paper; Electronic		<input type="checkbox"/>
	Purchase Orders		Paper; Electronic		<input type="checkbox"/>
	Ticket sale reports		Paper; Electronic		<input type="checkbox"/>
4302	Receipts/Deposit Slips	4 years	Paper; Electronic		<input type="checkbox"/>
4303	Budget/Appropriation Records	4 years	Paper; Electronic		<input type="checkbox"/>
4304	Requisitions/Purchase Orders	10 years	Paper; Electronic		<input type="checkbox"/>
4401	Textbook Inventories	Until superseded	Paper; Electronic		<input type="checkbox"/>
4402	Supplies Inventories	Until superseded	Paper; Electronic		<input type="checkbox"/>
4403	Student Handbooks	Until superseded	Paper; Electronic		<input type="checkbox"/>
5000	<u>CENTRAL DEPARTMENTAL RECORDS - ADMINISTRATIVE OFFICES</u>				<input type="checkbox"/>
5101	Abatement Records (Asbestos, etc.)	37 years	Paper; Electronic		<input type="checkbox"/>

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5201	School Calendars	5 years	Paper; Electronic		<input type="checkbox"/>
5301	Repair, Installation & Maintenance Records	4 years	Paper; Electronic		<input type="checkbox"/>
5302	Prevailing Wage Records	4 years	Paper; Electronic		<input type="checkbox"/>
5303	Rental Information (Use of Facilities)	4 years	Paper; Electronic		<input type="checkbox"/>
5304	Work Orders	4 years	Paper; Electronic		<input type="checkbox"/>
5305	Environmental Reports and Data (asbestos, etc.)	4 years	Paper; Electronic		<input type="checkbox"/>
5306	Vandalism Reports	4 years	Paper; Electronic		<input type="checkbox"/>
5307	Student Activity Purpose Clauses	4 years	Paper; Electronic		<input type="checkbox"/>
5308	Sales Potential Forms (Student Activity)	4 years	Paper; Electronic		<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)	4 yrs from project completion	Paper; Electronic		<input type="checkbox"/>
5310	Bids and Specifications (Successful)	4 yrs from project completion	Paper; Electronic		<input type="checkbox"/>
5311	Contractor Files (Resolutions, additions, drawings, etc.)	Until project complete, if no action pending	Paper; Electronic		<input type="checkbox"/>
5401	Preventative Maintenance Reports	Fiscal year plus 2 years	Paper; Electronic		<input type="checkbox"/>
5402	Warranty/ Guarantee	Life/Warrant y of equipment	Paper; Electronic		<input type="checkbox"/>
5403	Plant and Equipment Inventory	Until superseded	Paper; Electronic		<input type="checkbox"/>
5404	Textbook/ Workbook Inventory	Until superseded	Paper; Electronic		<input type="checkbox"/>
5405	Supplies Inventory	Delete. Duplicate of 4402.	Paper; Electronic		<input type="checkbox"/>

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5406	Procedure Manuals	Until superseded	Paper; Electronic		<input type="checkbox"/>
5407	Shipping Documents (Manifests, etc.)	4 years	Paper; Electronic		<input type="checkbox"/>
5408	Surveys (Customer Service, etc.)	1 year	Paper; Electronic		<input type="checkbox"/>
5409	Draft Documents	Until superseded	Paper; Electronic		<input type="checkbox"/>
5000	<u>TRANSPORTATION DEPARTMENT</u>				<input type="checkbox"/>
5340	Driver Physicals	25 Years	Paper; Electronic		<input type="checkbox"/>
5341	Fuel Consumption Data	4 years	Paper; Electronic		<input type="checkbox"/>
5342	Transportation Records	4 years	Paper; Electronic		<input type="checkbox"/>
5343	Field Trip forms-Volunteer Driver forms	4 years	Paper; Electronic		<input type="checkbox"/>
5441	Accident Reports	3 yrs with no action pending	Paper; Electronic		<input type="checkbox"/>
5442	Vehicle Registration	Life of vehicle	Paper; Electronic		<input type="checkbox"/>
5443	Vehicle License	Delete. We cannot determine what this is.	Paper; Electronic		<input type="checkbox"/>
5445	Driver Certifications	1 year after termination	Paper; Electronic		<input type="checkbox"/>
5446	Supplies Inventory	Delete. Duplicate of 4402.	Paper; Electronic		<input type="checkbox"/>
5447	Vehicle Defect Report	Life of vehicle	Paper; Electronic		<input type="checkbox"/>
5448	Vehicle Inspections (Buses, Forklifts, Autos, etc.	7 Years	Paper; Electronic		<input type="checkbox"/>
5000	<u>FOOD SERVICE DEPARTMENT</u>				<input type="checkbox"/>

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5561	Food Service Records	4 years	Paper; Electronic		<input type="checkbox"/>
	Menus		Paper; Electronic		<input type="checkbox"/>
	Food Production		Paper; Electronic		<input type="checkbox"/>
	Milk Sold		Paper; Electronic		<input type="checkbox"/>
	Students Served		Paper; Electronic		<input type="checkbox"/>
5562	Lunchroom Records	4 years	Paper; Electronic		<input type="checkbox"/>
	Cash Register Tapes		Paper; Electronic		<input type="checkbox"/>
	Cashier Daily Reports		Paper; Electronic		<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced)	4 years	Paper; Electronic		<input type="checkbox"/>
5564	Inventories	Until superseded	Paper; Electronic		<input type="checkbox"/>
5565	Lunchroom License	1 year after expirations	Paper; Electronic		<input type="checkbox"/>
6000	<u>FINANCIAL RECORDS</u>				<input type="checkbox"/>
6101	Annual Financial Reports	5 years	Paper; Electronic		<input type="checkbox"/>
	Appropriation Ledgers		Paper; Electronic		<input type="checkbox"/>
	Budget Ledgers		Paper; Electronic		<input type="checkbox"/>
	Revenue Journals		Paper; Electronic		<input type="checkbox"/>
	Vendor Listing		Paper; Electronic		<input type="checkbox"/>
	Check Register		Paper; Electronic		<input type="checkbox"/>

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	Purchase Order Listing		Paper; Electronic		<input type="checkbox"/>
	Invoice List		Paper; Electronic		<input type="checkbox"/>
	Account Reports		Paper; Electronic		<input type="checkbox"/>
	Financial Summary		Paper; Electronic		<input type="checkbox"/>
	Detail Reports		Paper; Electronic		<input type="checkbox"/>
6102	Activity Fund Cash Journal and Ledger	5 years	Paper; Electronic		<input type="checkbox"/>
6103	Bond Register	20 years after issue expires	Paper; Electronic		<input type="checkbox"/>
6104	Securities	Permanent	Paper; Electronic		<input type="checkbox"/>
6201	Investment Ledger	5 years	Paper; Electronic		<input type="checkbox"/>
6202	Foundation Distribution	5 years	Paper; Electronic		<input type="checkbox"/>
6203	Tax Settlements (Semi-Annual) & Advances	5 years	Paper; Electronic		<input type="checkbox"/>
6204	Budgets (Annual)	5 years	Paper; Electronic		<input type="checkbox"/>
6205	Insurance Policies	15 years after expiration provided all claims settled	Paper; Electronic		<input type="checkbox"/>
6206	Contracts	15 years after expiration	Paper; Electronic		<input type="checkbox"/>
6207	Bonds and Coupons	Until redeemed	Paper; Electronic		<input type="checkbox"/>
6208	Accounts Payable Ledgers	5 years	Paper; Electronic		<input type="checkbox"/>

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6209	Accounts Receivable Ledgers	5 years	Paper; Electronic		<input type="checkbox"/>
6210	Budget Work Papers	5 years	Paper; Electronic		<input type="checkbox"/>
6211	Vouchers, Invoices & Purchase Orders	10 years	Paper; Electronic		<input type="checkbox"/>
6212	State Program Files	10 years	Paper; Electronic		<input type="checkbox"/>
	Aux. Services, DPPF		Paper; Electronic		<input type="checkbox"/>
	Adult Vocational		Paper; Electronic		<input type="checkbox"/>
	Excess Lottery		Paper; Electronic		<input type="checkbox"/>
	Data Processing		Paper; Electronic		<input type="checkbox"/>
	Public/Private Grants, etc.		Paper; Electronic		<input type="checkbox"/>
6213	Federal Program Files	10 years	Paper; Electronic		<input type="checkbox"/>
	Title I, II, III, IV-B		Paper; Electronic		<input type="checkbox"/>
	IV-C, &VI-B		Paper; Electronic		<input type="checkbox"/>
	Chapter 1, 2		Paper; Electronic		<input type="checkbox"/>
	Drug Free, etc.		Paper; Electronic		<input type="checkbox"/>
6214	Travel Expense Vouchers	10 years	Paper; Electronic		<input type="checkbox"/>
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	10 years	Paper; Electronic		<input type="checkbox"/>
6216	State Reimbursement Settlement	5 years	Paper; Electronic		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds	5 years	Paper; Electronic		<input type="checkbox"/>

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6219	Certificate of Estimated Resources	15 years after expiration	Paper; Electronic		<input type="checkbox"/>
6220	Appropriation Resolutions	5 years	Paper; Electronic		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual)	5 years	Paper; Electronic		<input type="checkbox"/>
6301	Canceled Checks and Bank Statements	4 years	Paper; Electronic		<input type="checkbox"/>
6302	Publication Notice	4 years	Paper; Electronic		<input type="checkbox"/>
6303	Tuition Fees and Payments	4 years	Paper; Electronic		<input type="checkbox"/>
6304	School Finance (S.F.) Monthly Statement	4 years	Paper; Electronic		<input type="checkbox"/>
6305	Investment Records (May include individual record of investments, bank confirmations, wire transfers, copy of CD, etc.)	4 years	Paper; Electronic		<input type="checkbox"/>
6306	Travel Expense Reports	10 years	Paper; Electronic		<input type="checkbox"/>
6307	State Sales Tax Reports	4 years	Paper; Electronic		<input type="checkbox"/>
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	4 years	Paper; Electronic		<input type="checkbox"/>
6309	Check Registers	4 years	Paper; Electronic		<input type="checkbox"/>
6310	Deposit Slips/Cash Proofs	4 years	Paper; Electronic		<input type="checkbox"/>
6313	Receipt Books	4 years	Paper; Electronic		<input type="checkbox"/>
6314	Extra Trip Records	4 years	Paper; Electronic		<input type="checkbox"/>
6315	Monthly Financial Reports	4 years	Paper; Electronic		<input type="checkbox"/>
6316	Accounting Data	4 years	Paper; Electronic		<input type="checkbox"/>
6318	State Subsidy Requests: Applications for driver education, pupil transportation, special education, etc.	3 years	Paper; Electronic		<input type="checkbox"/>

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6319	Delivery/Packing Slips	1 year	Paper; Electronic		<input type="checkbox"/>
6401	Requisitions	1 year	Paper; Electronic		<input type="checkbox"/>
7000	<u>PAYROLL RELATED</u>				<input type="checkbox"/>
7001	Payroll Ledgers	50 Years	Paper; Electronic		<input type="checkbox"/>
	Bi-Weekly Payroll Reports		Paper; Electronic		<input type="checkbox"/>
	Quarterly Payroll Reports		Paper; Electronic		<input type="checkbox"/>
7102	Earnings Registers	50 Years	Paper; Electronic		<input type="checkbox"/>
	By Staff Member		Paper; Electronic		<input type="checkbox"/>
	By Calendar Year		Paper; Electronic		<input type="checkbox"/>
7103	Monthly Payroll Reports	50 Years	Paper; Electronic		<input type="checkbox"/>
	Leave usage and accumulation, retirement service, etc.		Paper; Electronic		<input type="checkbox"/>
7201	Bureau of Employment Service Quarterly Reports	7 years	Paper; Electronic		<input type="checkbox"/>
7301	W-2's, W-4's (Employer copy)	7 years	Paper; Electronic		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual)	7 years	Paper; Electronic		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual)	7 years	Paper; Electronic		<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual)	7 years	Paper; Electronic		<input type="checkbox"/>
7305	School Income Tax (Monthly/Annually)	7 years	Paper; Electronic		<input type="checkbox"/>
7307	Payroll Update Listing	7 years	Paper; Electronic		<input type="checkbox"/>

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7308	Payroll Calculations	7 years	Paper; Electronic		<input type="checkbox"/>
7309	State Teachers System and School Employees Retirement System Waivers	Permanent	Paper; Electronic		<input type="checkbox"/>
7310	State Employees Retirement System (SERS) Reports	4 years	Paper; Electronic		<input type="checkbox"/>
7311	State Teachers Retirement System (STRS) Reports	4 years	Paper; Electronic		<input type="checkbox"/>
7312	Annuity Reports	4 years	Paper; Electronic		<input type="checkbox"/>
7313	Benefit Folders/ Reports	4 years	Paper; Electronic		<input type="checkbox"/>
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other Leave)	4 years	Paper; Electronic		<input type="checkbox"/>
7315	Deduction Reports	4 years	Paper; Electronic		<input type="checkbox"/>
	Voluntary Payroll		Paper; Electronic		<input type="checkbox"/>
	Deductions		Paper; Electronic		<input type="checkbox"/>
7316	Employee Vacation/Sick Leave Records	4 years	Paper; Electronic		<input type="checkbox"/>
7317	Time Sheets	6 years	Paper; Electronic		<input type="checkbox"/>
7318	Overtime Authorization	6 years	Paper; Electronic		<input type="checkbox"/>
7319	Employee Insurance Bills	4 years	Paper; Electronic		<input type="checkbox"/>
	Medical		Paper; Electronic		<input type="checkbox"/>
	Dental		Paper; Electronic		<input type="checkbox"/>
	Life		Paper; Electronic		<input type="checkbox"/>
7323	Paycheck Register	4 years	Paper; Electronic		<input type="checkbox"/>

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

See instructions before completing this form.

Columbus City Schools

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
7324	Payroll Bank Statement	4 years	Paper; Electronic		<input type="checkbox"/>
7401	Deduction Authorization	Until superseded or employee terminated	Paper; Electronic		<input type="checkbox"/>
8000	REPORTS				<input type="checkbox"/>
8201	State Audit Reports	5 years	Paper; Electronic		<input type="checkbox"/>
8202	#59, #659 and #4502	5 years	Paper; Electronic		<input type="checkbox"/>
8203	#25 and #625	5 years	Paper; Electronic		<input type="checkbox"/>
8204	School Finance (S.F.) Reports - annual	5 years	Paper; Electronic		<input type="checkbox"/>
8206	Vocational Edu. (V.E.) Reports - annual	5 years	Paper; Electronic		<input type="checkbox"/>
8207	OH Common Core Data (OCCD) Report	5 years	Paper; Electronic		<input type="checkbox"/>
8208	Drivers Education Reports	5 years	Paper; Electronic		<input type="checkbox"/>
8209	Ohio Department of Edu. (ODE) Reports	5 years	Paper; Electronic		<input type="checkbox"/>
8212	Title IX Reports	10 years	Paper; Electronic		<input checked="" type="checkbox"/>
8213	SM-1 & SM-2 (Annual and Quarterly)	10 years	Paper; Electronic		<input checked="" type="checkbox"/>
8214	State Minimum Standards	10 years	Paper; Electronic		<input type="checkbox"/>
8301	Personnel State Reports (Currently SF-1, CS-1)	4 years	Paper; Electronic		<input type="checkbox"/>
8302	Worker's Comp Wage Reports (Co. Auditor)	5 years	Paper; Electronic		<input type="checkbox"/>
8303	Bank Balance Certification (Co. Auditor)	5 years	Paper; Electronic		<input type="checkbox"/>
9000	OTHER				<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
9004	Security Video Recordings from Building, Grounds and Vehicles	Until overwritten; if copied into different media, destroy if no further legal or admin value	Electronic		<input type="checkbox"/>
9005	Zonar and similar GPS data	1 year, if copied into different media, destroy if no further legal or admin value	Electronic		<input type="checkbox"/>
9006	GPS inspection data	2 years; if copied into different media, destroy if no further admin value			<input type="checkbox"/>
9101	Personnel Directory	10 years	Paper; Electronic		<input type="checkbox"/>
9102	Enrollment Record (by grade & building)	Permanent	Paper; Electronic		<input checked="" type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	4 years	Paper; Electronic		<input type="checkbox"/>
9402	Employee Handbooks	Until superseded	Paper; Electronic		<input type="checkbox"/>
9403	Directives, Standards, Laws from Local, State & Federal Govt. Agencies	Until superseded	Paper; Electronic		<input type="checkbox"/>
10000	<u>GENERAL ADMINISTRATIVE</u>				<input type="checkbox"/>
10001	Correspondence-Executive Correspondence-Board Members, Direct Reports, and Administrators (dealing with all aspects of the District, including information and decisions concerning District policies, procedures, programs and fiscal and personnel matters)	4 years, then destroy if no admin value	Paper; Electronic		<input type="checkbox"/>

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

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Columbus City Schools

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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
10002	Correspondence-Executive Correspondence-Administrative (including correspondence requesting information pertaining to District and other miscellaneous inquires)	2 years, then destroy if no admin value	Paper; Electronic		<input type="checkbox"/>
10003	Correspondence - Routine, including standard form letters.	Until no further admin, fiscal, or legal value.	Paper; Electronic		<input type="checkbox"/>
10004	Electronic mail (email and email attachments) and voicemail	Until no further admin, fiscal or legal value	Electronic		<input type="checkbox"/>
10005	Transient Documents - includes telephone messages and other documents which serve to convey information of temporary importance in lieu of oral communication	Until no further admin value	Paper; Electronic		<input type="checkbox"/>
10006	Unsolicited Correspondence	Until no further admin value	Paper; Electronic		<input type="checkbox"/>
10007	Memos	1 year, then destroy if no further admin value	Paper; Electronic		<input type="checkbox"/>
10008	Drafts	Until superseded	Paper; Electronic		<input type="checkbox"/>
10009	Copies	Until of no further admin value	Paper; Electronic		<input type="checkbox"/>

Amanda Rindler

From: Erik P Roush <eroush@columbus.k12.oh.us>
Sent: Thursday, December 22, 2016 1:12 PM
To: Local Government Records Program
Subject: Columbus City Schools RC-2
Attachments: CCS RC-2.pdf

Attached please find the RC-2 approved by the Columbus City Schools Records Commission on December 22, 2016.

Please let me know if you have any additional questions.

Erik P. Roush, Ph.D.
Policy & Government Affairs
Columbus City Schools
270 E. State Street
Columbus, Ohio 43215
614.365.5790 (Office)
614.365.6042 (Fax)

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