

Record Series Title and Description	Schedule No.	Date the RC-2 was approved by the Records Commission	Media Type to be Destroyed	Other Media Type to be Destroyed	Inclusive Date of Records	Proposed Date of Destruction	For O.H.S.-LGRP Use
Board and Administrative Records	1000						
~Minutes--Treasurer	1101--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Audio Tapes--Treasurer	1101.1--2012	2010--June 14	Tape	*****	1962--05/31/2010	2012--June 1	
~Blue Prints, Plans, Maps--Business Office & Secretary	1102--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Deeds, Easements, Leases--Treasurer	1103--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Board Policy Books and Other Adopted Policies--Superintendent & Secretary	1104--2012	2010--June 14	Paper	All	1962--05/31/2011 (superseded)	2012--June 1	
~Administrative Regulations--Superintendent & Secretary	1105--2012	2010--June 14	Paper	All	1962--05/31/2011 (superseded)	2012--June 1	
~Court Decisions--Treasurer	1106--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Claims and Litigation--Treasurer	1107--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Elections--Treasurer	1201--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
~Record Disposal Forms (RC-3)--Treasurer	1202--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
~Bargaining Agreements--Treasurer	1203--2012	2010--June 14	Paper	All	1962--05/31/2002 (expired)	2012--June 1	
~Budget Policy Files--Treasurer	1204--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Workers' Compensation Claims--Treasurer	1301--2012	2010--June 14	Paper	All	1962--05/31/2002 (financial payment made)	2012--June 1	
~Bank Depository Agreements--Treasurer	1302--2012	2010--June 14	Paper	All	1962--05/31/2008 (completed)	2012--June 1	
~Organization Reports--Treasurer	1303--2012	2010--June 14	Paper	All	1962--05/31/2009 (audited)	2012--June 1	
~Board Meeting Notes--Treasurer	1304--2012	2010--June 14	Paper	All	1962--05/31/2011	2012--June 1	
~Agendas--Treasurer	1305--2012	2010--June 14	Paper	All	1962--05/31/2010 (audited)	2012--June 1	
~Adopted Courses of Study--Superintendent & Secretary	1401--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
~Adopted Special Education Programs--Superintendent & Secretary	1402--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
~Adopted Special Programs--Superintendent & Secretary	1403--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
Employee Records (Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts, and any other documents which become a part of the file.)	2000						
~Certified Active Employees--Asst. Supt., Personnel Secretary	2101--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Classified Active Employees--Asst. Supt., Personnel Secretary	2102--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Certificated Inactive Employees--Asst. Supt., Personnel Secretary	2103--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	

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~Classified Inactive Employees--Asst. Supt., Personnel Secretary	2104--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Civil Rights, Civil Services, & Disciplinary Reports--Asst. Supt., Personnel Secretary	2105--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Retirement Letters--Asst. Supt., Personnel Secretary	2107--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Substitute Records--Asst. Supt., Personnel Secretary	2108--2012	2010--June 14	Paper	All	1962--05/31/1987	2012--June 1	
~Employee Contracts--Treasurer	2301--2012	2010--June 14	Paper	All	1962--05/31/2008 (termination of employment)	2012--June 1	
~Professional Conference Applications--Asst. Supt., Personnel Secretary	2302--2012	2010--June 14	Paper	All	1962--05/31/2009 (audited)	2012--June 1	
~Irregular Employee Contracts (Substitutes, etc.)--Treasurer	2303--2012	2010--June 14	Paper	All	1962--05/31/2008 (contract expired)	2012--June 1	
~Unemployment Claims--Treasurer	2304--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Unemployment--Treasurer	2305--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Applications (not hired), Asst. Supt., Personnel Secretary	2306--2012	2010--June 14	Paper	All	1962--05/31/2009 (audited)	2012--June 1	
~Schedule of Employees--Asst. Supt., Personnel Secretary	2307--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	
~Student Helper Applications--Asst. Supt., Personnel Secretary	2308--2012	2010--June 14	Paper	All	1962--05/31/2010	2012--June 1	
~Teacher Personnel Reports (internal)--Asst. Supt., Personnel Secretary	2309--2012	2010--June 14	Paper	All	1962--05/31/2010	2012--June 1	
~I-9 Immigration Verification Forms--Asst. Supt., Personnel Secretary	2310--2012	2010--June 14	Paper	All	1962--05/31/2011 (termination of employment)	2012--June 1	
~Job Descriptions--Asst. Supt., Personnel Secretary	2401--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded/obsolete)	2012--June 1	

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Student Records	3000						
~Student Record Folders (Enrollment/Withdrawal Information); Grades/Transcripts; Activities Records; Attendance Records; Individual Test Results (Standardized, Competency/Proficiency, Aptitude); Intervention Records; Foreign Exchange Records; Suspensions/Expulsions; Home-Schooled Student Records)--Bldg. Secretary	3101--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2007 (student left system--microfilmed--microfilm maintained permanently)	2012--June 1	
--Office Record Card (K-9)--Bldg. Secretary	3102--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2007 (student left system--microfilmed--microfilm maintained permanently)	2012--June 1	
--Cosmetology Records (Vocational)--Voc. Secretary	3103--2012	2010--June 14	N/A	N/A	N/A	N/A	
~Health/Medical Records (Visual Screening, Hearing Screening, Immunization Records)--Nurse/Bldg. Secretary	3201--2012	2010--June 14	Paper	All	1962--05/31/2005 (graduated)	2012--June 1	
--Discipline Records (Letters to Parents, Office Discipline)--Bldg. Secretary	3202--2012	2010--June 14	Paper	All	1962--05/31/2011 (student left system)	2012--June 1	
~Psychological Records (restricted)--Special Ed. Secretary/Nurse	3203--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2007 (student left system--microfilmed--microfilm maintained permanently)	2012--June 1	
~Child Abuse/Neglect (Referral Letters)--Bldg. Secretary	3204--2012	2010--June 14	Paper	All	1962--05/31/2011 (graduated)	2012--June 1	
~Teacher Grade Books/Records--Bldg. Secretary	3301--2012	2010--June 14	Paper	All	1962--05/31/2008 (audited)	2012--June 1	
~Pre-School Screening Profiles--Bldg. Secretary	3302--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	
~Age and Schooling Records (Work Permits)--Bldg. Secretary	3303--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	
~Accident Reports--Nurse/Bldg. Secretary	3304--2012	2010--June 14	Paper	All	1962--05/31/2007 (no action pending)	2012--June 1	
~Individual Education Plan (I.E.P.)--Bldg. Secretary, Special Ed. Secretary	3305--2012	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Free/Reduced Price Lunch Applications--Bldg. Secretary	3306--2012	2010--June 14	Paper	All	1962--05/31/2008	2012--June 1	
~Emergency Information--Bldg. Secretary	3401--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
Building Records	4000						
~Tornado and Fire Drill Records--Bldg. Secretary	4202--2012	2010--June 14	Paper	All	1962--05/31/2010	2012--June 1	
~Building Health Inspections--Bldg. Secretary	4203--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	

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~Student Activity Records (Pay-In Forms, Pay-Out Forms, Account Forms/District, Budget Forms, Requisitions, Purchase Orders, Ticket Sales Reports)--Bldg. Secretary	4301--2012	2010--June 14	Paper	All	1962--05/31/2009 (audited)	2012--June 1	
~Receipts/Deposit Slips--Bldg. Secretary	4302--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Budget/Appropriation Records--Bldg. Secretary	4303--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Requisitions/Purchase Orders--Bldg. Secretary	4304--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~Textbook Inventories--Bldg. Secretary	4401--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
~Supplies Inventory--Bldg. Secretary	4402--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
~Student Handbooks--Bldg. Secretary	4403--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
Central Department Records--Administrative Offices	5000						
~School Calendars--Supt. Secretary	5201--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Repair, Installation, and Maintenance Records--Business Office and Secretary	5301--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Prevailing Wage Records--Business Office and Secretary	5302--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Rental Information (Use of Facilities)--Business Office and Secretary	5303--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Work Orders--Business Office and Secretary	5304--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Environmental Reports and Data (asbestos, etc.)--Business Office and Secretary	5305--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Vandalism Reports--Business Office and Secretary	5306--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Student Activity Purpose Clauses--Business Office and Secretary	5307--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Sales Potential Forms (Student Activities)--Business Office and Secretary	5308--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Bids and Specifications (Unsuccessful)--Business Office and Secretary	5309--2012	2010--June 14	Paper	All	1962--05/31/2010 (audited)	2012--June 1	
~Bids and Specifications (Successful)--Business Office and Secretary	5310--2012	2010--June 14	Paper	All	1962--05/31/2007 (project completed; audited)	2012--June 1	
~Contractor Files (Resolutions, additions, drawings, etc.)--Business Office and Secretary	5311--2012	2010--June 14	Paper	All	1962--05/31/2011 (project completed; no action pending; audited)	2012--June 1	
~Preventative Maintenance Reports--Business Office and Secretary	5401--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	
~Warranty/Guarantee--Business Office and Secretary	5402--2012	2010--June 14	Paper	All	1962--05/31/2012 (expired warranty/guarantee)	2012--June 1	
~Plant and Equipment Inventory--Business Office and Secretary	5403--2012	2010--June 14	Paper	All	1962--05/31/2011 (superseded/audited)	2012--June 1	
~Textbook/Workbook Inventory--Curriculum Director and Secretary	5404--2012	2010--June 14	Paper	All	1962--05/31/2011 (superseded/audited)	2012--June 1	

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~Supplies Inventory--Business Office and Secretary	5405--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded/audited)	2012--June 1	
Central Department Records--Special Education							
~Special Education Tutoring Reports--Special Ed. Secretary	5221--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
~Individual Education Plan (I.E.P.)--Special Ed. Secretary	5222--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Psychological Records (Restricted)--Special Ed. Secretary	5223--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
Central Department Records--Transportation Department							
~Driver Physical--Transportation Secretary	5340--2012	2010--June 14	Paper	All	1962--05/31/2010 (terminated)	2012--June 1	
~Fuel Consumption Data--Transportation Secretary	5341--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Transportation Records--Transportation Secretary	5342--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Field Trip Forms and Volunteer Driver Forms--Transportation Secretary	5343--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	
~Accident Reports--Transportation Secretary	5441--2012	2010--June 14	Paper	All	1962--05/31/2009 (no action pending)	2012--June 1	
~Vehicle Registration--Business Office and Secretary	5442--2012	2010--June 14	Paper	All	1962--05/31/2012 (vehicle disposed of)	2012--June 1	
~Vehicle License--Business Office and Secretary	5443--2012	2010--June 14	Paper	All	1962--05/31/2011 (terminated)	2012--June 1	
~Driver Certifications--Transportation Secretary	5445--2012	2010--June 14	Paper	All	1962--05/31/2011 (terminated)	2012--June 1	
~Supplies Inventory--Transportation Secretary	5446--2012	2010--June 14	Paper	All	1962--05/31/2011 (audited/superseded)	2012--June 1	
~Vehicle Defect Report--Transportation Secretary	5447--2012	2010--June 14	Paper	All	1962--05/31/2012 (vehicle disposed of)	2012--June 1	
Central Department Records--Food Services Department							
~Food Services Records (Menus, Food Production, Milk Sold, Students Served)--Cafeteria Supervisor	5561--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Lunchroom Records (Cash Register Tapes, Cashier's Daily Reports)--Cafeteria Supervisor	5562--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Lunchroom Reports (Free and Reduced)--Cafeteria Supervisor	5563--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Inventories--Cafeteria Supervisor	5564--2012	2010--June 14	Paper	All	1962--05/31/2011 (audited/superseded)	2012--June 1	
~Lunchroom License--Cafeteria Supervisor	5565--2012	2010--June 14	Paper	All	1962--05/31/2011 (expired)	2012--June 1	

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Financial Records	6000						
~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	6101--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Activity Fund Cash Journal and Ledger--Treasurer	6102--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Bond Register--Treasurer	6103--2012	2010--June 14	Paper	All	1962--05/31/1992 (issue expired)	2012--June 1	
~Securities--Treasurer	6104--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2008 (microfilmed--microfilm maintained permanently)	2012--June 1	
~Investment Ledger--Treasurer	6201--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Foundation Distribution--Treasurer	6202--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Tax Settlements (Semi-Annual) and Advances--Treasurer	6203--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Budgets (Annual)--Treasurer	6204--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Insurance Policies--Treasurer	6205--2012	2010--June 14	Paper	All	1962--05/31/1997 (all claims settled)	2012--June 1	
~Contracts--Treasurer	6206--2012	2010--June 14	Paper	All	1962--05/31/1997 (expired)	2012--June 1	
~Bonds and Coupons--Treasurer	6207--2012	2010--June 14	Paper	All	1962--05/31/2011 (redeemed/audited)	2012--June 1	
~Accounts Payable Ledgers--Treasurer	6208--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Accounts Receivable Ledgers--Treasurer	6209--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Budget Work Papers--Treasurer	6210--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Vouchers, Invoices, and Purchase Orders--Treasurer	6211--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~State Program Files (Aux. Services, D.P.P.F., Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.)--Treasurer	6212--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~Federal Program Files (Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug-Free, etc.)--Treasurer	6213--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~Travel Expense Vouchers--Treasurer	6214--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~Tax Anticipation Notes (Records borrowing against future tax collections)--Treasurer	6215--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~State Reimbursement Settlement Sheets--Treasurer	6216--2012	2010--June 14	Paper	All	1962--05/31/2006 (audited)	2012--June 1	
~Unemployment Claims--Treasurer	6217--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Employee Bonds, Board Member Bonds--Treasurer	6218--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Certificate of Estimated Resources--Treasurer	6219--2012	2010--June 14	Paper	All	1962--05/31/1997 (expired)	2012--June 1	
~Appropriation Resolutions--Treasurer	6220--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	

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~Tax Apportionments (Semi-Annual)--Treasurer	6222--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
~Canceled Checks and Bank Settlements--Treasurer	6301--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Publication Notice--Treasurer	6302--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Tuition Fees and Payments--Treasurer	6303--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~School Finance (S.F.) Monthly Statements--Treasurer	6304--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Investment Records (May include individual Records of Investments, Bank Confirmations, Wire Transfers, Copies of C.D., etc.)--Treasurer	6305--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Travel Expense Reports--Treasurer	6306--2012	2010--June 14	Paper	All	1962--05/31/2001 (audited)	2012--June 1	
~State Sales Tax Reports--Treasurer	6307--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Student Activity Fund (Pay-Ins, Pay-Outs, Receipts/Deposits, Reports)--Treasurer	6308--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Check Registers--Treasurer	6309--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Deposit Slips/Cash Proofs--Treasurer	6310--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Bids and Specifications (Unsuccessful)--Treasurer	6311--2012	2010--June 14	Paper	All	1962--05/31/2010 (audited)	2012--June 1	
~Bids and Specifications (Successful)--Treasurer	6312--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited/project completed)	2012--June 1	
~Receipt Books--Treasurer	6313--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Extra Trip Records--Treasurer	6314--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Monthly Financial Reports--Treasurer	6315--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Accounting Data--Treasurer	6316--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~Service Contracts--Treasurer	6317--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
~State Subsidy Reports (Applications for Drivers Ed., Pupil Transportation, Special Education, etc.)--Treasurer	6318--2012	2010--June 14	Paper	All	1962--05/31/2008 (audited)	2012--June 1	
~Delivery/Packing Slips--Treasurer	6319--2012	2010--June 14	Paper	All	1962--05/31/2010 (audited)	2012--June 1	
~Requisitions--Treasurer	6401--2012	2010--June 14	Paper	All	1962--05/31/2010 (audited)	2012--June 1	
Payroll Related	7000						
~Payroll Ledgers (Bi-Weekly Payroll Reports, Quarterly Payroll Reports)--Treasurer	7001--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2006 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Earnings Registers (By Staff Member, By Calendar Year)--Treasurer	7102--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2006 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Monthly Payroll Reports (Leave Usage & Accumulation, Retirement Services, etc.)--Treasurer	7103--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2006 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
~Bureau of Employment Service Quarterly Reports--Treasurer	7201--2012	2010--June 14	Paper	All	1962--05/31/2005	2012--June 1	
~W-2's and W-4's (employer copy)--Treasurer	7301--2012	2010--June 14	Paper	All	1962--05/31/2005 (audited)	2012--June 1	

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--Federal Income Tax (Quarterly/Annual)--Treasurer	7302--2012	2010--June 14	Paper	All	1962--05/31/2005 (audited)	2012--June 1	
--Ohio Income Tax (Monthly/Annual)--Treasurer	7303--2012	2010--June 14	Paper	All	1962--05/31/2005 (audited)	2012--June 1	
--City Income Tax (Monthly/Annual)--Treasurer	7304--2012	2010--June 14	Paper	All	1962--05/31/2005 (audited)	2012--June 1	
--School Income Tax (Monthly/Annual)--Treasurer	7305--2012	2010--June 14	Paper	All	1962--05/31/2005 (audited)	2012--June 1	
--Payroll Reports (Reports used for each payroll--computer generated)--Treasurer	7306--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Payroll Update Listing--Treasurer	7307--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Payroll Calculations--Treasurer	7308--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--State Teachers System and School Employees Retirement System Waivers--Treasurer	7309--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2006 (audited/microfilmed--microfilm maintained permanently)	2012--June 1	
--State Employees Retirement System (S.E.R.S.) Reports--Treasurer	7310--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--State Teachers Retirement System (S.T.R.S.) Reports--Treasurer	7311--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Annuity Reports--Treasurer	7312--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Benefit Folders/Report--Treasurer	7313--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or Other Leave)--Treasurer	7314--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Deduction Reports (Voluntary Payroll Deductions)--Treasurer	7315--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Employee Vacation/Sick Leave Records--Treasurer	7316--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Time Sheets--Treasurer	7317--2012	2010--June 14	Paper	All	1962--05/31/2005 (audited)	2012--June 1	
--Overtime Authorization--Treasurer	7318--2012	2010--June 14	Paper	All	1962--05/31/2006	2012--June 1	
--Employee Insurance Bills (Medical, Dental, Life)--Treasurer	7319--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Paycheck Register--Treasurer	7323--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Payroll Bank Statement--Treasurer	7324--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Deduction Authorization--Treasurer	7401--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded/employee terminated)	2012--June 1	
Reports	8000						
--State Auditor Reports--Treasurer	8201--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--No. 59, No. 659, and No. 4502--Treasurer	8202--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--No. 25 and No. 625--Treasurer	8203--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--School Finance (S.F.) Reports--Annual--Treasurer	8204--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Special Education (S.E.) Reports--Annual--Spec. Ed. Secretary, Supt. Secretary	8205--2012	2010--June 14	Paper	All	1962--05/31/2005	2012--June 1	
--Vocational Education (V.E.) Reports--Annual--Voc. Secretary, Supt. Secretary	8206--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Ohio Common Core Data (O.C.C.D.) Reports--Supt. Secretary	8207--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	

Record Series Title and Description	Schedule No.	Date the RC-2 was approved by the Records Commission	Media Type to be Destroyed	Other Media Type to be Destroyed	Inclusive Date of Records	Proposed Date of Destruction	For O.H.S.-LGRP Use
--Drivers Education Reports--Treasurer	8208--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Ohio Department of Education (O.D.E.) Reports--Bldg. Secretary	8209--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Civil Right Reports--Supt. Secretary	8211--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2007 (microfilmed--microfilm maintained permanently)	2012--June 1	
--Title IX Reports--Supt. Secretary	8212--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
--SM-1 and SM-2 (Annual and Quarterly)--Treasurer	8213--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
--State Minimum Standards--Supt. Secretary	8214--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
--Personnel State Reports (Currently SF-1, CS-1)--Personnel Secretary	8301--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
--Workers' Compensation Wage Reports (Co. Auditor)--Treasurer	8302--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Bank Balance Certification (County Auditor)--Treasurer	8303--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Transportation Reports--Transportation Secretary	8304--2012	2010--June 14	Paper	All	1962--05/31/2007 (audited)	2012--June 1	
Other	9000						
--Personnel Directory--Supt. Secretary	9101--2012	2010--June 14	Paper	All	1962--05/31/2002	2012--June 1	
--Enrollment Record (by grade and building)--Supt. Secretary	9102--2012	2010--June 14	Paper	All but microfilm	1962--05/31/2007 (microfilmed--microfilm maintained permanently)	2012--June 1	
--School Calendars--Supt. Secretary	9202--2012	2010--June 14	Paper	All	1962--05/31/2007	2012--June 1	
--Building, Boiler, Maintenance Reports--Business Office and Secretary	9203--2012	2010--June 14	Paper	All	1962--05/31/2009	2012--June 1	
--Employee Handbooks--Supt. Secretary	9402--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
--Directives, Standards, Laws for Local, State, and Federal Governmental Agencies--All Secretaries	9403--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
--Attendance Records--All Secretaries	9404--2012	2010--June 14	Paper	All	1962--05/31/2012 (superseded)	2012--June 1	
					In accordance with the provisions of the Ohio Historical Society, the Auditor of the State of Ohio, and in compliance with Section 121.22 of the Ohio Revised Code, we purged numerous records last year (on or about June 1, 2011). We will use the 1962 starting date to encompass any records which may have been forgotten/overlooked in the previous disposal of records.		Please Note: "All" media types include, but are not limited to paper, e-mails, faxes, C.D., C.D.-R.W., D.V.D., Microfilm, Microfiche, Floppy Disks, Flash Drives/Thumb Drives/U.S.B. Drives, Zip Disks, etc., unless specifically excluded.