

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--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Audio Tapes--Treasurer	1101.1--2014	2010--June 14	Tape	*****	1974--05/31/2012	2014--June 1	
--Blue Prints, Plans, Maps--Business Office & Secretary	1102--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Deeds, Easements, Leases--Treasurer	1103--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Board Policy Books and Other Adopted Policies--Superintendent & Secretary	1104--2014	2010--June 14	Paper	All	1974--05/31/2013 (superseded)	2014--June 1	
--Administrative Regulations--Superintendent & Secretary	1105--2014	2010--June 14	Paper	All	1974--05/31/2013 (superseded)	2014--June 1	
--Court Decisions--Treasurer	1106--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Claims and Litigation--Treasurer	1107--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Elections--Treasurer	1201--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
--Record Disposal Forms (RC-3)--Treasurer	1202--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
--Bargaining Agreements--Treasurer	1203--2014	2010--June 14	Paper	All	1974--05/31/2004 (expired)	2014--June 1	
--Budget Policy Files--Treasurer	1204--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--Workers' Compensation Claims--Treasurer	1301--2014	2010--June 14	Paper	All	1974--05/31/2004 (financial payment made)	2014--June 1	
--Bank Depository Agreements--Treasurer	1302--2014	2010--June 14	Paper	All	1974--05/31/2010 (completed)	2014--June 1	
--Organization Reports--Treasurer	1303--2014	2010--June 14	Paper	All	1974--05/31/2011 (audited)	2014--June 1	
--Board Meeting Notes--Treasurer	1304--2014	2010--June 14	Paper	All	1974--05/31/2013	2014--June 1	
--Agendas--Treasurer	1305--2014	2010--June 14	Paper	All	1974--05/31/2012 (audited)	2014--June 1	
--Adopted Courses of Study--Superintendent & Secretary	1401--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
--Adopted Special Education Programs--Superintendent & Secretary	1402--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
--Adopted Special Programs--Superintendent & Secretary	1403--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--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--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Classified Active Employees--Asst. Supt., Personnel Secretary	2102--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
--Certificated Inactive Employees--Asst. Supt., Personnel Secretary	2103--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	

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--Classified Inactive Employees--Asst. Supt., Personnel Secretary	2104--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
--Civil Rights, Civil Services, & Disciplinary Reports--Asst. Supt., Personnel Secretary	2105--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
--Retirement Letters--Asst. Supt., Personnel Secretary	2107--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
--Substitute Records--Asst. Supt., Personnel Secretary	2108--2014	2010--June 14	Paper	All	1974--05/31/1989	2014--June 1	
--Employee Contracts--Treasurer	2301--2014	2010--June 14	Paper	All	1974--05/31/2010 (termination of employment)	2014--June 1	
--Professional Conference Applications--Asst. Supt., Personnel Secretary	2302--2014	2010--June 14	Paper	All	1974--05/31/2011 (audited)	2014--June 1	
--Irregular Employee Contracts (Substitutes, etc.)--Treasurer	2303--2014	2010--June 14	Paper	All	1974--05/31/2010 (contract expired)	2014--June 1	
--Unemployment Claims--Treasurer	2304--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--Unemployment--Treasurer	2305--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--Applications (not hired), Asst. Supt., Personnel Secretary	2306--2014	2010--June 14	Paper	All	1974--05/31/2011 (audited)	2014--June 1	
--Schedule of Employees--Asst. Supt., Personnel Secretary	2307--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--June 1	
--Student Helper Applications--Asst. Supt., Personnel Secretary	2308--2014	2010--June 14	Paper	All	1974--05/31/2012	2014--June 1	
--Teacher Personnel Reports (internal)--Asst. Supt., Personnel Secretary	2309--2014	2010--June 14	Paper	All	1974--05/31/2012	2014--June 1	
--I-9 Immigration Verification Forms--Asst. Supt., Personnel Secretary	2310--2014	2010--June 14	Paper	All	1974--05/31/2013 (termination of employment)	2014--June 1	
--Job Descriptions--Asst. Supt., Personnel Secretary	2401--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded/obsolete)	2014--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--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2009 (student left system--microfilmed--microfilm maintained permanently)	2014--June 1	
~Office Record Card (K-9)--Bldg. Secretary	3102--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2009 (student left system--microfilmed--microfilm maintained permanently)	2014--June 1	
~Cosmetology Records (Vocational)--Voc. Secretary	3103--2014	2010--June 14	N/A	N/A	N/A	N/A	
~Health/Medical Records (Visual Screening, Hearing Screening, Immunization Records)--Nurse/Bldg. Secretary	3201--2014	2010--June 14	Paper	All	1974--05/31/2007 (graduated)	2014--June 1	
~Discipline Records (Letters to Parents, Office Discipline)--Bldg. Secretary	3202--2014	2010--June 14	Paper	All	1974--05/31/2013 (student left system)	2014--June 1	
~Psychological Records (restricted)--Special Ed. Secretary/Nurse	3203--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2009 (student left system--microfilmed--microfilm maintained permanently)	2014--June 1	
~Child Abuse/Neglect (Referral Letters)--Bldg. Secretary	3204--2014	2010--June 14	Paper	All	1974--05/31/2013 (graduated)	2014--June 1	
~Teacher Grade Books/Records--Bldg. Secretary	3301--2014	2010--June 14	Paper	All	1974--05/31/2010 (audited)	2014--June 1	
~Pre-School Screening Profiles--Bldg. Secretary	3302--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--June 1	
~Age and Schooling Records (Work Permits)--Bldg. Secretary	3303--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--June 1	
~Accident Reports--Nurse/Bldg. Secretary	3304--2014	2010--June 14	Paper	All	1974--05/31/2009 (no action pending)	2014--June 1	
~Individual Education Plan (I.E.P.)--Bldg. Secretary, Special Ed. Secretary	3305--2014	2010--June 14	*****	*****	Permanent	Permanent--N/A	
~Free/Reduced Price Lunch Applications--Bldg. Secretary	3306--2014	2010--June 14	Paper	All	1974--05/31/2010	2014--June 1	
~Emergency Information--Bldg. Secretary	3401--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
Building Records	4000						
~Tornado and Fire Drill Records--Bldg. Secretary	4202--2014	2010--June 14	Paper	All	1974--05/31/2012	2014--June 1	
~Building Health Inspections--Bldg. Secretary	4203--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--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--2014	2010--June 14	Paper	All	1974--05/31/2011 (audited)	2014--June 1	
--Receipts/Deposit Slips--Bldg. Secretary	4302--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Budget/Appropriation Records--Bldg. Secretary	4303--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Requisitions/Purchase Orders--Bldg. Secretary	4304--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
--Textbook Inventories--Bldg. Secretary	4401--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
--Supplies Inventory--Bldg. Secretary	4402--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
--Student Handbooks--Bldg. Secretary	4403--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
Central Department Records--Administrative Offices	5000						
--School Calendars--Supt. Secretary	5201--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--Repair, Installation, and Maintenance Records--Business Office and Secretary	5301--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Prevailing Wage Records--Business Office and Secretary	5302--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Rental Information (Use of Facilities)--Business Office and Secretary	5303--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Work Orders--Business Office and Secretary	5304--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Environmental Reports and Data (asbestos, etc.)--Business Office and Secretary	5305--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Vandalism Reports--Business Office and Secretary	5306--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Student Activity Purpose Clauses--Business Office and Secretary	5307--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Sales Potential Forms (Student Activities)--Business Office and Secretary	5308--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Bids and Specifications (Unsuccessful)--Business Office and Secretary	5309--2014	2010--June 14	Paper	All	1974--05/31/2012 (audited)	2014--June 1	
--Bids and Specifications (Successful)--Business Office and Secretary	5310--2014	2010--June 14	Paper	All	1974--05/31/2009 (project completed; audited)	2014--June 1	
--Contractor Files (Resolutions, additions, drawings, etc.)--Business Office and Secretary	5311--2014	2010--June 14	Paper	All	1974--05/31/2013 (project completed; no action pending; audited)	2014--June 1	
--Preventative Maintenance Reports--Business Office and Secretary	5401--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--June 1	
--Warranty/Guarantee--Business Office and Secretary	5402--2014	2010--June 14	Paper	All	1974--05/31/2014 (expired warranty/guarantee)	2014--June 1	
--Plant and Equipment Inventory--Business Office and Secretary	5403--2014	2010--June 14	Paper	All	1974--05/31/2013 (superseded/audited)	2014--June 1	
--Textbook/Workbook Inventory--Curriculum Director and Secretary	5404--2014	2010--June 14	Paper	All	1974--05/31/2013 (superseded/audited)	2014--June 1	

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~Supplies Inventory--Business Office and Secretary	5405--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded/audited)	2014--June 1	
Central Department Records--Special Education							
~Special Education Tutoring Reports--Special Ed. Secretary	5221--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
~Individual Education Plan (I.E.P.)--Special Ed. Secretary	5222--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
~Psychological Records (Restricted)--Special Ed. Secretary	5223--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
Central Department Records--Transportation Department							
~Driver Physical--Transportation Secretary	5340--2014	2010--June 14	Paper	All	1974--05/31/2012 (terminated)	2014--June 1	
~Fuel Consumption Data--Transportation Secretary	5341--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Transportation Records--Transportation Secretary	5342--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Field Trip Forms and Volunteer Driver Forms--Transportation Secretary	5343--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--June 1	
~Accident Reports--Transportation Secretary	5441--2014	2010--June 14	Paper	All	1974--05/31/2011 (no action pending)	2014--June 1	
~Vehicle Registration--Business Office and Secretary	5442--2014	2010--June 14	Paper	All	1974--05/31/2014 (vehicle disposed of)	2014--June 1	
~Vehicle License--Business Office and Secretary	5443--2014	2010--June 14	Paper	All	1974--05/31/2013 (terminated)	2014--June 1	
~Driver Certifications--Transportation Secretary	5445--2014	2010--June 14	Paper	All	1974--05/31/2013 (terminated)	2014--June 1	
~Supplies Inventory--Transportation Secretary	5446--2014	2010--June 14	Paper	All	1974--05/31/2013 (audited/superseded)	2014--June 1	
~Vehicle Defect Report--Transportation Secretary	5447--2014	2010--June 14	Paper	All	1974--05/31/2014 (vehicle disposed of)	2014--June 1	
Central Department Records--Food Services Department							
~Food Services Records (Menus, Food Production, Milk Sold, Students Served)--Cafeteria Supervisor	5561--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Lunchroom Records (Cash Register Tapes, Cashier's Daily Reports)--Cafeteria Supervisor	5562--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Lunchroom Reports (Free and Reduced)--Cafeteria Supervisor	5563--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Inventories--Cafeteria Supervisor	5564--2014	2010--June 14	Paper	All	1974--05/31/2013 (audited/superseded)	2014--June 1	
~Lunchroom License--Cafeteria Supervisor	5565--2014	2010--June 14	Paper	All	1974--05/31/2013 (expired)	2014--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--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Activity Fund Cash Journal and Ledger--Treasurer	6102--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Bond Register--Treasurer	6103--2014	2010--June 14	Paper	All	1974--05/31/1994 (issue expired)	2014--June 1	
~Securities--Treasurer	6104--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2010 (microfilmed--microfilm maintained permanently)	2014--June 1	
~Investment Ledger--Treasurer	6201--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Foundation Distribution--Treasurer	6202--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Tax Settlements (Semi-Annual) and Advances--Treasurer	6203--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Budgets (Annual)--Treasurer	6204--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Insurance Policies--Treasurer	6205--2014	2010--June 14	Paper	All	1974--05/31/1999 (all claims settled)	2014--June 1	
~Contracts--Treasurer	6206--2014	2010--June 14	Paper	All	1974--05/31/1999 (expired)	2014--June 1	
~Bonds and Coupons--Treasurer	6207--2014	2010--June 14	Paper	All	1974--05/31/2013 (redeemed/audited)	2014--June 1	
~Accounts Payable Ledgers--Treasurer	6208--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Accounts Receivable Ledgers--Treasurer	6209--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Budget Work Papers--Treasurer	6210--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Vouchers, Invoices, and Purchase Orders--Treasurer	6211--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
~State Program Files (Aux. Services, D.P.P.F., Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.)--Treasurer	6212--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
~Federal Program Files (Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug-Free, etc.)--Treasurer	6213--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
~Travel Expense Vouchers--Treasurer	6214--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
~Tax Anticipation Notes (Records borrowing against future tax collections)--Treasurer	6215--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
~State Reimbursement Settlement Sheets--Treasurer	6216--2014	2010--June 14	Paper	All	1974--05/31/2008 (audited)	2014--June 1	
~Unemployment Claims--Treasurer	6217--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Employee Bonds, Board Member Bonds--Treasurer	6218--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Certificate of Estimated Resources--Treasurer	6219--2014	2010--June 14	Paper	All	1974--05/31/1999 (expired)	2014--June 1	
~Appropriation Resolutions--Treasurer	6220--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	

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~Tax Apportionments (Semi-Annual)--Treasurer	6222--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Canceled Checks and Bank Settlements--Treasurer	6301--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Publication Notice--Treasurer	6302--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Tuition Fees and Payments--Treasurer	6303--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~School Finance (S.F.) Monthly Statements--Treasurer	6304--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Investment Records (May include individual Records of Investments, Bank Confirmations, Wire Transfers, Copies of C.D., etc.)--Treasurer	6305--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Travel Expense Reports--Treasurer	6306--2014	2010--June 14	Paper	All	1974--05/31/2003 (audited)	2014--June 1	
~State Sales Tax Reports--Treasurer	6307--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Student Activity Fund (Pay-Ins, Pay-Outs, Receipts/Deposits, Reports)--Treasurer	6308--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Check Registers--Treasurer	6309--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Deposit Slips/Cash Proofs--Treasurer	6310--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Bids and Specifications (Unsuccessful)--Treasurer	6311--2014	2010--June 14	Paper	All	1974--05/31/2012 (audited)	2014--June 1	
~Bids and Specifications (Successful)--Treasurer	6312--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited/project completed)	2014--June 1	
~Receipt Books--Treasurer	6313--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Extra Trip Records--Treasurer	6314--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Monthly Financial Reports--Treasurer	6315--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Accounting Data--Treasurer	6316--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Service Contracts--Treasurer	6317--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~State Subsidy Reports (Applications for Drivers Ed., Pupil Transportation, Special Education, etc.)--Treasurer	6318--2014	2010--June 14	Paper	All	1974--05/31/2010 (audited)	2014--June 1	
~Delivery/Packing Slips--Treasurer	6319--2014	2010--June 14	Paper	All	1974--05/31/2012 (audited)	2014--June 1	
~Requisitions--Treasurer	6401--2014	2010--June 14	Paper	All	1974--05/31/2012 (audited)	2014--June 1	
Payroll Related	7000						
~Payroll Ledgers (Bi-Weekly Payroll Reports, Quarterly Payroll Reports)--Treasurer	7001--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
~Earnings Registers (By Staff Member, By Calendar Year)--Treasurer	7102--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
~Monthly Payroll Reports (Leave Usage & Accumulation, Retirement Services, etc.)--Treasurer	7103--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
~Bureau of Employment Service Quarterly Reports--Treasurer	7201--2014	2010--June 14	Paper	All	1974--05/31/2007	2014--June 1	
~W-2's and W-4's (employer copy)--Treasurer	7301--2014	2010--June 14	Paper	All	1974--05/31/2007 (audited)	2014--June 1	

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--Federal Income Tax (Quarterly/Annual)--Treasurer	7302--2014	2010--June 14	Paper	All	1974--05/31/2007 (audited)	2014--June 1	
--Ohio Income Tax (Monthly/Annual)--Treasurer	7303--2014	2010--June 14	Paper	All	1974--05/31/2007 (audited)	2014--June 1	
--City Income Tax (Monthly/Annual)--Treasurer	7304--2014	2010--June 14	Paper	All	1974--05/31/2007 (audited)	2014--June 1	
--School Income Tax (Monthly/Annual)--Treasurer	7305--2014	2010--June 14	Paper	All	1974--05/31/2007 (audited)	2014--June 1	
--Payroll Reports (Reports used for each payroll--computer generated)--Treasurer	7306--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Payroll Update Listing--Treasurer	7307--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Payroll Calculations--Treasurer	7308--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--State Teachers System and School Employees Retirement System Waivers--Treasurer	7309--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2008 (audited/microfilmed--microfilm maintained permanently)	2014--June 1	
--State Employees Retirement System (S.E.R.S.) Reports--Treasurer	7310--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--State Teachers Retirement System (S.T.R.S.) Reports--Treasurer	7311--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Annuity Reports--Treasurer	7312--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Benefit Folders/Report--Treasurer	7313--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or Other Leave)--Treasurer	7314--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Deduction Reports (Voluntary Payroll Deductions)--Treasurer	7315--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Employee Vacation/Sick Leave Records--Treasurer	7316--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Time Sheets--Treasurer	7317--2014	2010--June 14	Paper	All	1974--05/31/2007 (audited)	2014--June 1	
--Overtime Authorization--Treasurer	7318--2014	2010--June 14	Paper	All	1974--05/31/2008	2014--June 1	
--Employee Insurance Bills (Medical, Dental, Life)--Treasurer	7319--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Paycheck Register--Treasurer	7323--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Payroll Bank Statement--Treasurer	7324--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
--Deduction Authorization--Treasurer	7401--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded/employee terminated)	2014--June 1	
Reports	8000						
--State Auditor Reports--Treasurer	8201--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--No. 59, No. 659, and No. 4502--Treasurer	8202--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--No. 25 and No. 625--Treasurer	8203--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--School Finance (S.F.) Reports--Annual--Treasurer	8204--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--Special Education (S.E.) Reports--Annual--Spec. Ed. Secretary, Supt. Secretary	8205--2014	2010--June 14	Paper	All	1974--05/31/2007	2014--June 1	
--Vocational Education (V.E.) Reports--Annual--Voc. Secretary, Supt. Secretary	8206--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
--Ohio Common Core Data (O.C.C.D.) Reports--Supt. Secretary	8207--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--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--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Ohio Department of Education (O.D.E.) Reports--Bldg. Secretary	8209--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Civil Right Reports--Supt. Secretary	8211--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2009 (microfilmed--microfilm maintained permanently)	2014--June 1	
~Title IX Reports--Supt. Secretary	8212--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
~SM-1 and SM-2 (Annual and Quarterly)--Treasurer	8213--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
~State Minimum Standards--Supt. Secretary	8214--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
~Personnel State Reports (Currently SF-1, CS-1)--Personnel Secretary	8301--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
~Workers' Compensation Wage Reports (Co. Auditor)--Treasurer	8302--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Bank Balance Certification (County Auditor)--Treasurer	8303--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Transportation Reports--Transportation Secretary	8304--2014	2010--June 14	Paper	All	1974--05/31/2009 (audited)	2014--June 1	
Other	9000						
~Personnel Directory--Supt. Secretary	9101--2014	2010--June 14	Paper	All	1974--05/31/2004	2014--June 1	
~Enrollment Record (by grade and building)--Supt. Secretary	9102--2014	2010--June 14	Paper	All but microfilm	1974--05/31/2009 (microfilmed--microfilm maintained permanently)	2014--June 1	
~School Calendars--Supt. Secretary	9202--2014	2010--June 14	Paper	All	1974--05/31/2009	2014--June 1	
~Building, Boiler, Maintenance Reports--Business Office and Secretary	9203--2014	2010--June 14	Paper	All	1974--05/31/2011	2014--June 1	
~Employee Handbooks--Supt. Secretary	9402--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
~Directives, Standards, Laws for Local, State, and Federal Governmental Agencies--All Secretaries	9403--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--June 1	
~Attendance Records--All Secretaries	9404--2014	2010--June 14	Paper	All	1974--05/31/2014 (superseded)	2014--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, 2013). We will use the 1974 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.