THE MEMBERS AND OFFICERS

President Robert Walker, Chair

Treasurer/CFO Craig A. Jones, Secretary

Superintendent Lori L Ward, Member

May 15, 2014
A Records Commission Committee Meeting was held on Thursday, May 15, 2014 at 5:05 p.m.

CALL TO ORDER

The Records Commission Committee Meeting was called to order at 5:05 p.m.

ATTENDEES

The attendees were as follows: Treasurer, Craig A. Jones; President Robert Walker and Superintendent Lori L. Ward, Cherisse Kidd

REVISING RC-2 ITEMS

It was moved by Craig A. Jones and seconded by Lori L. Ward to approve revising RC-2 Items 3401, 3402 and 3405 from “Building Services” to “Health Services” as the responsible party.

AYES: Jones, Ward, Walker – 3

NAYS: None – 0

Motion carried.

RC-3

It was moved by Craig A. Jones and seconded by Lori L. Ward to approve RC-3 for Health Services and Treasurer’s Office.

AYES: Jones, Ward, Lacey – 3

NAYS: None – 0

Motion carried.

ADJOURNMENT

There being no further business, it was moved by Robert Walker and seconded by Craig A. Jones to adjourn.

Motion Carried. Meeting adjourned at 5:25 p.m.

ATTEST:

Craig A. Jones, Secretary

Robert Walker, Chair
Section E: Records Retention Schedule
DAYTON CITY SCHOOL DISTRICT
(local government entity)

<table>
<thead>
<tr>
<th>(1) Schedule Number</th>
<th>(2) Record Title and Description</th>
<th>(3) Retention Period</th>
<th>(4) Media Type</th>
<th>(5) For use by Auditor of State or OHS-LGRP</th>
<th>(6) RC-3 Required by OHS-LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1101</td>
<td>Minutes (Treasurer)</td>
<td>Permanent</td>
<td>Electronic/Paper</td>
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<tr>
<td>1102</td>
<td>Blueprints, Plan, Maps (Business Office &amp; Secretary)</td>
<td>Permanent</td>
<td>Paper</td>
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<tr>
<td>1103</td>
<td>Deeds, Easements, Lease, Abstracts (Treasurer)</td>
<td>Permanent</td>
<td>Paper</td>
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<td>1104</td>
<td>Court Decisions (Treasurer)</td>
<td>Permanent</td>
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<td>1105</td>
<td>Claims &amp; Litigation (Treasurer)</td>
<td>Permanent</td>
<td>Electronic/Paper</td>
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<tr>
<td>1201</td>
<td>Elections (Treasurer)</td>
<td>15 years</td>
<td>Electronic/Paper</td>
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<tr>
<td>1202</td>
<td>Records Commission (Records Disposal RC-3) (Treasurer &amp; Manager, Research &amp; Admin.)</td>
<td>15 years</td>
<td>Electronic/Paper</td>
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<tr>
<td>1203</td>
<td>Budget Policy Files (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<tr>
<td>1204</td>
<td>Board Meeting Notices (Treasurer &amp; Manager, Research &amp; Admin.)</td>
<td>1 year</td>
<td>Electronic/Paper</td>
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<tr>
<td>1301</td>
<td>Organization Reports (Treasurer)</td>
<td>2 years **</td>
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<tr>
<td>1302</td>
<td>Agendas (Superintendent &amp; Administrative Assistant)</td>
<td>1 year **</td>
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<tr>
<td>1401</td>
<td>Adopted Courses of Study (Superintendent &amp; Administrative Assistant)</td>
<td>Until superseded</td>
<td>Paper</td>
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<tr>
<td>1402</td>
<td>Adopted Office for Exceptional Children Programs (Superintendent &amp; Administrative Assistant)</td>
<td>Until superseded</td>
<td>Paper</td>
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** Provided audited

SAO/LGRP-RC2-(Inst.) Revised February 2012
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<td>1403</td>
<td>Adopted Special Programs (Superintendent &amp; Administrative Assistant)</td>
<td>Until superseded</td>
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<td>1404</td>
<td>Agreements (Bargaining Unit) (Legal)</td>
<td>10 years after expiration</td>
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<td>1405</td>
<td>Worker’s Compensation Claims (Treasurer/Director of Risk Management)</td>
<td>10 years after financial payment made</td>
<td>Paper</td>
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<td>1406</td>
<td>Board Policy Books &amp; Other Adopted Policies (Superintendent &amp; Administrative Assistant)</td>
<td>5 years after superseded</td>
<td>Electronic</td>
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<td>1407</td>
<td>Administrative Regulations (Superintendent &amp; Administrative Assistant)</td>
<td>5 years after superseded</td>
<td>Electronic</td>
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<td>1408</td>
<td>Bank Depository Agreements (Treasurer)</td>
<td>4 years after completion</td>
<td>Paper</td>
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  - 30 days
  - Electronic/Paper

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  - 30 days
  - Electronic
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<td>2101</td>
<td>Certified Active Employees (Human Resources &amp; Secretary)</td>
<td>Permanent</td>
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<td>2102</td>
<td>Classified Active Employees (Human Resources &amp; Secretary)</td>
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<td>Certified Inactive Employees (Human Resources &amp; Secretary)</td>
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<td>Civil Rights &amp; Disciplinary Reports (Human Resources &amp; Secretary)</td>
<td>Permanent***</td>
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<td>2106</td>
<td>Civil Service Reports (Human Resources &amp; Secretary)</td>
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<td>Substitute Records (Human Resources &amp; Secretary)</td>
<td>25 years</td>
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<td>2202</td>
<td>Student Helper Applications (Human Resources)</td>
<td>2 years</td>
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<td>Unemployment Claims (Human Resources)</td>
<td>4 years after final claim paid**</td>
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<td>Unemployment Records (Human Resources)</td>
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<td>Applications (Not Hired) (Human Resources)</td>
<td>2 years**</td>
<td>Electronic/Paper</td>
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<td>2304</td>
<td>Professional Conferences Application (Human Resources &amp; Secretary)</td>
<td>2 years**</td>
<td>Electronic/Paper</td>
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<td>Job Descriptions (Human Resources &amp; Secretary)</td>
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<td>2402</td>
<td>I-9 Immigration Verification Forms (Human Resources &amp; Secretary)</td>
<td>Termination of employment + 1 year</td>
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<td>Employee Contracts &amp; Salary Notices (Human Resources)</td>
<td>4 years after termination of employment</td>
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<td>4 years after contract expires</td>
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<td>Schedules of Employees (Human Resources &amp; Secretary)</td>
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<td>Teacher Personnel Reports (internal) (Human Resources &amp; Secretary)</td>
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<td>(Each student enrollment)</td>
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<td>Cosmetology Records</td>
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<td>(Career Technology Center)</td>
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<td>3201</td>
<td>Free/Reduced Price Lunch</td>
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<td>Applications</td>
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<td>(Building Secretary)</td>
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<td>3202</td>
<td>Pre-School Screening Profiles</td>
<td>3 years</td>
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<td>(Building Secretary)</td>
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<td>Age &amp; Schooling Records</td>
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<td>(Work Permits)</td>
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<tr>
<td>3401</td>
<td>Health/Medical Records</td>
<td>Through graduation</td>
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<td>(Work Permits)</td>
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<td>3402</td>
<td>Discipline Records – Letters</td>
<td>Until student leaves elem., middle or high school</td>
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<td>to Parents/Office Discipline</td>
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<td>(Building Secretary)</td>
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<td>3403</td>
<td>Psychological Records (Restricted)</td>
<td>Through graduation</td>
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<td>3404</td>
<td>Child Abuse/Neglect Referral Letters</td>
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### Section E: Records Retention Schedule

**DAYTON CITY SCHOOL DISTRICT**

(local government entity)

#### 3000 - STUDENT RECORDS

(unit)

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<tr>
<td>3405</td>
<td>Accident Reports (Health Services)</td>
<td>5 years provided no action pending</td>
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<td>3406</td>
<td>Teacher Grade Book/Records (Building Secretary)</td>
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<td>3407</td>
<td>Individual Educational Plan (IEP) (Building Secretary/Office for Exceptional Children Secretary)</td>
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<td>3408</td>
<td>Emergency Information (Building Secretary)</td>
<td>Until superseded</td>
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* After end of fiscal year

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SAO/LGRP-RC2-(Inst.) Revised February 2012

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<td>4301</td>
<td>Student Activity Records&lt;br&gt;Pay-in/Pay-out Forms&lt;br&gt;Account Forms/Dist. Budget Forms&lt;br&gt;Requisitions/Purchase Orders&lt;br&gt;Purpose Clauses&lt;br&gt;Sales Potential/Projects&lt;br&gt;Ticket Sales/Reports (Building Secretary)</td>
<td>2 years **</td>
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<td>4302</td>
<td>Receipts/Deposit Slips (Building Secretary)</td>
<td>4 years **</td>
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<td>Budget/Appropriation Records (Building Secretary)</td>
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<td>4304</td>
<td>Requisitions/Purchase Orders (Building Secretary)</td>
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<td>4401</td>
<td>Textbook Inventories (Building Secretary)</td>
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<td>4402</td>
<td>Supplies Inventories (Building Secretary)</td>
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<td>4403</td>
<td>Student Handbooks (Building Secretary)</td>
<td>Until superseded</td>
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<td>4404</td>
<td>Tornado &amp; Fire Drill Records (Building Secretary)</td>
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<td>4405</td>
<td>Building Health Inspections (Building Secretary)</td>
<td>1 year *</td>
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<td></td>
<td>Surveillance cameras equipped with recording capabilities.</td>
<td>30 days Electronic</td>
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<td>Digital tapes (bus)</td>
<td>7 days Electronic</td>
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<th>(6) RC-3 Required by OHS-LGRP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Communications:</td>
<td></td>
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<tr>
<td></td>
<td>All <strong>emails</strong> which constitutes a public record shall be converted to printed form and may thereafter be deleted. All other emails will be deleted 30 days after receipt.</td>
<td>30 days</td>
<td>Electronic/Paper</td>
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<tr>
<td></td>
<td>All <strong>voice mail</strong> which constitutes a public record shall be saved electronically and may thereafter be deleted. Voice mails that are not a public record shall be deleted on the day received.</td>
<td>30 days</td>
<td>Electronic</td>
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<tr>
<td></td>
<td>Video tapes (bus) are looped daily unless disciplinary action, then retained until action is resolved.</td>
<td>5 days</td>
<td>Electronic</td>
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* After end of fiscal year
** Provided audited
### Section E: Records Retention Schedule

#### DAYTON CITY SCHOOL DISTRICT

(local government entity)

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<thead>
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<tbody>
<tr>
<td>5201</td>
<td>School Calendars (Superintendent &amp; Secretary)</td>
<td>5 years</td>
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<tr>
<td>5301</td>
<td>Repair, Installation &amp; Maintenance Records (Facilities Manager &amp; Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5302</td>
<td>Prevailing Wage Records (Facilities Manager &amp; Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5304</td>
<td>Work Orders (Maintenance Supervisory/Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5305</td>
<td>Environmental Reports &amp; Data (Asbestos, etc.) (Business Office &amp; Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5306</td>
<td>Vandalism Reports (Business Office &amp; Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5307</td>
<td>Student Activity Purpose Clauses (Business Office &amp; Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5308</td>
<td>Sales Potential Forms (Student Activities) (Business Office &amp; Secretary)</td>
<td>4 years**</td>
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<tr>
<td>5309</td>
<td>Bids &amp; Specifications/unsuccessful (Treasurer's Office &amp; Secretary)</td>
<td>1 year**</td>
<td>Electronic/Paper</td>
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<tr>
<td>5310</td>
<td>Bids &amp; Specifications/successful (Treasurer's Office &amp; Secretary)</td>
<td>4 years/Completion, if no action pending**</td>
<td>Electronic/Paper</td>
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<tr>
<td>5311</td>
<td>Contractor Files (Resolutions, additions, drawings, etc.) (Business Office &amp; Secretary)</td>
<td>Until project complete, if no action pending**</td>
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<tr>
<td>5312</td>
<td>Plant &amp; Equipment Inventory (Facilities Manager &amp; Secretary)</td>
<td>Until superseded**</td>
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<tr>
<td>5313</td>
<td>Textbook/Workbook Inventory (Facilities Manager &amp; Secretary)</td>
<td>Until superseded**</td>
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### Section E: Records Retention Schedule

#### DAYTON CITY SCHOOL DISTRICT

**ADMINISTRATIVE**  
(local government entity)

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<th>(6) RC-3 Required by OHS-LGRP</th>
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<tbody>
<tr>
<td>5314</td>
<td>Supplies Inventory (Facilities Manager &amp; Secretary)</td>
<td>Until superseded**</td>
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<tr>
<td>5401</td>
<td>Preventive Maintenance Reports (Facilities Manager &amp; Secretary)</td>
<td>Fiscal year + 2 years</td>
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<tr>
<td>5402</td>
<td>Warranty/Guarantee (Facilities Manager &amp; Secretary)</td>
<td>Life/Warranty of Equipment</td>
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<tr>
<td>5202</td>
<td>Office for Exceptional Children Tutoring Reports (Office for Exceptional Children Secretary)</td>
<td>10 years</td>
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<tr>
<td>5403</td>
<td>Psychological Records (Restricted) (Director of Psychological Services)</td>
<td>Through graduation</td>
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<tr>
<td>5404</td>
<td>Individual Education Plan (IEP) (Building/Office for Exceptional Children Secretary)</td>
<td>2 years *</td>
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<tr>
<td>5203</td>
<td>Abstracts (Transportation Secretary)</td>
<td>1 year</td>
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<tr>
<td>5204</td>
<td>Certification, Superintendent (Transportation Secretary)</td>
<td>1 year</td>
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<td>5315</td>
<td>Fuel Consumption Data (Transportation Secretary)</td>
<td>4 years**</td>
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<td>5316</td>
<td>Transportation Records (Transportation Secretary)</td>
<td>4 years**</td>
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<td>5317</td>
<td>Supplies Inventory (Transportation Secretary)</td>
<td>Until superseded**</td>
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<tr>
<td>5405</td>
<td>Driver Physical (Transportation Secretary)</td>
<td>2 years after termination</td>
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<td>5406</td>
<td>Field Trip Forms &amp; Volunteer Driver Forms (Transportation Secretary)</td>
<td>Fiscal year + 2 years</td>
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<td>5407</td>
<td>Accident Reports (Transportation Secretary)</td>
<td>3 years provided no action pending</td>
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<td>5408</td>
<td>Vehicle Registration (Business Office &amp; Secretary)</td>
<td>Life of vehicle</td>
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<tr>
<td>5409</td>
<td>Vehicle License (Business Office &amp; Secretary)</td>
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<tr>
<td>5410</td>
<td>Vehicle Defect Report (Transportation Secretary)</td>
<td>Life of vehicle</td>
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<tbody>
<tr>
<td>5205</td>
<td>Lunchroom Lists (Free &amp; Reduced) (Cafeteria Supervisor)</td>
<td>7 years</td>
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<tr>
<td>5318</td>
<td>Food Service Records&lt;br&gt;Menus&lt;br&gt;Food Production&lt;br&gt;Milk Sold&lt;br&gt;Students Served (Cafeteria Supervisor)</td>
<td>4 years**</td>
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<tr>
<td>5319</td>
<td>Lunchroom Records&lt;br&gt;Cash Register Tapes&lt;br&gt;Cashier's Daily Reports (Cafeteria Supervisor)</td>
<td>4 years**</td>
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<td>5320</td>
<td>Lunchroom Reports (Free &amp; Reduced) (Cafeteria Supervisor)</td>
<td>4 years**</td>
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<tr>
<td>5321</td>
<td>Inventories (Cafeteria Supervisor)</td>
<td>Until superseded**</td>
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<tr>
<td>5411</td>
<td>License, Lunchroom&lt;br&gt;(Cafeteria Supervisor/Building Secretary)</td>
<td>Until terminated + 1 year</td>
<td></td>
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</tbody>
</table>

** Communications: **

| Surveyveillance cameras equipped with recording capabilities. | 30 days | Electronic |                                |
| Video tapes (bus) are looped daily unless disciplinary action, then retained until action is resolved. | 5 days | Electronic |                                |
| Digital tapes (bus) | 7 days | Electronic |                                |

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**Section E: Records Retention Schedule**

**DAYTON CITY SCHOOL DISTRICT**

(LOCAL GOVERNMENT ENTITY)

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<tbody>
<tr>
<td>6101</td>
<td>Securities (Treasurer)</td>
<td>Permanent***</td>
<td>Electronic/Paper</td>
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<tr>
<td>6201</td>
<td>Annual Financial Reports</td>
<td>10 years***</td>
<td>Electronic/Paper</td>
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<td></td>
<td>Appropriation Ledgers</td>
<td></td>
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<td></td>
<td>Revenue Journals</td>
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<td></td>
<td>Vendor Listing</td>
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<td></td>
<td>Check Register</td>
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<tr>
<td></td>
<td>Purchase Order Listing</td>
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<td>Invoice List</td>
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<td></td>
<td>Account Reports</td>
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<td></td>
<td>Financial Summary</td>
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<td></td>
<td>Detail Reports (Treasurer)</td>
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<tr>
<td>6202</td>
<td>Activity Fund Cash</td>
<td>10 years***</td>
<td>Electronic/Paper</td>
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<tr>
<td></td>
<td>Journal &amp; Ledger (Treasurer)</td>
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<tr>
<td>6203</td>
<td>Investment Ledger (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<tr>
<td>6204</td>
<td>Foundation Distribution (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<tr>
<td>6205</td>
<td>Tax Settlements (Semi-Annual) and Advances (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<td>6206</td>
<td>Tax Budgets (Annual) (Treasurer)</td>
<td>10 years</td>
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<td>6207</td>
<td>Accounts Payable Ledger (Treasurer)</td>
<td>10 years</td>
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<td>6208</td>
<td>Accounts Receivable Ledger (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<td>6209</td>
<td>Budget Work Papers (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<tr>
<td>6210</td>
<td>Unemployment Claims (Executive Director of Human Resources)</td>
<td>5 years</td>
<td>Electronic/Paper</td>
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*** Hard copy maintained for 3 years after audit, then microfilmed
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<tbody>
<tr>
<td>6211</td>
<td>Employee Bonds, Board Member Bonds (Treasurer)</td>
<td>5 years</td>
<td>Paper</td>
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<tr>
<td>6212</td>
<td>Certificate of Estimated Resources (Treasurer)</td>
<td>5 years**</td>
<td>Electronic/Paper</td>
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<tr>
<td>6213</td>
<td>Appropriation Resolutions (Treasurer)</td>
<td>5 years**</td>
<td>Electronic/Paper</td>
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<tr>
<td>6214</td>
<td>Tax Appointment, Semi-Annual (Treasurer)</td>
<td>5 years</td>
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<tr>
<td>6301</td>
<td>Bonds and Coupons (Treasurer)</td>
<td>Until bond issues redeemed**</td>
<td>Electronic/Paper</td>
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<tr>
<td>6302</td>
<td>Vouchers, Invoices &amp; Purchase Orders (Treasurer)</td>
<td>10 years**</td>
<td>Electronic/Paper</td>
<td></td>
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<tr>
<td>6303</td>
<td>State Program Files – Auxiliary Services, DPPf, Adult Voc., Excess Lottery, Data Processing, Public/Private Grants, etc. (Treasurer)</td>
<td>10 years**</td>
<td>Electronic/Paper</td>
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<tr>
<td>6304</td>
<td>Federal Program Files – Title I, II, III, IV-B, VI-B, Drug Free, etc. (Treasurer)</td>
<td>10 years**</td>
<td>Electronic/Paper</td>
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<td>6305</td>
<td>Tax Anticipation Notes (Treasurer)</td>
<td>10 years**</td>
<td>Electronic/Paper</td>
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<tr>
<td>6306</td>
<td>Bank Statements and Canceled Checks (Treasurer)</td>
<td>4 years**</td>
<td>Electronic/Paper</td>
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<td>6307</td>
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<tr>
<td>6310</td>
<td>Tuition: Fees &amp; Payments (Treasurer)</td>
<td>4 years **</td>
<td>Electronic/Paper</td>
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<td>6311</td>
<td>School Foundation Bi-Monthly Statement (Treasurer)</td>
<td>4 years **</td>
<td>Electronic/Paper</td>
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<tr>
<td>6312</td>
<td>Investment Records (May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc.) (Treasurer)</td>
<td>4 years **</td>
<td>Electronic/Paper</td>
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<tr>
<td>6313</td>
<td>Travel Expense Reports Board and Employee (Treasurer)</td>
<td>4 years **</td>
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<tr>
<td>6314</td>
<td>State Sales Tax Reports (Treasurer)</td>
<td>4 years **</td>
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<tr>
<td>6315</td>
<td>Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits Cancelled Checks, Reports) (Treasurer)</td>
<td>4 years **</td>
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<td>6316</td>
<td>Student Activity Fund: Budgets, Purpose, Evaluation (Treasurer)</td>
<td>4 years **</td>
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<td>6317</td>
<td>Check Registers (Treasurer)</td>
<td>4 years **</td>
<td>Electronic/Paper</td>
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<td>6318</td>
<td>Deposit Slips/Cash Proofs (Treasurer)</td>
<td>4 years **</td>
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<tr>
<td>6319</td>
<td>Bids &amp; Specifications Accepted Rejected (Treasurer)</td>
<td>4 years after project is complete ** 1 year **</td>
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<td>6320</td>
<td>Receipt Books (Treasurer)</td>
<td>4 years **</td>
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<td>6321</td>
<td>Extra Trip Records</td>
<td>4 years **</td>
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<tr>
<td>6322</td>
<td>Monthly Financial Reports (Treasurer)</td>
<td>4 years **</td>
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<tr>
<td>6323</td>
<td>Accounting Data (Treasurer)</td>
<td>4 years **</td>
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<td>6324</td>
<td>Contracts: Service (Treasurer)</td>
<td>4 years **</td>
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<td>6325</td>
<td>State Subsidy Requests Applications for driver education, pupil transportation, Office for Exceptional Children, etc. (Treasurer)</td>
<td>3 years **</td>
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<tr>
<td>6326</td>
<td>Delivery/Packing Slips (Treasurer)</td>
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<td>Electronic/Paper</td>
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<tr>
<td>6401</td>
<td>Bond Register (Treasurer)</td>
<td>20 years after issue expires ***</td>
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<td>6042</td>
<td>Insurance Policies (Treasurer)</td>
<td>15 years after expiration provided all claims settled</td>
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<td>6403</td>
<td>Contracts (Treasurer)</td>
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<td>6404</td>
<td>Requisitions (Treasurer)</td>
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<td>Communications:</td>
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<td>30 days</td>
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<td>30 days</td>
<td>Electronic</td>
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### Section E: Records Retention Schedule

**DAYTON CITY SCHOOL DISTRICT**  
(local government entity)

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tr>
<td><strong>(1)</strong> Schedule Number</td>
<td><strong>(2)</strong> Record Title and Description</td>
<td><strong>(3)</strong> Retention Period</td>
<td><strong>(4)</strong> Media Type</td>
<td><strong>(5)</strong> For use by Auditor of State or OHS-LGRP</td>
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<tr>
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<td>30 days</td>
<td>Electronic/Paper</td>
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* After end of fiscal year
** Provided audited
*** Hard copy maintained for 3 years after audit, then microfilmed
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<tr>
<th>Schedule Number</th>
<th>Record Title and Description</th>
<th>Retention Period</th>
<th>Media Type</th>
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<th>Required by OHS-LGRP</th>
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<tr>
<td>7101</td>
<td>Payroll Ledgers Bi-weekly Payroll ReportsQuarterly Payroll Reports (Treasurer)</td>
<td>Permanent ***</td>
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<tr>
<td>7102</td>
<td>Earnings Registers by Staff Member by Calendar Year (Treasurer)</td>
<td>Permanent ***</td>
<td>Electronic/ Paper</td>
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<tr>
<td>7103</td>
<td>Monthly Payroll Reports (Leave usage and accumulation, retirement service, etc.) (Treasurer)</td>
<td>Permanent ***</td>
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<td>7201</td>
<td>Bureau of Employment Service Quarterly Reports (Treasurer)</td>
<td>7 years</td>
<td>Electronic/ Paper</td>
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<td>7202</td>
<td>Time Sheets (Treasurer)</td>
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<td>7203</td>
<td>Overtime Authorization (Treasurer)</td>
<td>6 years</td>
<td>Electronic/ Paper</td>
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<tr>
<td>7301</td>
<td>W-2 &amp; W-4 (Employer Copy) (Treasurer)</td>
<td>6 years + Current **</td>
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<td>7302</td>
<td>Federal Income Tax (Quarterly/Annual) (Treasurer)</td>
<td>6 years + Current **</td>
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<td>7303</td>
<td>Ohio Income Tax (Monthly/Annual) (Treasurer)</td>
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<td>7304</td>
<td>City Income Tax (Monthly/Annual) (Treasurer)</td>
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<tr>
<td>7305</td>
<td>School Income Tax (Monthly/Annual) (Treasurer)</td>
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<td>7306</td>
<td>Payroll Reports (All Reports Used for Each Payroll – Computer Generated – except those listed under 7107 and 7102-3 above) (Treasurer)</td>
<td>4 years **</td>
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<tr>
<td>7307</td>
<td>Payroll Update Listings (Treasurer)</td>
<td>4 years **</td>
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### Section E: Records Retention Schedule

**DAYTON CITY SCHOOL DISTRICT**

(local government entity)

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<td>7308</td>
<td>Payroll Calculations (Treasurer)</td>
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<td>7309</td>
<td>State Teachers System and School Employees Retirement System Waivers (Treasurer)</td>
<td>4 years **</td>
<td>Electronic/Paper</td>
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<td>7310</td>
<td>School Employees Retirement System (SERS) Reports (Treasurer)</td>
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<td>State Teachers Retirement System (STRS) Reports (Treasurer)</td>
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<td>Annuity Reports (Treasurer)</td>
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<td>Electronic/Paper</td>
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<td>7313</td>
<td>Benefit Folder/Report (Treasurer)</td>
<td>4 years **</td>
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<td>7314</td>
<td>Employee Request and/or Authorization (Sick, vacation, personal or other leave) (Treasurer)</td>
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<td>7315</td>
<td>Deduction Reports Voluntary Payroll Deductions (Treasurer)</td>
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<td>Employee Vacation/Sick Leave Records (Treasurer)</td>
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<td>Employee Insurance Bills, Medical, Dental, Life (Treasurer)</td>
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<td>7318</td>
<td>Paycheck Register (Treasurer)</td>
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<tr>
<td>7319</td>
<td>Payroll Bank Statement (Treasurer)</td>
<td>4 years **</td>
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<tr>
<td>7401</td>
<td>Deduction Authorization (Treasurer)</td>
<td>Until Superseded or Employee Terminated</td>
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<td>8201</td>
<td>OS/Civil Rights Reports (Superintendent Secretary)</td>
<td>25 years</td>
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<tr>
<td>8202</td>
<td>State Audit Reports (Treasurer)</td>
<td>5 years</td>
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<tr>
<td>8203</td>
<td>#59 and #759 or #4502 Reports (Treasurer)</td>
<td>5 years</td>
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<tr>
<td>8204</td>
<td>#25 and #625 Reports (Treasurer)</td>
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<td>8205</td>
<td>School Finance (S. F.) Reports (Treasurer)</td>
<td>5 years</td>
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<tr>
<td>8206</td>
<td>Office for Exceptional Children (S. E.) Reports (Office for Exceptional Children Secretary and Superintendent Secretary)</td>
<td>10 years</td>
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<td>8207</td>
<td>Vocation Education (V.E.) Reports (Superintendent Secretary and Career Technology Center Secretary)</td>
<td>10 years</td>
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<tr>
<td>8208</td>
<td>Ohio Common Core Data (OCCD) Reports (Superintendent Secretary)</td>
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<td>8209</td>
<td>Drivers Education Reports (Treasurer)</td>
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<td>Ohio Department of Education (ODE) Reports (Building Secretary and Superintendent Secretary)</td>
<td>10 years</td>
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<td>8211</td>
<td>North Central Reports (Building Secretary)</td>
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<td>8212</td>
<td>Title IX Reports (Superintendent Secretary)</td>
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<tr>
<td>8213</td>
<td>SM-1 &amp; SM-2 (Annual &amp; Quarterly) (Treasurer)</td>
<td>10 years</td>
<td>Electronic/Paper</td>
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<td>8214</td>
<td>State Minimum Standards (Superintendent Secretary)</td>
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<td>County Auditor: Annual Wages (for W.C.) (Treasurer)</td>
<td>5 years</td>
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<td>8216</td>
<td>County Auditor: Bank Balance Certification (Treasurer)</td>
<td>5 years</td>
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<td>8217</td>
<td>Civil Rights Reports (Superintendent’s Secretary)</td>
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<td>Personnel State Reports – Currently SF-1, CS-1 (Human Resources Secretary)</td>
<td>4 years **</td>
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<td>8302</td>
<td>Transportation (Transportation Secretary)</td>
<td>4 years **</td>
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</tbody>
</table>

** Communications: **

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<td>9102</td>
<td>Enrollment Record</td>
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<td>(By Grade &amp; Building)</td>
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<td></td>
<td>(Superintendent Secretary)</td>
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<td>9201</td>
<td>School Calendars</td>
<td>5 years</td>
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<td>(Superintendent Secretary)</td>
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<td>Building, Boiler, Maintenance Reports</td>
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<td>(Business Office &amp; Secretary)</td>
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<td>(Nursing Services &amp; Secretary)</td>
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<td>9401</td>
<td>Handbooks, Employee</td>
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<td>(Superintendent Secretary)</td>
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<td>9402</td>
<td>Directives, Standards, Laws from Local, State and Federal Governmental Agencies (All Secretaries)</td>
<td>Until superseded</td>
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<td>9403</td>
<td>Attendance Area Records</td>
<td>Until superseded</td>
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<td>(Superintendent Secretary)</td>
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* After end of fiscal year
CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1

See instructions before completing this form. Must be submitted with PART 2

<table>
<thead>
<tr>
<th>Dayton City School District</th>
<th>Treasurer's Office</th>
<th>Craig A. Jones</th>
<th>937-542-3071</th>
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<tbody>
<tr>
<td>(local government entity)</td>
<td>(unit)</td>
<td>(contact person)</td>
<td>(telephone number)</td>
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<tr>
<td>115 S. Ludlow Street</td>
<td>Dayton</td>
<td>45402</td>
<td>Montgomery</td>
</tr>
<tr>
<td>(address)</td>
<td>(city)</td>
<td>(zip code)</td>
<td>(county)</td>
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</table>

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the approved Records Retention Schedules (RC-2) listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

Craig A. Jones
Records Commission Chairman
937-542-3071

(signature of responsible official) (title) (telephone number)

To have this form returned to the Records Commission electronically, include an email address CAJones@dps.k12.oh.us

Please Note: The State Archives retains RC-3 forms for seven years. It is strongly recommended that the Records Commission retain a permanent copy of this form.
CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2
See instructions before completing this form. Must be submitted with PART 1.

**Dayton City School District**
Treasurer’s Office

<table>
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<th>Records Series Title</th>
<th>Authorization for Disposal</th>
<th>Media Type To be destroyed</th>
<th>Media Type To be retained (if any)</th>
<th>Inclusive Dates of Records</th>
<th>Proposed date of destruction (15 business days from receipt by OHS-LGRP)</th>
<th>For OHS-LGRP use</th>
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<td>Date the RC-2 was approved by the Records Commission 12/19/2013</td>
<td>Paper</td>
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<td>6/30/1997 &amp; Prior</td>
<td>6/06/2014</td>
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<td>Board Meeting Notices</td>
<td>1204</td>
<td>12/19/2013</td>
<td>Paper</td>
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<td>6/30/2008 &amp; Prior</td>
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<td>Worker’s Compensation Claims</td>
<td>1405</td>
<td>12/19/2013</td>
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<td>Financial Summary Detail Reports</td>
<td>Schedule Number</td>
<td>Date the RC-2 was approved by the Records Commission</td>
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<td>Employee Bonds, Board Member Bonds</td>
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<td>Bonds &amp; Coupons</td>
<td>6301</td>
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<td>(5) Inclusive Dates of Records</td>
<td>(6) Proposed date of destruction (15 business days from receipt by OHS-LGRP)</td>
<td>(7) For OHS-LGRP use</td>
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<td>Investment Records (May include individual record of investments, bank statements, bank confirmation, wire transfers, copy of CD, etc.)</td>
<td>6312</td>
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<td>Travel Expense Reports Board and</td>
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<td></td>
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<td>transportation, Office for Exceptional Children, etc.</td>
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<td>Date the RC-2 was approved by the Records Commission: 12/19/2013</td>
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<td>6/30/1980 &amp; Prior 15 years after expiration if all claims settled</td>
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Form. SAO/LGRP-RC3 (part 1), Revised July 2011
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<th>Proposed date of destruction (15 business days from receipt by OHS-LGRP)</th>
<th>For OHS-LGRP use</th>
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<td>Payroll Reports (All Reports Used for Each Payroll - Computer Generated - except those listed under 7107 &amp; 7102-3 above)</td>
<td>7306 12/19/2013 Paper</td>
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<td>6/30/2013 &amp; Prior</td>
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<td>All voice mail which constitutes a public record shall be saved electronically and may be thereafter be deleted. Voice mail that are not a public record shall be deleted on the day received.</td>
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<td>6/30/2013 &amp; Prior</td>
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