



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
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OHIO HISTORY CONNECTION

OCTOBER 24 2024

STATE AND LOCAL  
GOVERNMENT RECORDS

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## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

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

### Section A: Local Government Unit

Margaretta Local School District

(Local Government Entity)

(Unit/Department)

*Edward P. Kurt*

Edward P Kurt

Superintendent

6-25-24

(Signature of Responsible Official)

(Name)

(Title)

(Date)

### Section B: Records Commission

Diane Keegan

Records Commission

419.684.5322

(Telephone Number)

305 S Washington Street

Castalia, Ohio

44824

Erie County

(Address)

(City)

(Zip Code)

(County)

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

[Dkeegan@margk12.com](mailto:Dkeegan@margk12.com)

I hereby certify that our records commission met in an open meeting, as required by the [Ohio Revised Code, §121.22](#), and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

*D. Keegan*

6/25/24

Records Commission Chair Signature

Date

### Section C: Ohio History Connection - State Archives

Government Records Archivist

Signature

Title

Date

### Section D: Auditor of State

Records Manager

Signature

Title

Date

*Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form*

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

See instructions before completing this form.

(Local Government Entity)			(Unit/Department)			
(1) Schedule Number  1000	(2) Record Title and Description BOARD AND ADMINISTRATIVE RECORDS		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
1101	Minutes	Treasurer	Permanent			✓
1101.1	Audio Tapes	Treasurer	2 Years			
1102	Blue Prints, Plans, Map	Business Office & Secretary	Permanent			✓
1103	Deeds, Easements, Lease	Treasurer	Permanent			✓ <input type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies	Superintendent and Secretary	1 year after superseded			✓
1105	Administrative Regulations	Superintendent and Secretary	1 year after superseded			✓
1106	Court Decisions	Treasurer	Permanent			✓
1107	Claims and Litigation	Treasurer	Permanent			✓
1201	Elections	Treasurer	10 Years			
1202	Record Disposal forms (RC-3)	Treasurer	10 Years			
1203	Bargaining Agreements	Treasurer	10 Years after Expiration			
1204	Budget Policy Files	Treasurer	5 Years			
1301	Worker’s Compensation Claims	Treasurer	10 Years after Financial Payment made			<input type="checkbox"/>
1302	Bank Depository Agreements	Treasurer	4 Years after Completion			
1303	Organization Reports	Treasurer	2 Years**			
1304	Board Meeting Notes	Treasurer	1 Year			
1305	Agendas	Treasurer	1 Calendar Year**			

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

See instructions before completing this form.

1401	Adopted Courses of Study	Superintendent and Secretary	Until Superseded		✓	
1402	Adopted Special Education Programs	Superintendent and Secretary	Until Superseded			
1403	Adopted Special Programs	Superintendent and Secretary	Until Superseded			
	*After end of fiscal year ** Provided Audited					
2000	(Employee files include employment applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file.)					
2101	Certified Active Employees	Asst Supt, Personnel Secretary	Permanent			
2102	Classified Active Employees	“	Permanent			
2103	Certificated Inactive Employees	“	Permanent***			
2104	Classified Inactive Employees	“	Permanent***			
2105	Civil rights, Civil Services and Disciplinary Reports	“	Permanent***			<input type="checkbox"/>
2107	Retirement Letters	“	Permanent***			
2108	Substitute records	“	25 Years			
2301	Employee Contracts	Treasurer	4 Years after termination from employment.			
2302	Professional Conference Applications	Asst. Supt, Personnel and Secretary	2 Years**			
	* After end of fiscal year **Provided Audited ***Hard copies can be converted to an electronic document in the districts shared Google drives.					

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

2303	Irregular Employee Contracts (Substitutes, etc.)	Treasurer	4 Years after contract expires			
2304	Unemployment Claims	Treasurer	5 Years			
2305	Unemployment	Treasurer	5 Years			
2306	Applications (not hired)	Asst Supt. Personnel and Secretary	2 Years**			
2307	Schedules of Employees	“	Fiscal Year Plus 2 years			
2308	Student Helper Applications	“	2 Years			<input type="checkbox"/>
2309	Teacher Personnel Reports (internal)	“	Fiscal Year Plus 1 year			
2310	I-9 Immigration Verification Form	“	3 years after date of hire or 1 year after termination, whichever is later			
2401	Job Description	“				
	** Provided Audited					
3000	STUDENT RECORDS					
3101	Student Record Folders Enrollment/Withdrawal Information, Grades/Transcripts, Activities Record, Attendance Records, Individual Test Results Standardized, Competency/Proficiency Aptitude, Intervention Records, Foreign Exchange Records, Suspensions/Expulsions, Home Schooled Student Records	Bldg Secretary	Permanent***			
3102	Office Record Card (K-9)	Bldg Secretary	Permanent***			<input type="checkbox"/>
3103	Cosmetology Records (Vocational)	Voc. Secretary	Permanent***			
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Bldg Secretary	7 Years After Graduation			
3202	Discipline Records Letters to Parents Office Discipline	Bldg Secretary	1 Year after Student leaves School			

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

3203	Psychological Records (Restricted)	Special Ed. Secretary/Nurse	Permanent***	** Provided Audited *** Hard Copy maintained for 5 years after Student leaves system –then microfilmed.		
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary	Through Graduation			
3301	Teacher Grade Books/ Records	Bldg Secretary	3 Years**			
3302	Pre-School Screening Profiles	Bldg Secretary	3 years			
3303	Age and Schooling Records (Work Permits)	Bldg Secretary	3 years			
3304	Accident Reports	Nurse/Bldg Secretary	5 years provided no action pending			
3305	Individual Educational Plan (IEP)	Bldg Secretary Special Ed. Secretary	Permanent			<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application	Bldg Secretary	4 years			
3401	Emergency Information	Bldg Secretary	Until Superseded			
4000	BUILDING RECORDS					
4202	Tornado and Fire Drill Records	Bldg Secretary	1 year*			
4203	Building Health Inspections	Bldg Secretary	2 years*			
4301	Student Activity Re Pay-in forms Pay-out forms Account forms/Dist. Budget forms Requisitions Purchase orders Ticked sale reports	Bldg Secretary	2 years**			<input type="checkbox"/>
4302	Receipts/Deposit Sl	Bldg Secretary	4 years**			
4303	Budget/Appropriation Records	Bldg Secretary	4 years**			

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

4304	Requisitions/ Purchase Orders	Bldg Secretary	10 years**			
4401	Textbook Inventories	Bldg Secretary	Until Superseded			
4402	Supplies Inventory	Bldg Secretary	Until Superseded			
4403	Student Handbooks	Bldg Secretary	Until Superseded			
	*After end of fiscal year ** Provided Audited					
5000	CENTRAL DEPARTMENTAL RECORDS					
	Administrative Offices					
5201	School Calendars	Supt. Secretary	5 years			
5301	Repair, Installation and Maintenance Records	Business Office and Secretary	4 years**			
5302	Prevailing Wage Records	Business Office and Secretary	4 years**			
5303	Rental Information (Use of Facilities)	Business Office and Secretary	4 years**			
5304	Work Orders	Business Office and Secretary	4 years**			
5305	Environmental Reports And Data (asbestos, etc.)	Business Office and secretary	4 years**			<input type="checkbox"/>
5306	Vandalism Reports	Business Office and secretary	4 years**			
5307	Student Activity Purpose Clauses	Business Office and secretary	4 years**			
5308	Sales Potential Forms (Student Activities)	Business Office and secretary	4 years**			
5309	Bids and Specifications (Unsuccessful)	Business Office and secretary	1 year**			
5310	Bids and Specifications (Successful)	Business Office and secretary	4 years after completion of Project**			
	** Provided Audited					

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

See instructions before completing this form.

	Administrative Offices – Continued					
5311	Contractor Files (Resolutions, additions, drawings, etc.)	Business Office and Secretary	Until Project Complete, if No Action Pending**			
5401	Preventive Maintenance Reports	Business Office and Secretary	Fiscal year Plus 2 years			
5402	Warranty/Guarantee	Business Office and Secretary	Life/Warranty of Equipment			<input type="checkbox"/>
5403	Plant and Equipment Inventory	Business Office and Secretary	Until Superseded**			
5404	Textbook/Workbook Inventory	Curriculum Dir. and Secretary	Until Superseded**			
5405	Supplies Inventory	Business Office and Secretary	Until Superseded**			
	** Provided Audited					
	<u>Special Education Department</u>					
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 years			
5222	Individual Educational Plan (IEP)	Special Ed. Secretary	7 years			
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent***			
	<u>Transportation Department</u>					
5340	Driver Physical	Transportation Secretary	6 years after termination			<input type="checkbox"/>
5341	Fuel Consumption Data	Transportation Secretary	4 years**			
5342	Transportation Records	Transportation Secretary	4 years**			
5343	Field Trip forms and Volunteer Driver forms	Transportation Secretary	Fiscal year Plus 2 years			
5441	Accident Reports	Transportation Secretary	3 years provided no action pending			

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

5442	Vehicle Registration	Business Office and Secretary	Life of Vehicle			
5443	Vehicle License	Business Office and Secretary	1 year after termination			
5445	Driver Certifications	Transportation Secretary	1 year after termination			
	** Provided Audited *** Hard copies can be converted to an electronic document in the districts shared Google drives.					
5446	<u>Transportation Department – Continued</u>					
	Supplies Inventory	Transportation Secretary	Until Superseded**			
5447	Vehicle Defect Report	Transportation Secretary	Life of Vehicle			
5561	<u>Food Service Department</u>					
	Food Service Records	Cafeteria Supervisor	4 years**			
	Menus					
	Food Production					
	Milk Sold					
	Students Served					
5562	Lunchroom Records	Cafeteria Supervisor	4 years**			<input type="checkbox"/>
	Cash Register Tapes					
	Cashier's Daily Reports					
5563	Lunchroom Reports (Free and Reduced)	Cafeteria Supervisor	4 years**			
5564	Inventories	Cafeteria Supervisor	Until Superseded**			
5565	Lunchroom License	Cafeteria Supervisor	1 year after expiration			
	** Provided Audited					
6000	<u>FINANCIAL RECORDS</u>					
6101	Annual Financial Reports	Treasurer	5 years**			
	Appropriation Ledgers					
	Budget Ledgers					
	Revenue Journals					
	Vendor Listing					
	Check Register					
	Purchase Order Listing					
	Invoice List					
	Account Reports					
	Financial Summary					
	Detail Reports					<input type="checkbox"/>



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

6102	Activity Fund Cash Journal and Ledger	Treasurer	5 years**			
6103	Bond Register	Treasurer	20 years after issue expires			
6104	Securities	Treasurer	Permanent***			
6201	Investment Ledger	Treasurer	5 years**			
6202	Foundation Distribution	Treasurer	5 years**			
6203	Tax Settlements (Semi-Annual) and Advances	Treasurer	5 years**			
6204	Budgets (Annual)	Treasurer	5 years**			
6205	Insurance Policies	Treasurer	15 years after Expiration Provided all Claims settled			
** Provided Audited ***Hard copies can be converted to an electronic document in the districts shared Google drives.						
6206	Contracts	Treasurer	15 years after Expiration			
6207	Bonds and Coupons	Treasurer	Until Redeemed**			
6208	Accounts Payable Ledgers	Treasurer	5 years**			
6209	Accounts Receivable Ledgers	Treasurer	5 years**			
6210	Budget Work Papers	Treasurer	5 years**			
6211	Vouchers, Invoices and Purchase Orders	Treasurer	10 years**			<input type="checkbox"/>
6212	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/ Private Grants, etc.	Treasurer	10 years**			

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6213	Federal Program Files Title I,II,III, IV-B IV-C, & VI-B; Chapter 1, 2; Drug Free, etc.	Treasurer	10 years**		✓	
6214	Travel Expense Vouchers	Treasurer	10 years**			
6215	Tax Anticipation Notes (Records borrowing against future tax collections)	Treasurer	10 years**			
** Provided Audited						

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

See instructions before completing this form.

(Local Government Entity)			(Unit/Department)			
(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
6216	State Reimbursement Settlement Sheets	Treasurer	5 years**			<input type="checkbox"/>
6217	Unemployment Claims	Treasurer	5 years			
6218	Employee Bonds, Board Member Bonds	Treasurer	5 years			
6219	Certificate of Estimated Resources	Treasurer	15 years after Expiration			
6220	Appropriation Resolutions	Treasurer	5 years			
6222	Tax Apportionments (Semi-Annual)	Treasurer	5 years			
6301	Canceled Checks and Bank Settlements	Treasurer	4 years**			
6302	Publication Notice	Treasurer	4 years**			
6303	Tuition Fees and Payments	Treasurer	4 years**			
6304	School Finance (S.F.) Monthly Statements	Treasurer	4 years**			
6305	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	Treasurer	4 years**			
6306	Travel Expense Reports	Treasurer	10 years**			
6307	State Sales Tax Reports	Treasurer	4 years**			
	** Provided Audited					
6308	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Treasurer	4 years**			<input type="checkbox"/>

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

6309	Check Registers	Treasurer	4 years**			
6310	Deposit Slips/Cash Proofs	Treasurer	4 years**			
6311	Bids and Specifications (Unsuccessful)	Treasurer	1 year**			
6312	Bids and Specifications (Successful)	Treasurer	4 year after completion of project**			
6313	Receipt Books	Treasurer	4 years**			
6314	Extra Trip Records	Treasurer	4 years**			
6315	Monthly Financial Reports	Treasurer	4 years**			
6316	Accounting Data	Treasurer	4 years**			
6317	Service Contracts	Treasurer	4 years**			
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, etc.	Treasurer	3 years**			
6319	Delivery/Packing Slips	Treasurer	1 year**			
6401	Requisitions	Treasurer	1 year*			
	*After end of fiscal year **Provided Audited					
7000	<u>PAYROLL RELATED</u>					
7001	Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Treasurer	Permanent***			<input type="checkbox"/>
7102	Earnings Registers By Staff Member By Calendar Year	Treasurer	Permanent***			
7103	Monthly Payroll Reports Leave usage and Accumulation, Retirement service, etc.	Treasurer	Permanent***			
7201	Bureau of Employment Service Quarterly Reports	Treasurer	7 years			

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

7301	W-2's, W-4's (Employer copy)	Treasurer	6 years and Current**			
7302	Federal Income Tax (Quarterly/Annual)	Treasurer	6 years and Current**			
7303	Ohio Income Tax (Monthly/Annual)	Treasurer	6 years and Current**			
7304	City Income Tax (Monthly/Annual)	Treasurer	6 years and Current**			
7305	School Income Tax (Monthly/Annual)	Treasurer	6 years and Current**			
7306	Payroll Reports Reports used for Each payroll- Computer generated  **Provided Audited *** Hard copies can be converted to an electronic document in the districts shared Google drives.	Treasurer	4 years**			
7307	Payroll Update Listing	Treasurer	4 years**			<input type="checkbox"/>
7308	Payroll Calculations	Treasurer	4 years**			
7309	State Teachers System and School Employees Retirement System Waivers	Treasurer	Permanent***			
7310	State Employees Retirement System (SERS) Reports	Treasurer	4 years**			
7311	State Teachers Retirement System (STRS) Reports	Treasurer	4 years**			
7312	Annuity Reports	Treasurer	4 years**			
7313	Benefit Folders/Reports	Treasurer	4 years**			
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave)	Treasurer	4 years**			
7315	Deduction Reports Voluntary payroll Deductions	Treasurer	4 years**			

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

7316	Employee Vacation/ Sick Leave Records	Treasurer	4 years**			
7317	Time Sheets	Treasurer	6 years**			
	** Provided Audited ***Hard copies can be converted to an electronic document in the districts shared Google drives.					
7318	Overtime Authorization	Treasurer	6 years			<input type="checkbox"/>
7319	Employee Insurance Bills Medical Dental Life	Treasurer	4 years**			
7323	Paycheck Register	Treasurer	4 years**			
7324	Payroll Bank Statement	Treasurer	4 years**			
7401	Deduction Authorization	Treasurer	Until Superseded or Employee Terminated			
	** Provided Audited					
8000	<u>REPORTS</u>					<input type="checkbox"/>
8201	State Audit Reports	Treasurer	5 years			
8202	#59, #659 and #4502	Treasurer	5 years			
8203	#25 and #625	Treasurer	5 years			
8204	School Finance (S.F.) Reports- annual	Treasurer	5 years			
8205	Special Education (S.E.) Reports-annual	SpEd Secretary Supt Secretary	7 years			
8206	Vocation Education (V.E.) Reports-annual	Voc Secretary Supt Secretary	5 years			
8207	Ohio Common Core Data (OCCD) Reports	Supt Secretary	5 years			

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

*See instructions before completing this form.*

8208	Drivers Education Reports	Treasurer	5 years			
8209	Ohio Department of Education (ODE) Reports	Bldg Secretary	5 years			
8211	Civil Rights Reports	Supt Secretary	Permanent***			
8212	Title IX Reports	Supt Secretary	10 years			
8213	SM-1 & SM-2 (Annual and Quarterly)	Treasurer	10 years			
8214	State Minimum Standards	Supt Secretary	10 years			
	***Hard copies can be converted to an electronic document in the districts shared Google drives.					
8301	Personnel State Reports (Currently SF-1, CS-1)	Personnel Secretary	4 years**			<div><input type="checkbox"/></div> <div>Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C</div>
8302	Worker’s Comp Wage Reports (Co. Auditor)	Treasurer	5 years			
8303	Bank Balance Certification (Co. Auditor)	Treasurer	5 years			
8304	Transportation Reports	Transportation Secretary	4 years**			
9000	<u>Other</u>					
9101	Personnel Directory	Supt Secretary	10 years			
9102	Enrollment Record (By grade and building)	Supt Secretary	Permanent***			
9103	School Calendars	Supt Secretary	5 years			
9104	E-mail – non-record ie: “lets do lunch”	All staff	Delete immediately			
9105	E-mail – official record ie: official correspondence	All staff	1 year			
9202	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 years*			
9402	Employee Handbooks	Supt Secretary	Until Superseded			
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until Superseded			

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9404	Attendance Records  *After end of fiscal year **Provided Audited *** Hard copies can be converted to an electronic document in the districts shared Google drives.	Until Superseded			
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>