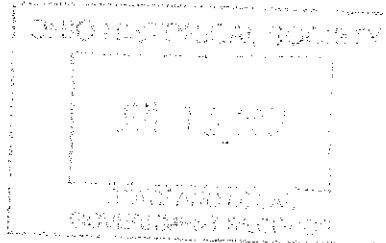




Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497



8-1-13

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Dublin City Schools

(local government entity)

(unit)

Stephen Osborne

Treasurer/CFO

7/15/13

(signature of responsible official)

(name)

(title)

(date)

Section B: Records Commission

Dublin City Schools

614-760-4310

Records Commission

(telephone number)

7030 Coffman Rd.

Dublin

43017

Franklin

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address: osborne_stephen@dublinschools.net

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

7/15/13

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

State Archivist

7/17/2013

Signature

Title

Date

Section D: Auditor of State

7-24-13

Signature

Date

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



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Section E: Records Retention Schedule

Dublin City Schools

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
<u>1000</u>	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				<input type="checkbox"/>
1101	Minutes Treasurer	Permanent	***		<input checked="" type="checkbox"/>
1101.1	Audio Tapes Treasurer	2 Years	***		<input type="checkbox"/>
1102	Blue Prints, Plans, Maps Business Office & Secretary	Permanent	***		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases Treasurer	Permanent	***		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies Superintendent and Secretary	1 year after superceded	***		<input type="checkbox"/>
1105	Administrative Regulations Superintendent and Secretary	1 year after superceded	***		<input type="checkbox"/>
1106	Court Decisions Treasurer	Permanent	***		<input checked="" type="checkbox"/>
1107	Claims and Litigation Treasurer	Permanent	***		<input checked="" type="checkbox"/>
1201	Elections Treasurer	10 Years	***		<input type="checkbox"/>
1202	Record Disposal Forms (RC-3) Treasurer	10 Years	***		<input type="checkbox"/>
1203	Bargaining Agreements Treasurer	10 years after expiration	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1301	Worker's Compensation Claims Treasurer	10 years after financial payment made	***		<input type="checkbox"/>
1302	Bank Depository Agreements Treasurer	Until superseded	***		<input type="checkbox"/>
1303	Board Meeting Notes Treasurer	1 year	***		<input type="checkbox"/>
1304	Agendas Treasurer	1 calendar year	***		<input type="checkbox"/>
1401	Adopted Courses of Study Superintendent and Secretary	Until superseded	***		<input type="checkbox"/>
1402	Adopted Special Education Programs Superintendent and Secretary	Until superseded	***		<input type="checkbox"/>
1403	Adopted Special Programs Superintendent and Secretary	Until superseded	***		<input type="checkbox"/>
1450	Email & Voice mail (General) CTO	Discretionary	***		<input type="checkbox"/>
1451	Email & Voice mail (Critical) CTO	4 years	***		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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2000	EMPLOYEE FILES (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.)		***		<input type="checkbox"/>
2101	Certified Active Employees Human Resources	Permanent	***		<input type="checkbox"/>
2102	Classified Active Employees Human Resources	Permanent	***		<input type="checkbox"/>
2103	Certificated Inactive Employees Human Resources	Permanent	***		<input type="checkbox"/>
2104	Classified Inactive Employees Human Resources	Permanent	***		<input type="checkbox"/>
2105	Civil Rights, Civil Services and Disciplinary Reports Human Resources	Permanent	***		<input type="checkbox"/>
2106	Retirement Letters Human Resources	Permanent	***		<input type="checkbox"/>
2107	Irregular Employee Records (Substitutes, etc.) Human Resources	25 Years	***		<input type="checkbox"/>
2301	Professional Conference Applications Asst. Supt. and Secretary	2 years	***		<input type="checkbox"/>
2302	Unemployment Treasurer	5 years	***		<input type="checkbox"/>
2303	Applications (not hired) Human Resources	2 years	***		<input type="checkbox"/>
2304	Schedules of Employees Human Resources	Fiscal Year plus 2 Years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2305	Student Helper Applications	Human Resources	2 years	***		<input type="checkbox"/>
2401	Job Description	Human Resources	Until superceded	***		<input type="checkbox"/>
3000	<u>STUDENT RECORDS</u>					<input type="checkbox"/>
3101	Student Record Folders Enrollment/Withdrawal Birth Cert. & Social Security Card Grades/Transcripts Activities Record Attendance Records Individual Test Results Standardized Competency/Proficiency Aptitude Intervention Records Foreign Exchange Records Suspension/Expulsion Records Home Schooled Student Records	Bldg Secretary	Permanent	***		<input type="checkbox"/>
3201	Health/Medical Records Visual Screening Hearing Screening Immunization Records	Nurse/Bldg Secretary	7 years after graduation	***		<input type="checkbox"/>
3202	Discipline Records Letters to Parents Office Discipline	Bldg Secretary	1 year after student leaves School	***		<input type="checkbox"/>
3203	Psychological Records (Restricted) Secretary/Nurse	Special Ed.	Permanent	***		<input type="checkbox"/>
3204	Child Abuse/Neglect Referral Letters	Bldg Secretary	7 years after graduation	***		<input type="checkbox"/>
	*** Hard Copy or Electronic					<input type="checkbox"/>



Section E: Records Retention Schedule

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
3301	Teacher Grade Books/ Records Bldg Secretary	3 years	***		<input type="checkbox"/>
3302	Pre-School Screening Profiles Bldg Secretary	3 years	***		<input type="checkbox"/>
3303	Age and Schooling Records (Work Permits) Bldg Secretary	3 years	***		<input type="checkbox"/>
3304	Accident Reports Nurse/Bldg Secretary	5 years provided no action pending	***		<input type="checkbox"/>
3305	Individual Educational Plan (IEP) Bldg Secretary Special Ed. Secretary	Permanent	***		<input type="checkbox"/>
3306	Free/Reduced Price Lunch Application Bldg Secretary	4 years	***		<input type="checkbox"/>
3401	Emergency Information Bldg Secretary	Until superseded	***		<input type="checkbox"/>
3402	Court orders on guardianship Or parental rights/responsibilities Bldg Secretary	Until superseded	***		<input type="checkbox"/>
4000	<u>BUILDING RECORDS</u>		***		<input type="checkbox"/>
4202	Tornado and Fire Drill Records Bldg Secretary	1 year	***		<input type="checkbox"/>
4203	Building Health Inspections Bldg Secretary	2 years	***		<input type="checkbox"/>
4301	Student Activity Records Account forms/Dist. Ticket sale reports Bldg Secretary	2 years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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Section E: Records Retention Schedule

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
4302	Receipts/Deposit Slips Bldg Secretary	2 years	***		<input type="checkbox"/>
4401	Textbook Inventories Bldg Secretary	Until superseded	***		<input type="checkbox"/>
4402	Student Handbooks Bldg Secretary	Until superseded	***		<input type="checkbox"/>
5000	<u>CENTRAL DEPARTMENTAL RECORDS</u> <u>Administrative Offices</u>		***		<input type="checkbox"/>
5201	School Calendars Supt. Secretary	5 years	***		<input type="checkbox"/>
5301	Repair, Installation and Maintenance Records Business Office and Secretary	4 years	***		<input type="checkbox"/>
5302	Prevailing Wage Records Business Office and Secretary	4 years	***		<input type="checkbox"/>
5303	Rental Information (Use of Facilities) Business Office and Secretary	4 years	***		<input type="checkbox"/>
5304	Work Orders Business Office and Secretary	4 years	***		<input type="checkbox"/>
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	***		<input type="checkbox"/>
5307	Student Activity Purpose Clauses Treasurer	4 years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description		(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
5308	Sales Potential Forms (Student Activities)	Treasurer	3 years	***		<input type="checkbox"/>
5309	Bids and Specifications (Unsuccessful)	Business Office and secretary	1 year	***		<input type="checkbox"/>
5310	Bids and Specifications (Successful)	Business Office and secretary	4 years after completion project	***		<input type="checkbox"/>
5311	Contractor Files (Resolutions, additions, drawings, etc.)	Business Office and Secretary	Until project complete, if no action pending	***		<input type="checkbox"/>
5401	Preventive Maintenance Reports	Business Office and Secretary	Fiscal year plus 2 years	***		<input type="checkbox"/>
5402	Warranty/Guarantee	Business Office and Secretary	Life/warranty of equipment	***		<input type="checkbox"/>
5403	Plant and Equipment Inventory	Business Office and Secretary	Until supersceded	***		<input type="checkbox"/>
5404	Supplies Inventory	Business Office and Secretary	Until supersceded	***		<input type="checkbox"/>
5221	Special Education Tutoring Reports	Special Ed. Secretary	10 years	***		<input type="checkbox"/>
5222	Individual Educational Plan (IEP)	Special Ed. Secretary	Permanent	***		<input type="checkbox"/>
5223	Psychological Records (Restricted)	Special Ed. Secretary	Permanent	***		<input type="checkbox"/>
						<input type="checkbox"/>
	*** Hard Copy or Electronic					<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
	<u>Transportation Department</u>				
5340	Driver Physical Transportation Secretary	2 years after termination	***		<input type="checkbox"/>
5341	Fuel Consumption Data Transportation Secretary	4 years	***		<input type="checkbox"/>
5342	Transportation Records Transportation Secretary	4 years	***		<input type="checkbox"/>
5343	Field Trip forms and Volunteer Driver forms Transportation Secretary	Fiscal year plus 2 years	***		<input type="checkbox"/>
5441	Accident Reports Transportation Secretary	3 years provided no action pending	***		<input type="checkbox"/>
5442	Vehicle Registration Business Office and Secretary	Life of Vehicle	***		<input type="checkbox"/>
5443	Vehicle License Business Office and Secretary	1 year after termination	***		<input type="checkbox"/>
5445	Driver Certifications Transportation Secretary	1 year after termination	***		<input type="checkbox"/>
5446	Supplies Inventory Transportation Secretary	Until supersceded	***		<input type="checkbox"/>
5447	Vehicle Defect Report Transportation Secretary	Life of vehicle	***		<input type="checkbox"/>
	<u>Food Service Department</u>				
5561	Food Service Records Menus Food Production Milk Sold Students Served Cafeteria Supervisor	4 years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>

Section E: Records Retention Schedule



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Dublin City Schools

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
5562	Lunchroom Records Cash Register Tapes Cashier's Daily Reports	Cafeteria Supervisor	4 years	***	<input type="checkbox"/>
5563	Lunchroom Reports (Free and Reduced)	Cafeteria Supervisor	4 years	***	<input type="checkbox"/>
5564	Inventories	Cafeteria Supervisor	Until suoersceded	***	<input type="checkbox"/>
5565	Lunchroom License	Cafeteria Supervisor	1 year after expiration	***	<input type="checkbox"/>
6000	FINANCIAL RECORDS				<input type="checkbox"/>
6101	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	5 years	***	<input type="checkbox"/>
6203	Tax Settlements (Semi- Annual) and Advances	Treasurer	5 years	***	<input type="checkbox"/>
6204	Budgets (Annual)	Treasurer	5 years	***	<input type="checkbox"/>
6205	Insurance Policies	Treasurer	15 years after expiration provided all claims settled	***	<input type="checkbox"/>
					<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
6206	Contracts Treasurer	15 years after expiration	***		<input type="checkbox"/>
6210	Budget Work Papers Treasurer	2 years	***		<input type="checkbox"/>
6211	Vouchers, Invoices and Purchase Orders Treasurer	10 years	***		<input type="checkbox"/>
6212	State Program Files Aux. Services, Public/ Private Grants, etc. Treasurer	10 years	***		<input type="checkbox"/>
6213	Federal Program Files Title I, II-A, III, & IDEA/VI-B; etc. Treasurer	10 years	***		<input type="checkbox"/>
6215	Tax/Bond Anticipation Notes (Records borrowing against future tax collections) Treasurer	10 years	***		<input type="checkbox"/>
6218	Employee Bonds, Board Member Bonds Treasurer	5 years	***		<input type="checkbox"/>
6219	Certificate of Estimated Resources Treasurer	15 years after expiration	***		<input type="checkbox"/>
6220	Appropriation Resolutions Treasurer	5 years	***		<input type="checkbox"/>
6222	Tax Apportionments (Semi-Annual) Treasurer	5 years	***		<input type="checkbox"/>
6301	Canceled Checks and Bank Settlements Treasurer	4 years	***		<input type="checkbox"/>
6302	Publication Notice Treasurer	4 years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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6304	School Finance (S.F.) Monthly Statements Treasurer	2 years	***		<input type="checkbox"/>
6305	Investment Records (May include individual record of investments, bank confirmations, wire transfers, copy of CD, etc.) Treasurer	4 years	***		<input type="checkbox"/>
6306	Check Registers Treasurer	4 years	***		<input type="checkbox"/>
6307	Deposit Slips/Cash Proofs Treasurer	4 years	***		<input type="checkbox"/>
6308	Receipt Books Treasurer	4 years	***		<input type="checkbox"/>
6309	Extra Trip Records Treasurer	4 years	***		<input type="checkbox"/>
6310	Monthly Financial Reports Treasurer	4 years	***		<input type="checkbox"/>
6311	Accounting Data Treasurer	4 years	***		<input type="checkbox"/>
6317	Service Contracts Treasurer	4 years	***		<input type="checkbox"/>
6318	State Subsidy Reports Applications for Driver education, Pupil transportation, Special Education, etc. Treasurer	3 years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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7000	PAYROLL RELATED				<input type="checkbox"/>
7301	W-2s, W-4s (Employer copy) Treasurer	6 years and current	***		<input type="checkbox"/>
7302	Federal Income Tax (Quarterly/Annual) Treasurer	6 years and current	***		<input type="checkbox"/>
7303	Ohio Income Tax (Monthly/Annual) Treasurer	6 years and current	***		<input type="checkbox"/>
7304	City Income Tax (Monthly/Annual) Treasurer	6 years and current	***		<input type="checkbox"/>
7305	School Income Tax (Monthly/Annual) Treasurer	6 years and current	***		<input type="checkbox"/>
7306	Payroll Reports Reports used for Each payroll- Computer generated Treasurer	4 years	***		<input type="checkbox"/>
7307	Payroll Calculations Treasurer	4 years	***		<input type="checkbox"/>
7308	State Teachers System and School Employees Retirement System Waivers Treasurer	Permanent	***		<input type="checkbox"/>
7309	Benefit Folders/Reports Treasurer	4 years	***		<input type="checkbox"/>
7310	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave) Treasurer	4 years	***		<input type="checkbox"/>
					<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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7311	Deduction Reports Voluntary payroll Deductions Treasurer	4 years	***		<input type="checkbox"/>
7312	Time Sheets Treasurer	4 years	***		<input type="checkbox"/>
7318	Overtime Authorization Treasurer	4 years	***		<input type="checkbox"/>
7319	Employee Insurance Bills Medical Dental Life Treasurer	4 years	***		<input type="checkbox"/>
7320	Payroll Bank Statement Treasurer	4 years	***		<input type="checkbox"/>
7401	Deduction Authorization Treasurer	Until superceded or employee terminated	***		<input type="checkbox"/>
8000	<u>REPORTS</u>		***		<input type="checkbox"/>
8201	State Audit Reports Treasurer	5 years	***		<input type="checkbox"/>
8202	School Finance (S.F.) Reports- annual Treasurer	5 years	***		<input type="checkbox"/>
8203	Special Education Secretary (S.E.) Reports-annual SpEd Supt Secretary	7 years	***		<input type="checkbox"/>
8204	Ohio Common Core Data (OCCD) Reports Supt Secretary	5 years	***		<input type="checkbox"/>
8205	Ohio Department of Education (ODE) Reports Bldg Secretary	5 years	***		<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
8206	Civil Rights Reports Supt Secretary	Permanent	***		<input checked="" type="checkbox"/>
8207	Title IX Reports Supt Secretary	10 years	***		<input checked="" type="checkbox"/>
8208	SM-1 & SM-2 (Annual and Quarterly) Treasurer	3 years	***		<input type="checkbox"/>
8209	State Minimum Standards Supt Secretary	10 years	***		<input checked="" type="checkbox"/>
8301	Personnel State Reports Human Resources	4 years	***		<input type="checkbox"/>
8302	Worker's Comp Wage Reports Treasurer	5 years	***		<input type="checkbox"/>
8304	Transportation Reports Transportation Secretary	4 years	***		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
	*** Hard Copy or Electronic				<input type="checkbox"/>



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9000	Other			***		<input type="checkbox"/>
9101	Personnel Directory	Human Resources	Until superceded	***		<input type="checkbox"/>
9202	School Calendars	Supt Secretary	5 years	***		<input type="checkbox"/>
9203	Building, Boiler, Maintenance Reports	Business Office and Secretary	2 years	***		<input type="checkbox"/>
9402	Employee Handbooks	Supt Secretary	Until superceded	***		<input type="checkbox"/>
9403	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Secretaries	Until superceded	***		<input type="checkbox"/>
9404	Attendance Records		Until superceded	***		<input type="checkbox"/>
				***		<input type="checkbox"/>
				***		<input type="checkbox"/>
				***		<input type="checkbox"/>
				***		<input type="checkbox"/>
				***		<input type="checkbox"/>
	*** Hard Copy or Electronic					<input type="checkbox"/>