



## Schedule of Records Retention and Disposition Continuation Sheet

**From:** Reading Community City School District  
(Political Subdivision Name)

| Schedule Number | Record title and description                                    | Retention Period                       | For Use by Approving Agencies |
|-----------------|---|--|-------------------------------|
| 8               | Elections Treasurer   | 25 years                               |                               |
| 9               | Records Commission (Records Disposal) Treasurer                 | 25 years                               |                               |
| 10              | Agreements (Bargaining and Other) Treasurer                     | 25 years                               |                               |
| 11              | Budget Policy Files Treasurer                                   | 25 years                               |                               |
| 12              | Worker's Compensation Claims Treasurer                          | Ten years after financial payment made |                               |
| 13              | Bank Depository Agreements Treasurer                            | Four years after completion            |                               |
| 14              | Organization Reports Treasurer                                  | Two years **                           |                               |
| 15              | Board Meeting Notices Treasurer                                 | One year                               |                               |
| 16              | Agendas Treasurer   | One Calendar Year**                    |                               |
| 17              | Adopted Courses of Study Superintendent and Secretary           | Until Superseded                       |                               |
| 18              | Adopted Special Education Programs Superintendent and Secretary | Until Superseded                       |                               |
| 19              | Adopted Special Programs Superintendent and Secretary           | Until Superseded                       |                               |
|                 | *After end of fiscal year                                       |  |                               |
|                 | ** Provided Audited   |  |                               |

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|                 | (Employee files include employment applications resumes, contracts/salary notices, evaluations personnel actions, absence certification transcripts and any other document which became part of the file) |   |                               |
| 20              | Certificated Active Employees   | Permanent   |                               |
| 21              | Classified Active Employees   | Permanent   |                               |
| 22              | Certificate Inactive Employees  | Permanent***  |                               |
| 23              | Classified Inactive Employees   | Permanent***  |                               |
| 24              | Civil Rights and Disciplinary Reports   | Permanent***  |                               |
| 25              | Civil Service Reports   | Permanent   |                               |
| 26              | Retirement Letters  | Permanent***  |                               |
| 27              | Substitute Records  | Permanent***  |                               |
| 28              | Employee Contracts and Salary Notices   | Treasurer<br>Four years after termination from employment |                               |
| 29              | Professional Conferences Application  | Asst. Supt/Personnel and Secretary<br>Four Years**        |                               |
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|-----------------|---|---|-------------------------------|
| 30              | Irregular Employee Contracts (Substitutes, etc)      Treasurer  | Four years after contract expires       |                               |
| 31              | Unemployment Claims      Treasurer                              | Four years after final claim paid**     |                               |
| 32              | Unemployment Records      Treasurer                             | Four years**                            |                               |
| 33              | Applications (not hired)      Asst Supt/Personnel and Secretary | Two Years**                             |                               |
| 34              | Schedules of Employees      "                                   | Fiscal Year plus two years              |                               |
| 35              | Student Helper Applications      "                              | Two Years                               |                               |
| 36              | Teacher Personnel Reports (internal)      "                     | Fiscal Year plus one year               |                               |
| 37              | I-9 Immigration Verification Forms      "                       | Termination of Employment plus one year |                               |
| 38              | Job Descriptions      "   | Until Superseded                        |                               |

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|-----------------|---|--|-------------------------------|
| 39              | Student Record Folders<br>Enrollment/Withdrawal Information<br>Grades/Transcripts<br>Activities Record<br>Attendance Records<br>Individual Test Results<br>Standardized Competency/Proficiency Aptitude<br>Intervention Records<br>Foreign Exchange Records<br>Suspensions/Expulsions | Bldg. Secretary<br>Permanent***                            |                               |
| 40              | Office Record Card (K-9)<br>(each student enrollment)   | Bldg. Secretary<br>Permanent***                            |                               |
| 41              | Cosmetology Records   | Voc Secretary<br>Permanent***                              |                               |
| 42              | Health/Medical Records<br>Visual Screening<br>Hearing Screening<br>Immunization Records   | Nurse/Bldg Secretary<br>Through Graduation                 |                               |
| 43              | Discipline Records<br>Letters to Parents<br>Office Discipline   | Bldg. Secretary<br>Until Student leaves Elem, Jr.Hi, or HS |                               |
| 44              | Psychological Records<br>(Restricted)   | Sp.Ed Secretary/<br>Nurse<br>Through Graduation            |                               |
| 45              | Child Abuse/Neglect<br>Referral Letters   | Bldg Secretary<br>Through Graduation                       |                               |
| 46              | Teacher Grade Book/<br>Records  | Bldg Secretary<br>Three Years*                             |                               |
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|-----------------|---|------------------|-------------------------------|
| 47              | Pre-School Screening Profiles<br>Bldg. Secretary                        | Three Years      |                               |
| 48              | Age and Schooling Records (Work Permits)<br>Bldg. Secretary             | Three Years      |                               |
| 49              | Accident Reports<br>Nurse/Bldg Secretary                                | Permanent        |                               |
| 50              | Individual Educational Plan (IEP)<br>Bldg. Secretary<br>Sp Ed Secretary | Two Years*       |                               |
| 51              | Free/Reduced Price Lunch Applications<br>Bldg. Secretary                | Four Years       |                               |
| 52              | Emergency Information<br>Bldg. Secretary                                | Until Superseded |                               |
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|-----------------|--|------------------|-------------------------------|
| 53              | Tornado and Fire Drill Records   | Bldg. Secretary  | One Year*                     |
| 54              | Building Health Inspections  | Bldg. Secretary  | One Year*                     |
| 55              | Student Activity Records<br>Pay-In Forms<br>Pay-Out Forms<br>Account Forms/Dist.<br>Budget Forms<br>Req/Purchase Orders<br>Purpose Clauses<br>Sales Potential Projects<br>Ticket Sales Reports | Bldg. Secretary  | Two Years**                   |
| 56              | Receipts/Deposit Slips   | Bldg. Secretary  | Four Years**                  |
| 57              | Budget/Appropriation Records   | Bldg. Secretary  | Four Years**                  |
| 58              | Req/Purchase Orders  | Bldg. Secretary  | Four Years**                  |
| 59              | Textbook Inventories   | Bldg. Secretary  | Until Superseded              |
| 60              | Supplies Inventories   | Bldg. Secretary  | Until Superseded              |
| 61              | Student Handbooks  | Bldg. Secretary  | Until Superseded              |
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|-----------------|--|---|-------------------------------|
|                 | <u>Administrative Offices</u>  |   |                               |
| 62              | School Calendars<br>Supt. Secretary  | Five Years  |                               |
| 63              | Repair, Installation<br>and Maintenance Records<br>Business Off<br>& Secretary                 | Four Years**  |                               |
| 64              | Prevailing Wage<br>Records<br>Business Off<br>& Secretary                                      | Four Years**  |                               |
| 65              | Rental Information<br>(Use of Facilities)<br>Business Off<br>& Secretary                       | Four Years**  |                               |
| 66              | Work Orders<br>Maintenance<br>Supervisor/Sec.  | Four Years**  |                               |
| 67              | Environmental Reports<br>and Data (Asbestos, etc)<br>Business Off<br>& Secretary               | Four Years**  |                               |
| 68              | Vandalism Reports<br>Business Off<br>& Secretary   | Four Years**  |                               |
| 69              | Student Activity<br>Purpose Clauses<br>Business Off<br>& Secretary                             | Four Years**  |                               |
| 70              | Sales Potential Forms<br>(Student Activities)<br>Business Off<br>& Secretary                   | Four Years**  |                               |
| 71              | Bids and Specifications<br>(Unsuccessful)<br>Business Off<br>& Secretary                       | One Year**  |                               |
| 72              | Bids and Specifications<br>(Successful)<br>Business Off<br>& Secretary                         | Four Years/<br>Completion<br>of Project**               |                               |
| 73              | Contractor Files<br>(Resolutions, additions,<br>Drawings, etc.)<br>Business Off<br>& Secretary | Until Project<br>Complete, if<br>no action<br>Pending** |                               |
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|-----------------|--|----------------------------|-------------------------------|
|                 | <u>Administrative Offices</u>                                  |                            |                               |
| 74              | Preventative Maintenance Reports      Business Off & Secretary | Fiscal Year Plus Two Yrs   |                               |
| 75              | Warranty/Guarantee      Business Off & Secretary               | Life/Warranty of Equipment |                               |
| 76              | Plant and Equipment Inventory      Business Off & Secretary    | Until Superseded**         |                               |
| 77              | Textbook/Workbook Inventory      Curriculum Director & Sec.    | Until Superseded**         |                               |
| 78              | Supplies Inventory      Business Off & Secretary               | Until Superseded**         |                               |
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|-----------------|--|-------------------------------------|--|
|                 | <u>Special Education Department</u>            |                                     |  |
| 79              | Special Education<br>Tutoring Reports          | Sp. Ed Secretary                    | Ten Years                                  |
| 80              | Individual Education<br>Plan (IEP)             | Bldg. Secretary<br>Sp. Ed Secretary | Two Years**                                |
| 81              | Psychological Records<br>(Restricted)          | Sp.Ed Secretary<br>Nurse            | Through<br>Graduation                      |
|                 | <u>Transportation Department</u>               |                                     |  |
| 82              | Driver Physical                                | Trans Secretary                     | Permanent                                  |
| 83              | Fuel Consumption Data                          | Trans Secretary                     | Four Years**                               |
| 84              | Transportation Records                         | Trans Secretary                     | Four Years**                               |
| 85              | Field Trip Forms and<br>Volunteer Driver Forms | Trans Secretary                     | Fiscal Year<br>Plus Two Yrs.               |
| 86              | Accident Reports                               | Trans Secretary                     | Three Yrs<br>Provided no<br>action pending |
| 87              | Vehicle Registration                           | Business Off<br>& Secretary         | Life of Vehicle                            |
| 88              | Vehicle License                                | Business Off<br>& Secretary         | Until Termin-<br>ation plus<br>one year    |
| 89              | Abstracts                                      | Trans Secretary                     | One Year                                   |
| 90              | Certification, Superintendent                  | Trans Secretary                     | One Year                                   |
| 91              | Supplies Inventory                             | Trans Secretary                     | Until<br>Superseded**                      |
| 92              | Vehicle Defect Report                          | Trans Secretary                     | Life of Vehicle                            |
|                 | *After end of fiscal year                      |                                     |  |
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|-----------------|--|--|-------------------------------|
|                 | <u>Food Service Department</u>   |  |                               |
| 93              | Food Service Records      Café Supervisor<br>Menus<br>Food Production<br>Milk Solid<br>Students Served | Four Years**                           |                               |
| 94              | Lunchroom Records      Café Supervisor<br>Cash Register Tapes<br>Cashier's Daily Reports               | Four Years**                           |                               |
| 95              | Lunchroom Reports      Café Supervisor<br>(Free and Reduced)   | Four Years**                           |                               |
| 96              | Lunchroom Lists      Café Supervisor<br>(Free and Reduced)   | Seven Years                            |                               |
| 97              | Inventories      Café Supervisor   | Until<br>Superseded**                  |                               |
| 98              | License, Lunchroom      Bldg Secretary<br>Café Supervisor  | Until Termin-<br>ated Plus<br>one year |                               |
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|-----------------|---|---|-------------------------------|
|                 | <u>Financial Records</u>  |   |                               |
| 99              | Annual Financial Reports<br>Appropriation Ledgers<br>Budget Ledgers<br>Revenue Journals<br>Vendor Listing<br>Check Register<br>Purchase Order Listing<br>Invoice List<br>Account Reports<br>Financial Summary<br>Detail Reports | Treasurer<br>Permanent***   |                               |
| 100             | Activity Fund Cash Journal and Ledger   | Treasurer<br>Permanent***   |                               |
| 101             | Bond Register   | Treasurer<br>Permanent***   |                               |
| 102             | Securities  | Treasurer<br>Permanent***   |                               |
| 103             | Investment Ledger   | Treasurer<br>25 Years   |                               |
| 104             | Foundation Distribution   | Treasurer<br>25 Years   |                               |
| 105             | Tax Settlements (Semi-Annual) and Advances  | Treasurer<br>25 Years   |                               |
| 106             | Budgets (Annual)  | Treasurer<br>25 Years   |                               |
| 107             | Insurance Policies  | Treasurer<br>15 Years after expiration<br>provided all claims settled |                               |
| 108             | Contracts   | Treasurer<br>15 Years after Expiration                                |                               |
| 109             | Bonds and Coupons   | Treasurer<br>Until Bond Issues Redeemed**                             |                               |
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|-----------------|--|------------------|-------------------------------|
| 110             | Accounts Payable Ledgers      Treasurer  | Ten Years        |                               |
| 111             | Accounts Receivable Ledgers      Treasurer   | Ten Years        |                               |
| 112             | Budget Work Papers      Treasurer  | Ten Years        |                               |
| 113             | Vouchers, Invoices and Purchase Order      Treasurer   | Ten Years**      |                               |
| 114             | State Program Files      Treasurer<br>Aux. Services, DPPF,<br>Adult Vocational<br>Excess Lottery, Data<br>Processing, Public/<br>Private Grants, etc | Ten Years**      |                               |
| 115             | Federal Program Files      Treasurer<br>Title I, II, III, IV-B, IV-C,<br>VI-B; Chapter I, 2;<br>Drug Free, etc.                                      | Ten Years**      |                               |
| 116             | Travel Expense Vouchers      Treasurer   | Ten Years**      |                               |
| 117             | Tax Anticipation Notes      Treasurer<br>(Records borrowing<br>against future tax<br>collections)  | Ten Years**      |                               |
| 118             | State Reimbursement      Treasurer<br>Settlement Sheets  | Ten Years**      |                               |
| 119             | Unemployment Claims      Treasurer   | Five Years       |                               |
| 120             | Employee Bonds, Board      Treasurer<br>Member Bonds   | Five Years       |                               |
| 121             | Certificate of Estimated      Treasurer<br>Resources   | Five Years       |                               |
| 122             | Appropriation Resolutions      Treasurer   | Five Years       |                               |
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|-----------------|--|------------------|-------------------------------|
| 122-A           | Tax Apportionments, Treasurer<br>Semi-Annual   | Five Years       |                               |
| 123             | Cancelled Checks and Treasurer<br>Bank Statements  | Four Years**     |                               |
| 124             | Publication Notice Treasurer   | Four Years**     |                               |
| 125             | Tuition: Fees and Payments Treasurer   | Four Years**     |                               |
| 126             | School Finance (S.F.) Treasurer<br>Monthly Statement   | Four Years**     |                               |
| 127             | Investment Records Treasurer<br>(May include individual record of investments, bank confirmation, wire transfers, copy of CD, etc<br>Drug Free, etc. | Four Years**     |                               |
| 128             | Travel Expense Reports Treasurer<br>Board and Employees  | Four Years**     |                               |
| 129             | State Sales Tax Reports Treasurer  | Four Years**     |                               |
| 130             | Student Activity Fund Treasurer<br>(Pay-ins, pay-outs, receipts/deposits cancelled checks, reports   | Four Years**     |                               |
| 131             | Student Activity Fund: Treasurer<br>Budgets, Purpose, Evaluation   | Four Years**     |                               |
| 132             | Check Registers Treasurer  | Four Years**     |                               |
| 133             | Deposit Slips/Cash Proofs Treasurer  | Four Years**     |                               |
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| 134             | Bids and Specifications<br>(Accepted and Rejected)      Treasurer   | Four Years**     |                               |
| 135             | Receipt Books      Treasurer  | Four Years**     |                               |
| 136             | Extra Trip Records      Treasurer   | Four Years**     |                               |
| 137             | Monthly Financial Reports      Treasurer  | Four Years**     |                               |
| 138             | Accounting Data      Treasurer  | Four Years**     |                               |
| 139             | Contracts: Service      Treasurer   | Four Years**     |                               |
| 140             | State Subsidy Requests<br>Application for driver<br>education, pupil trans-<br>portation, special<br>education, etc.      Treasurer | Three Years**    |                               |
| 141             | Delivery/Packing Slips      Treasurer   | One Year**       |                               |
| 142             | Requisitions      Treasurer   | One Year**       |                               |
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|                 | <u>Payroll Related</u>  |                         |                               |
| 143             | Payroll Ledgers<br>Bi-weekly Payroll Reports<br>Quarterly Payroll Reports<br>Treasurer  | Permanent***            |                               |
| 144             | Earnings Registers<br>by Staff Member<br>by Calendar Year<br>Treasurer  | Permanent***            |                               |
| 145             | Monthly Payroll Reports<br>(Leave usage and accumulation, retirement service, etc)<br>Treasurer   | Permanent***            |                               |
| 146             | Bureau of Employment<br>Service Quarterly Reports<br>Treasurer  | Seven Years             |                               |
| 147             | W-2 (Employer Copy)<br>Treasurer  | Six Years and Current** |                               |
| 148             | Federal Income Tax<br>(Monthly/Annual)<br>Treasurer   | Six Years and Current** |                               |
| 149             | Ohio Income Tax<br>(Monthly/Annual)<br>Treasurer  | Six Years and Current** |                               |
| 150             | City Income Tax<br>(Monthly/Annual)<br>Treasurer  | Six Years and Current** |                               |
| 151             | School Income Tax<br>(Monthly/Annual)<br>Treasurer  | Six Years and Current** |                               |
| 152             | Payroll Reports (All Reports Used for Each Payroll---Computer Generated---except those listed under 143, and above 144-3 above<br>Treasurer | Four Years**            |                               |
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| 153             | Payroll Update Listings  | Treasurer        | Four Years**                  |
| 154             | Payroll Calculations   | Treasurer        | Four Years**                  |
| 155             | State Teachers System and School Employees Retirement System Waivers             | Treasurer        | Four Years**                  |
| 156             | School Employees Retirement System (SERS) Reports                                | Treasurer        | Four Years**                  |
| 157             | State Teachers Retirement System (STRS) Reports                                  | Treasurer        | Four Years**                  |
| 158             | Annuity Reports  | Treasurer        | Four Years**                  |
| 159             | Benefit Folder/Report  | Treasurer        | Four Years**                  |
| 160             | Employee Request and/or Authorization (Sick, Vacation, Personal, or Other Leaver | Treasurer        | Four Years**                  |
| 161             | Deduction Reports<br>Voluntary Employment<br>Payroll Deductions                  | Treasurer        | Four Years**                  |
| 162             | Employee Vacation/<br>Sick Leave Records   | Treasurer        | Four Years**                  |
| 163             | Time Sheets  | Treasurer        | Six Years                     |
| 164             | Overtime Authorization   | Treasurer        | Six Years                     |
| 165             | Employee Insurance<br>Bills, Medical, Dental<br>Life                             | Treasurer        | Four Years**                  |
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| 166  | Paycheck Register<br>(Not Ledgers)                      Treasurer | Four Years**                                     |                               |
| 167  | Payroll Bank Statement                      Treasurer             | Four Years**                                     |                               |
| 168  | Deduction Authorization                      Treasurer            | Until Sup-<br>ceded or<br>Employee<br>Terminated |                               |
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| 184             | County Auditor: Annual Wages (for W.C.)                                       | Treasurer                     | Five Years  |
| 185             | County Auditor: Bank Balance Certification                                    | Treasurer                     | Five Years  |
| 186             | Transportation  | Trans Secretary               | Four Years**                                      |
|                 | <u>Other</u>  |                               |   |
| 187             | Personnel Directory   | Supt. Secretary               | Permanent   |
| 188             | Enrollment Record (By Grade and Building)                                     | Supt. Secretary               | Permanent   |
| 189             | School Calendars  | Supt. Secretary               | Five Years  |
| 190             | Building, Boiler, Maintenance Reports   | Business Off & Secretary      | Two Years*  |
| 191             | Handbooks, Employee   | Supt Secretary                | Until Superseded                                  |
| 192             | Directives, Standards Laws from Local State and Federal Governmental Agencies | All Secretaries               | Until Superseded                                  |
| 193             | Attendance Area Records   | Supt. Secretary               | Until Superseded                                  |
| 194             | Health Reports  | Pupil Personnel and Secretary | Two Years*  |
| 195             | Electronic E-Mail   | All Employees                 | Based upon the content of the e-mail.             |
| 196             | Memos, Correspondence, & Incidental Communication                             | All Employees                 | Until deemed administratively no longer necessary |

Refer to the preceding schedule for content and retain accordingly. |

\*After end of fiscal year  
\*\* Provided audited