



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Page 1 of 9

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Columbiana County Vocational School District

(local government entity)

(unit)

Katherine Bosco
(signature of responsible official)

Katherine Bosco
(name)

Treasurer
(title)

3/20/12
(date)

Section B: Records Commission

Columbiana County Vocational School District Records Commission

330-424-9561

Records Commission

(telephone number)

9364 State Route 45
(address)

Lisbon
(city)

44432
(zip code)

Columbiana
(county)

To have this form returned to the Records Commission electronically, include an email address: Katherine.Bosco@ccctc.k12.oh.us

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.

Katherine Bosco

03/20/12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Connie Conner
Signature

Govt. Records Archivist
Title

3/30/12
Date

Section D: Auditor of State

Martin E. Mark
Signature

4-11-12
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**



Section E: Records Retention Schedule

Columbiana County Vocational School District

(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
1000	<u>BOARD AND ADMINISTRATIVE RECORDS</u>				<input type="checkbox"/>
1001	Minutes: Historical value to provide information about the development of the school. Administrative value to support the ongoing, day-to-day administrative affairs.	Permanent	Paper		<input checked="" type="checkbox"/>
1002	Blue Prints, Plans, Maps: Administrative value for planning future renovations and property acquisitions.	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
1003	Board Policy Books and Other Adopted Policies: Administrative value to support the ongoing, day-to-day administrative affairs.	1 year after superseded	Paper or Electronic		<input type="checkbox"/>
1004	Administrative Regulations: Administrative value to support the ongoing, day-to-day administrative affairs.	1 year after superseded	Paper or Electronic		<input type="checkbox"/>
1005	Court Decisions: Legal Value to deal with matters related to law.	Permanent	Paper or Electronic		<input type="checkbox"/>
1006	Claims and Litigation: Legal Value to deal with matters related to law.	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
1007	Deeds, Easements, Lease, Abstracts: Legal value to deal with matter related to law.	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
1008	Elections: Administrative value used in performing current and future work.	10 Years	Paper or Electronic		<input type="checkbox"/>
1009	Record Disposal Forms: Administrative value used in fulfilling public records requests.	7 Years	Paper or Electronic		<input type="checkbox"/>
1010	Bargaining Agreements: Administrative value to support the ongoing, day-to-day administrative affairs.	10 Years After Expiration	Paper or Electronic		<input type="checkbox"/>
1011	Worker's Compensation Claims: Administrative value to support the ongoing, day-to-day administrative affairs.	10 Years	Paper or Electronic		<input type="checkbox"/>
1012	Bank Depository Agreements: Administrative value to support the ongoing, day-to-day administrative affairs. Fiscal value for audit purposes.	4 Years After completion	Paper or Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Section E: Records Retention Schedule

Columbiana County Vocational School District

(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
1013	Agendas: Administrative value to support the ongoing, day-to-day administrative affairs.	1 Year	Electronic		<input type="checkbox"/>
1014	Adopted Courses of Study: Administrative value to support the ongoing, day-to-day administrative affairs.	Until Superseded	Paper or Electronic		<input type="checkbox"/>
<u>2000</u>	<u>EMPLOYEE RECORDS</u>				<input type="checkbox"/>
2001	Employee Files - to include employment application, contracts, evaluations, retirement system waivers, retirement letters, and transcripts. Fiscal value for audit purposes and administrative value in conducting routine business.	Permanent	Paper or Electronic		<input type="checkbox"/>
2002	Unemployment Claims: Fiscal value for audit purposes, and administrative value in conducting routine business.	5 Years	Paper or Electronic		<input type="checkbox"/>
2003	Applications (not hired): Administrative value in conducting routine business.	2 Years	Paper		<input type="checkbox"/>
2004	I-9 Immigration Verification Forms: Fiscal value for audit purposes, and administrative value in conducting routine business.	Termination of employment plus 1 year	Paper		<input type="checkbox"/>
<u>3000</u>	<u>STUDENT RECORDS</u>				<input type="checkbox"/>
3001	Student Record Folders- Enrollment/Withdrawal Information and Grades/Transcripts: Administrative and Legal value in performing current and future work.	Permanent	Paper or Electronic		<input type="checkbox"/>
3002	Cosmetology Records (Vocational) - Administrative value in performing current and future work.	7 Years after graduation	Paper or Electronic		<input type="checkbox"/>
3003	Health/Medical Records - Administrative value in performing current and future work.	7 Years after graduation	Paper or Electronic		<input type="checkbox"/>
3004	Discipline Records - Administrative value in performing current and future work.	1 Year after student leaves school	Paper or Electronic		<input type="checkbox"/>
3005	Child Abuse/Neglect Referral Letters - Administrative value in performing current and future work.	Through Graduation	Paper or Electronic		<input type="checkbox"/>



Section E: Records Retention Schedule
Columbiana County Vocational School District

(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
3006	Teacher Grade Books/Records - Administrative value in performing current and future work.	3 Years	Paper or Electronic		<input type="checkbox"/>
3007	Accident Reports - Administrative value in performing current and future work. Legal value to deal with matters related to law.	5 years provided no action pending	Paper or Electronic		<input type="checkbox"/>
3008	Free/Reduced Price Lunch Application - Administrative value in performing current and future work. Fiscal value for audit purposes.	4 Years	Paper or Electronic		<input type="checkbox"/>
4000	<u>BUILDING RECORDS</u>				<input type="checkbox"/>
4001	Tornado and Fire Drill Records: Administrative and Legal value in performing current and future work.	1 year	Paper or Electronic		<input type="checkbox"/>
4002	Student Activity Records - Pay ins/Pay outs, deposits, receipt books: Fiscal value for audit purposes.	2 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
4003	Student Handbooks: Administrative value to support ongoing, day-to-day administrative affairs.	Until Superseded	Paper or Electronic		<input type="checkbox"/>
4004	Field Trip Forms: Administrative and Legal value in performing current and future work.	Fiscal Year Plus 2 Years	Paper Or Electronic		<input type="checkbox"/>
5000	<u>CENTRAL DEPARTMENTAL RECORDS</u>				<input type="checkbox"/>
5001	School Calendars: Administrative in performing current and future work.	5 Years	Paper or Electronic		<input type="checkbox"/>
5002	Rental Information (Use of facilities): Administrative and Legal value in performing current and future work.	4 Years	Paper or Electronic		<input type="checkbox"/>
5003	Plant and Equipment Inventory: Administrative value to support the ongoing, day-to-day administrative affairs.	Until Superseded	Paper or Electronic		<input type="checkbox"/>
					<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Audited under the terms
enclosed by the records
division of Ohio and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.

Section E: Records Retention Schedule
Columbiana County Vocational School District

(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
6000	<u>LUNCHROOM FILES</u>				<input type="checkbox"/>
6001	Food Service Records - Menus, Food Production, Milk Sold, Students Served: Fiscal value for audit purposes.	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
6002	Cashier's Daily Reports: Fiscal value for audit purposes	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
6003	Lunchroom Reports (Free and Reduced): Fiscal value for audit purposes	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
6004	Inventories: Administrative value to support the ongoing, day-to-day administrative affairs.	Until Superseded	Paper or Electronic		<input type="checkbox"/>
6005	Lunchroom License: Legal value to deal with matters related to law.	1 Year after expiration	Paper or Electronic		<input type="checkbox"/>
7000	<u>FINANCIAL RECORDS</u>				<input type="checkbox"/>
7001	Annual Financial Reports - Appropriation, Budget, Revenue, Vendor, Check, Purchase Order, Financial Summary, Detail Reports: Fiscal value for audit purposes.	5 Years Provided Audited	Electronic		<input type="checkbox"/>
7002	Bond Register – Fiscal value for audit purposes.	20 years after issue expires	Paper or Electronic		<input type="checkbox"/>
7003	Foundation Distribution – Fiscal value for audit purposes.	5 years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7004	Tax Settlements and Advances – Fiscal value for audit purposes.	5 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7005	Budgets (Annual) – Fiscal value for audit purposes.	5 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7006	Insurance Policies – Legal value to deal with matters related to law.	15 Years after expiration	Paper or Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

*Noted means: the years
encompassed by the records
have been verified by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 147.26 O.R.C.*

Section E: Records Retention Schedule

Columbiana County Vocational School District

(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
7007	Contracts – Legal value to deal with matters related to law.	15 years after expiration	Paper or Electronic		<input type="checkbox"/>
7008	Vouchers, Invoices and Purchase Orders – Fiscal value for audit purposes. Administrative value used in performing current and future work.	10 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7009	State Program Files - Adult Vocational, Data Processing, Public/Private Grants, etc.: Fiscal value for audit purposes. Administrative value used in performing current and future work.	10 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7010	Federal Program Files - Title Grants, Perkins, etc.: Fiscal value for audit purposes. Administrative value used in performing current and future work.	10 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7011	Employee Bonds, Board Member Bonds: Fiscal value for audit purposes. Legal value to deal with matters related to law.	5 Years	Paper or Electronic		<input type="checkbox"/>
7012	Certificate of Estimated Resources: Fiscal value for audit purposes. Administrative value used in performing current and future work.	15 years after expiration	Paper or Electronic		<input type="checkbox"/>
7013	Appropriation Resolutions: Fiscal value for audit purposes. Administrative value used in performing current and future work.	5 Years	Paper or Electronic		<input type="checkbox"/>
7014	Canceled Checks and Bank Statements: Fiscal value for audit purposes.	4 Years Provided Audited	Paper Or Electronic		<input type="checkbox"/>
7015	Publication Notice: Fiscal value for audit purposes.	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7016	Investment Records: Fiscal value for audit purposes.	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7017	State Sales Tax Reports: Fiscal value for audit purposes.	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7018	Check Registers: Fiscal value for audit purposes.	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>
7019	Deposit Slips/Cash Proofs: Fiscal value for audit purposes.	4 Years Provided Audited	Paper or Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

*Archival means: the years
commenced by the records
are now ended by the
transfer of State and the
audit report has been
released pursuant to
Sec. 1.1.25 O.R.C.*

Section E: Records Retention Schedule

Columbiana County Vocational School District

(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
7020	Receipt Books: Fiscal value for audit purposes.	4 Years Provided Audited	Paper		<input type="checkbox"/>
7021	Monthly Financial Reports: Fiscal value for audit purposes.	4 Years Provided Audited	Electronic		<input type="checkbox"/>
7022	Service Contracts: Legal value to deal with matters related to law.	4 Years Provided audited	Paper or Electronic		<input type="checkbox"/>
7023	Bids and Specifications (unsuccessful): Fiscal value for audit purposes.	1 Year Provided Audited	Paper		
7024	Bids and Specifications (successful): Fiscal value for audit purposes. Legal value for matters related to law.	4 Years after Completion of Project Provided Audited	Paper		
7025	State Audit Reports: Administrative value in performing current and future work.	5 Years	Electronic		<input type="checkbox"/>
7026	4502 Reports: Fiscal value for audit purposes.	5 Years	Electronic		<input type="checkbox"/>
7027	School Finance (S.F.) Reports – annual: Fiscal value for audit purposes.	5 Years	Electronic		<input type="checkbox"/>
7028	SM-1 & SM-2: Administrative value in performing current and future work.	10 Years	Electronic		<input type="checkbox"/>
8000	<u>PAYROLL RELATED</u>				<input type="checkbox"/>
8001	Payroll Ledgers - Bi-weekly Payroll Reports & Quarterly Payroll Reports: Administrative value in performing current and future work.	Permanent	Electronic		<input type="checkbox"/>
8002	Earnings Registers – Calendar Year: Administrative value in performing current and future work.	Permanent	Electronic		<input type="checkbox"/>
8003	Bureau of Employment Services Quarterly Reports: Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

Section E: Records Retention Schedule

Columbiana County Vocational School District

(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
8004	W-2's, W-4's: Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8005	Federal Income Tax (Quarterly/Annual): Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8006	Ohio Income Tax (Monthly/Annual): Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8007	City Income Tax (Monthly/Annual): Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8008	School Income Tax (Monthly/Annual): Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8009	Payroll Reports – Computer generated reports used for each payroll, including Benefit, Deduction, and Paycheck Register: Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8010	Time Sheets - Administrative value in performing current and future work.	6 Years	Paper or Electronic		<input type="checkbox"/>
8011	State Employee Retirement System Reports: Administrative value in performing current and future work.	4 Years	Paper or Electronic		<input type="checkbox"/>
8012	State Teachers Retirement System Reports: Administrative value in performing current and future work.	4 Years	Paper or Electronic		<input type="checkbox"/>
8013	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave): Administrative value in performing current and future work.	4 Years	Paper or Electronic		<input type="checkbox"/>
8014	Deduction Authorization: Administrative value in performing current and future work.	Until Superseded or Employee Termination	Paper or Electronic		<input type="checkbox"/>
9000	<u>CORRESPONDENCE</u>				<input type="checkbox"/>
9001	Executive Correspondence: Includes information concerning policies, programs, fiscal and/or personnel matters.	2 Years and no longer of an admin. or legal value.	Paper or Electronic		<input checked="" type="checkbox"/>

Section E: Records Retention Schedule

Columbiana County Vocational School District

[illegible]