



Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
 800 E. 17<sup>th</sup> Avenue  
 Columbus, OH 43211-2474

**RECORDS RETENTION SCHEDULE (RC-2)- Part 1**

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

**Section A: Local Government Unit**

Twin Valley Community Local Schools

(Local government entity)	Tearalee Riddlebarger	(unit)	Treasurer	10/24/16
(signature of responsible official)	(name)	(title)	(date)	

**Section B: Records Commission**

Twin Valley Community Local Schools	Records Commission	937-839-4688
		(telephone number)
100 Education Drive	West Alexandria	45381
(address)	(city)	(zip code)
		Preble
		(county)

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

triddlebarger@tvs.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.

<u>Tearalee Riddlebarger</u>	10/24/16
Records Commission Chair Signature	Date

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

<u>Amanda D Lindler</u>	Local Government Records Archivist	10/28/16
Signature	Title	Date

**Section D: Auditor of State**

<u>Martin E. Moore</u>	Records Manager	11-15-16
Signature	Title	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 (RC-2) – Part 2

See instructions before completing this form.

Twin Valley Community Local Schools

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	Department Responsible	(3) Retention Period	(4) Media Type	(5) RC-3 Required by LGRP
1000	Board and Administrative Records				
1101	Minutes	Treasurer	Permanent	Paper	<input checked="" type="checkbox"/> ✓
1101.1	Audio tapes	Treasurer	2 years	***	<input type="checkbox"/>
1102	Blue prints, plans, maps	District Office	Permanent	***	<input checked="" type="checkbox"/> ✓
1103	Deeds, easements, leases	Treasurer	Permanent	***	<input checked="" type="checkbox"/> ✓
1104	Board policy books and other adopted policies	Superintendent/ Secretary	1 year after superseded	***	<input type="checkbox"/>
1105	Administrative regulations	Superintendent/ Secretary	1 year after superseded	***	<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"/>
1301	Workers' compensation claims	Treasurer	10 years after financial payment made	***	<input type="checkbox"/>
1302	Bank depository agreements	Treasurer	4 years after completed	***	<input type="checkbox"/>
1303	Organization reports	Superintendent/ Secretary	2 years**	***	<input type="checkbox"/>

\*After end of fiscal year

\*\*Provided Audited

\*\*\*Hard Copy or Electronic

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

**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.**

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1304	Board meeting notes	Treasurer	1 year	Paper	<input type="checkbox"/>
1305	Agendas	District Office	1 calendar year**	***	<input type="checkbox"/>
1401	Adopted Courses of Study	Superintendent/ Secretary	Until superseded	***	<input type="checkbox"/>
1402	Adopted special education programs	Superintendent/ Secretary	Until superseded	***	<input type="checkbox"/>
1403	Adopted Special Programs	Superintendent/ Secretary	Until superseded	***	<input type="checkbox"/>
1450	Email & Voicemail (General)		Discretionary	***	<input type="checkbox"/>
1451	Email & Voicemail (Critical)		4 years	***	<input type="checkbox"/>
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	District Office	Permanent	***	<input type="checkbox"/>
2102	Classified active employees	District Office	Permanent	***	<input type="checkbox"/>
2103	Certificated inactive employees	District Office	Permanent	***	<input type="checkbox"/>
2104	Classified inactive employees	District Office	Permanent	***	<input type="checkbox"/>
2105	Civil rights, civil services, and disciplinary reports	District Office	Permanent	***	<input type="checkbox"/>

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2107	Retirement letters	District Office	Permanent	***	<input type="checkbox"/>
2108	Substitute records	District Office	25 years	***	<input type="checkbox"/>
2301	Employee contracts	District Office	4 years after termination from employment	***	<input type="checkbox"/>
2302	Professional conference applications	District Office	2 years**	***	<input type="checkbox"/>
2303	Irregular employee contracts (substitutes)	District Office	4 years after contract expires	***	<input type="checkbox"/>
2304	Unemployment claims	Treasurer	5 years	***	<input type="checkbox"/>
2305	Unemployment	Treasurer	5 years	***	<input type="checkbox"/>
2306	Applications (not hired)	District Office	2 years**	***	<input type="checkbox"/>
2307	Schedules of employees	District Office	Fiscal year plus 2 years	***	<input type="checkbox"/>
2308	Student helper applications	District Office	2 years	***	<input type="checkbox"/>
2309	Teacher personnel reports (internal)	District Office	Fiscal year plus 1 year	***	<input type="checkbox"/>
2310	I-9 immigration verification forms	District Office	Termination of employment plus 1 year	***	<input type="checkbox"/>
2401	Job descriptions	District Office	Retain until superseded	***	<input type="checkbox"/>

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3000	<b>STUDENT RECORDS</b>				
3101	Student record folders: enrollment/withdrawal information, grades/transcripts, activities record, attendance records, individual test results - standardized tests, competency/proficiency tests, aptitude tests - intervention records, foreign exchange records, suspensions, expulsions, home schooled student records	Bldg. Secretary	Permanent	***	<input type="checkbox"/>
3102	Office record card	Bldg. Secretary	Permanent	***	<input type="checkbox"/>
3201	Health/medical records: visual screenings, hearing screenings, 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)	Special Educ	Permanent	***	<input type="checkbox"/>
3204	Child abuse/neglect referral records	Bldg. Secretary	7 years after graduation	***	<input type="checkbox"/>
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 Educ	Permanent	***	<input type="checkbox"/>

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3306	Free/reduced price lunch application	District Office, Lunchroom, 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	<b>BUILDING RECORDS</b>				
4202	Tornado and fire drills records	Bldg. Secretary	1 year*	***	<input type="checkbox"/>
4203	Building health inspections	Bldg. Secretary	2 years*	***	<input type="checkbox"/>
4301	Student activity records: pay in/pay- out forms, account forms/district, budget forms, requisitions, purchase orders, ticketed sale reports	Bldg. Secretary	2 years**	***	<input type="checkbox"/>
4302	Receipts/deposit slips	Bldg. Secretary	4 years**	***	<input type="checkbox"/>
4303	Budget/appropriation records	Treasurer	4 years**	***	<input type="checkbox"/>
4304	Requisitions/purchase orders	Treasurer	10 years**	***	<input type="checkbox"/>
4401	Textbook inventories	Bldg. Secretary	Until superseded	***	<input type="checkbox"/>
4402	Supplies inventories	Bldg. Secretary	Until superseded	***	<input type="checkbox"/>
4403	Student handbooks	Bldg. Secretary	Until superseded	***	<input type="checkbox"/>
5000	<b>CENTRAL DEPARTMENT RECORDS</b>				

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5201	School calendars	Supt. Secretary	5 years	***	<input type="checkbox"/>
5221	Special education tutoring reports	Special Educ	10 years	***	<input type="checkbox"/>
5301	Repair/installation and maintenance records	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5302	Prevailing wage reports	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5303	Rental information (use of facilities)	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5304	Work orders	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5305	Environmental reports and data (asbestos)	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5306	Vandalism reports	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5307	Student activity purpose clauses	Treasurer	4 years**	***	<input type="checkbox"/>
5308	Sales potential forms (student activities)	Treasurer	4 years**	***	<input type="checkbox"/>
5309	Bids and specifications (unsuccessful)	District Office	1 year**	***	<input type="checkbox"/>
5310	Bids and specifications (successful)	District Office	4 years after completion of project**	***	<input type="checkbox"/>
5311	Contractor files (resolutions, additions, drawings, etc.)	District Office	Until project complete, if no action pending**	***	<input type="checkbox"/>
5340	Driver physicals	District Office	2 years after termination	***	<input type="checkbox"/>
5341	Fuel consumption data	Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
5342	Transportation records	District Office, Maintenance Supervisor	4 years**	***	<input type="checkbox"/>

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5343	Field trip forms and volunteer driver forms	District Office, Maintenance Supervisor	Fiscal year plus 2 years	***	<input type="checkbox"/>
5401	Preventative maintenance reports	Maintenance Supervisor	Fiscal year plus 2 years	***	<input type="checkbox"/>
5402	Warranty/guarantee	District Office, Maintenance Supervisor	Life/warrant y of equipment	***	<input type="checkbox"/>
5403	Plant and equipment inventory	Maintenance Supervisor	Until superseded**	***	<input type="checkbox"/>
5404	Textbook/Workbook Inventory	Bldg. Secretary	Until superseded	***	<input type="checkbox"/>
5405	Supplies Inventory	District Office	Until superseded	***	<input type="checkbox"/>
5441	Bus accident reports	District Office, Maintenance Supervisor	3 years provided no action pending	***	<input type="checkbox"/>
5442	Vehicle registration	District Office, Maintenance Supervisor	Life of vehicle	***	<input type="checkbox"/>
5443	Vehicle license	District Office, Maintenance Supervisor	1 year after termination	***	<input type="checkbox"/>
5445	Driver certifications	District Office, Maintenance Supervisor	1 year after termination	***	<input type="checkbox"/>
5446	Bus supplies inventory	Maintenance Supervisor	Until superseded**	***	<input type="checkbox"/>
5447	Vehicle defect report	Maintenance Supervisor	Life of vehicle	***	<input type="checkbox"/>
5561	Food service records: menus, food production, milk sold, students served	Cafeteria Supervisor	4 years**	***	<input type="checkbox"/>
5562	Lunchroom records: cash register reports, cashier's daily reports	Cafeteria Supervisor	4 years**	***	<input type="checkbox"/>

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5563	Lunchroom Reports (Free and Reduced)	District Office, Cafeteria Supervisor	4 years**	***	<input type="checkbox"/>
5564	Cafeteria supplies inventory	Cafeteria Supervisor	Until superseded**	***	<input type="checkbox"/>
5565	Lunchroom license	Cafeteria Supervisor	1 year after expiration	***	<input type="checkbox"/>
6000	FINANCIAL RECORDS				
6101	Annual financial reports: appropriation ledgers, budget ledgers, revenue ledgers, vendor listing, check register, purchase order listing, invoice list, account reports, financial summary, detail reports		5 years**	***	<input type="checkbox"/>
6102	Activity fund cash journal and ledger	Treasurer	5 years**	***	<input type="checkbox"/>
6103	Bond register	Treasurer	20 years after issue expires	***	<input type="checkbox"/>
6104	Securities	Treasurer	Permanent	***	<input type="checkbox"/>
6201	Investment ledger	Treasurer	5 years**	***	<input type="checkbox"/>
6202	Foundation distributions	Treasurer	5 years**	***	<input type="checkbox"/>
6203	Tax settlements 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"/>

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6206	Contracts	Treasurer	15 years after expiration	***	<input type="checkbox"/>
6207	Bonds and coupons	Treasurer	Until redeemed**	***	<input type="checkbox"/>
6208	Accounts payable ledgers	Treasurer	5 years**	***	<input type="checkbox"/>
6209	Accounts receivable ledgers	Treasurer	5 years**	***	<input type="checkbox"/>
6210	Budget work papers	Treasurer	5 years	***	<input type="checkbox"/>
6211	Vouchers, invoices, 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**	***	<input type="checkbox"/>
6213	Federal program files: Title I, II, IV- B, IV-C, VI-B, drug free, etc.	Treasurer	10 years**	***	<input type="checkbox"/>
6214	Travel expense vouchers	Treasurer	10 years**	***	<input type="checkbox"/>
6215	Tax anticipation notes (records borrowing against future tax collections)	Treasurer	10 years**	***	<input type="checkbox"/>
6216	State reimbursement settlement sheets	Treasurer	5 years**	***	<input type="checkbox"/>
6217	Unemployment claims	Treasurer	5 years	***	<input type="checkbox"/>
6218	Employee bonds, board member bonds	Treasurer	5 years	***	<input type="checkbox"/>
6219	Certificates of estimated resources	Treasurer	15 years after expiration	***	<input type="checkbox"/>
6220	Appropriation resolutions	Treasurer	5 years	***	<input type="checkbox"/>
6222	Tax apportionments	Treasurer	5 years	***	<input type="checkbox"/>

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6301	Canceled checks and bank statements	Treasurer	4 years**	***	<input type="checkbox"/>
6302	Publication notices	Treasurer	4 years**	***	<input type="checkbox"/>
6303	Tuition fees and payments	Treasurer	4 years**	***	<input type="checkbox"/>
6304	School finance monthly statements	Treasurer	4 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	Travel expense reports	Treasurer	10 years**	***	<input type="checkbox"/>
6307	State sales tax reports	Treasurer	4 years**	***	<input type="checkbox"/>
6309	Check registers	Treasurer	4 years**	***	<input type="checkbox"/>
6310	Deposit slips/cash proofs	Treasurer	4 years**	***	<input type="checkbox"/>
6313	Receipt books	Treasurer	4 years**	***	<input type="checkbox"/>
6314	Extra trip records	Treasurer	4 years**	***	<input type="checkbox"/>
6315	Monthly financial reports	Treasurer	4 years**	***	<input type="checkbox"/>
6316	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"/>
6319	Delivery/packing slips	Treasurer	1 year**	***	<input type="checkbox"/>

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6401	Requisitions	Departments requesting PO	1 year*	***	<input type="checkbox"/>
7000	PAYROLL RELATED				
7001	Payroll ledgers: biweekly payroll reports, quarterly payroll reports	District Office	Permanent	***	<input type="checkbox"/>
7102	Earnings registers by staff member and by calendar year	District Office	Permanent	***	<input type="checkbox"/>
7103	Monthly payroll reports: leave usage, accumulations, retirement service, etc.	District Office	Permanent	***	<input type="checkbox"/>
7201	Bureau of employment service quarterly reports	District Office	7 years	***	<input type="checkbox"/>
7301	W-2's, W-4's (employer copy)	Treasurer	6 years and current**	***	<input type="checkbox"/>
7302	Federal income tax (quarterly/annual)	District Office	6 years and current**	***	<input type="checkbox"/>
7303	Ohio income tax (monthly/annual)	District Office	6 year and current**	***	<input type="checkbox"/>
7304	City income tax (monthly/annual)	District Office	6 year and current**	***	<input type="checkbox"/>
7305	School income tax (monthly/annual)	District Office	6 years and current**	***	<input type="checkbox"/>
7306	Payroll reports: reports used for each payroll, computer generated	District Office	4 years**	***	<input type="checkbox"/>
7307	Payroll update listing	District Office	4 years**	***	<input type="checkbox"/>
7308	Payroll calculations	District Office	4 years**	***	<input type="checkbox"/>
7309	STRS and SERS waivers	District Office	Permanent	***	<input type="checkbox"/>
7310	SERS reports	District Office	4 years**	***	<input type="checkbox"/>
7311	STRS reports	District Office	4 years**	***	<input type="checkbox"/>

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7312	Annuity reports	District Office	4 years**	***	<input type="checkbox"/>
7313	Benefit folders/reports	District Office	4 years**	***	<input type="checkbox"/>
7314	Employee requests and authorization of leaves (sick, vacation, personal, or other)	District Office	4 years**	***	<input type="checkbox"/>
7315	Deduction reports	District Office	4 years**	***	<input type="checkbox"/>
7316	Employee vacation, sick leave records	District Office	4 years**	***	<input type="checkbox"/>
7317	Time sheets	District Office	6 years**	***	<input type="checkbox"/>
7318	Overtime authorization	District Office	6 years	***	<input type="checkbox"/>
7319	Employee insurance bills (medical, dental, life)	District Office	4 years**	***	<input type="checkbox"/>
7323	Paycheck register	District Office	4 years**	***	<input type="checkbox"/>
7324	Payroll bank statement	Treasurer	4 years**	***	<input type="checkbox"/>
7401	Deduction authorization	District Office	Until superseded or employee terminated	***	<input type="checkbox"/>
8000	REPORTS				
8201	State audit reports	Treasurer	5 years	***	<input type="checkbox"/>
8202	#59, 659, and 4205 reports	Treasurer	5 years	***	<input type="checkbox"/>
8203	#25 and 625 reports	Treasurer	5 years	***	<input type="checkbox"/>

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8204	School Finance reports	Treasurer	5 years	***	<input type="checkbox"/>
8205	Special education reports	Special Educ/Supt. Secretary	7 years	***	<input type="checkbox"/>
8206	Vocation ed reports	District Office/Bldg. Secretary	5 years	***	<input type="checkbox"/>
8207	Ohio common core data reports	District Office/Bldg. Secretary	5 years	***	<input type="checkbox"/>
8209	ODE reports	District Office	5 years	***	<input type="checkbox"/>
8211	Civil rights reports	District Office	Permanent	***	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8212	Title IX reports	District Office	10 years	***	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8213	SM-1 and SM2 reports	Treasurer	10 years	***	<input type="checkbox"/>
8214	State minimum standards	District Office	10 years	***	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8301	Personnel state reports (SF-1 and CS-1)	District Office	4 years**	***	<input type="checkbox"/>
8302	Worker comp wage reports	District Office	5 years	***	<input type="checkbox"/>
8303	Bank balance certification	Treasurer	5 years	***	<input type="checkbox"/>
8304	Transportation reports	District Office, Maintenance Supervisor	4 years**	***	<input type="checkbox"/>
9000	OTHER				
9101	Personnel directory	District Office	10 years	***	<input type="checkbox"/>

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9102	Enrollment record (by grade and building)	Bldg. Secretary	Permanent	***	<input checked="" type="checkbox"/>
9203	Building/boiler/maintenance records	Maintenance Supervisor	2 years*	***	<input type="checkbox"/>
9402	Employee handbooks	District Office	Until superseded	***	<input type="checkbox"/>
9403	Directives, standards, laws for local, state, and federal governmental agencies	All secretaries	Until superseded	***	<input type="checkbox"/>
9404	Attendance records	Bldg. Secretary	Until superseded	***	<input type="checkbox"/>

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