



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

JAN 12 2018

STATE AND LOCAL GOVERNMENT RECORDS
RECORDS RETENTION SCHEDULE (RC-2)- Part 1

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

Section A: Local Government Unit

Triway Local School District

(local government entity) Sue A. Kruse	<i>Sue A. Kruse</i>	(unit) Treasurer	01/08/2018
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Triway Local School District	Records Commission	330-264-9491
		(telephone number)
3205 Shreve Road	Wooster, OH	44691 Wayne
(address)	(city)	(zip code) (county)

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

<i>Annita G. Moore</i>	01/08/2018
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

<i>Connie Conner</i>	<i>Govt. Records Archivist</i>	<i>1/20/18</i>
Signature	Title	Date

Section D: Auditor of State

<i>Martin E. Moore</i>	<i>Records Mgr</i>	<i>2-7-18</i>
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)

See instructions before completing this form.

Trlway Local School District

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1000	<u>Board & Administrative Records</u>				
1100	Board Meeting Minutes--Treasurer (all actions taken by the Board of Education)	Permanent	Paper / Electronic		✓
1101.1	Board Meeting Electronic Recordings--Treasurer (not currently in use)	2 years	Electronic		
1102	Blue Prints, Plans, Maps -- B&G/Business Office	Permanent	Paper		✓
1103	Deeds, Easements, Leases--Treasurer	Permanent	Paper		✓
1104	Board -- Policy Books/Adopted Policies -- Superintendent	1 yr after superseded	Paper / Electronic		
1105	Administrative Regulations/Procedures -- Superintendent	1 yr after superseded	Paper / Electronic		
1106	Court Decisions -- Treasurer	Permanent	Paper		✓
1107	Claims & Litigation -- Treasurer	5 yrs after closed	Paper / Electronic		
1201	Elections -- Treasurer	10 yrs	Paper		
1202	Record Disposal Forms (RC 3) -- Treasurer	10 yrs	Paper		
1203	Bargaining Agreements -- Treasurer	10 yrs after expiration	Paper / Electronic		
1301	Workers' Compensation Claims -- Superintendent	7 yrs	Electronic		
1302	Bank Depository Agreements -- Treasurer	1 yr after superseded	Paper		
1305	Board Meeting Agendas/Notes -- Treasurer	1 calendar yr provided audited	Paper / Electronic		
1401	Adopted Courses of Study -- Superintendent	Until superseded	Electronic		
1402	Adopted Special Education Programs -- Superintendent	Until superseded	Electronic		
1403	Adopted Special Programs -- Superintendent	Until superseded	Paper / Electronic		

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

TriWay Local School District

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
1450	Email / Voice Mail	Discretionary -- ISP directives	Electronic		
<u>2000</u>	<u>Human Resources - Employee Files</u>				
	<i>(Applications, contracts, salary notices, evaluations, personnel actions, transcripts, and other pertinent documents)</i>				
2101 2102	Active Employee Files -- Certified & Classified -- Superintendent & Treasurer	3 yrs -- Paper Permanent - Electronic	Paper / Electronic		
2103 2104	Inactive Employee Files -- Certified & Classified -- Superintendent & Treasurer	3 yrs -- Paper Permanent - Electronic	Paper / Electronic		
2105	Civil Rights, Civil Services, & Disciplinary Reports -- Superintendent	3 yrs -- Paper Permanent - Electronic	Paper / Electronic		
2108	Substitutes / Extra-Curricular / Advisers / Coaches, etc. -- Superintendent & Treasurer	3 yrs -- Paper Permanent - Electronic	Paper / Electronic		
2304	Unemployment Claims -- Treasurer	5 yrs	Paper		
2306	Applications (not hired) -- Superintendent	2 yrs	Paper / Electronic		
2307	Schedule of Employees (Work Calendar) -- Superintendent & Treasurer	Fiscal Year plus 2 yrs.	Paper / Electronic		
2310	I-9 Immigration Verification Forms (Included in 2103 and 2104) -- Superintendent & Treasurer	3 yrs -- Paper Permanent - Electronic	Paper / Electronic		
2401	Job Descriptions -- Superintendent	Until superseded	Paper / Electronic		
2402	LPDC Records -- Superintendent & LPDC Committee	Until superseded	Paper / Electronic		
<u>3000</u>	<u>Student Records</u>				
3101	Student Record Folders -- Building Principals/Secretaries <i>* Paper permanent if not scanned</i>	3 yrs -- Paper Permanent - Electronic	Paper / Electronic		
	<i>(Enrollment/Withdrawal Information, Grades/Transcripts, Activities, Attendance, Individual Test Results -- standardized, proficiency, aptitude, Intervention, Suspensions/Expulsions, Home-schooling)</i>				
3102	Student Schedules / Contact Information -- Building Secretaries	Graduation or until superseded	Paper / Electronic		
3201	Health / Medical Records -- School Nurse	5 yrs after graduation	Paper / Electronic		
3202	Discipline Records -- Building Principals/Secretaries	1 yr after student leaves building	Paper / Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Triway Local School District

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
3203	Psychological Records (Restricted) -- Special Education Director	5 yrs -- Paper / Permanent Electronic	Paper / Electronic		
3204	Child Abuse & Neglect Letters -- Building Secretaries / Counselors / EMIS Secretary	Through graduation	Electronic		
3205	Custody Court Documents -- EMIS Secretary	Until superseded	Electronic		
3301	Grade Books & Records -- Student Information System	3 yrs	Electronic		
3302	Pre-school & Kindergarten Screening -- Building Secretaries	3 yrs	Paper / Electronic		
3303	Age & Schooling Records (Work Permits) -- Superintendent	3 yrs	Paper / Electronic		
3304	Accident Reports -- School Nurse	5 yrs provided no action pending	Paper / Electronic		
3305	Final Individual Education Plan (IEP) -- Special Education Director	5 yrs -- Paper / Permanent Electronic	Paper / Electronic		
3306	Free & Reduced Lunch Application -- Superintendent & Treasurer	2 yrs -- paper / 4 yrs -- electronic	Paper / Electronic		
3307	Interim Grade Reports -- Principals & Building Secretaries	End of current school year	Electronic		
3308	Attendance Reports - Principals & Building Secretaries	2 yrs provided audited	Paper		
3401	Emergency Information -- Building Secretaries	Until superseded	Paper / Electronic		

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

4000	<u>Building Records</u>				
4202	Tornado & Fire Drill Records -- Building Principal	1 yr	Electronic		
4203	Building Health Inspections -- Building & Maintenance Supervisor; Building Principal	2 yrs after end of fiscal year	Paper		
4301	Student Activity Records -- Advisor	2 yr after end of fiscal year provided audited	Paper, Electronic		
4401	Textbook Inventories -- Building Principal	Until superseded	Paper		
4402	Supplies Inventory -- Building Principal	Until superseded	Paper		
4403	Student Handbooks -- Building Principal	Until superseded	Electronic		
4404	Unpaid Student Fees -- Building Principal	Through graduation	Electronic		
4405	Building Security & Surveillance Videos -- Building Principal	1 yr	Electronic		
4406	OHSAA Membership -- Athletic Director	Until superseded	Paper		
5000	<u>Central Departmental Records</u>				
5201	School Calendars -- Superintendent	5 yrs	Paper, Electronic		
5301	Repair, Installation, & Maintenance Records -- Building & Grounds Maintenance Supervisor	4 yrs	Paper, Electronic		
5302	Prevailing Wage Records -- Treasurer	2 yrs	Paper, Electronic		
5303	Rental Information (Use of Facilities) -- Superintendent	2 yrs	Paper, Electronic		
5304	Work Orders -- Building & Grounds Maintenance Supervisor	1 yr provided audited	Paper, Electronic		
5305	Environmental Reports & Data -- Building & Grounds Maintenance Supervisor	4 yrs provided audited	Paper, Electronic		
5306	Vandalism Reports -- Building & Grounds Maintenance Supervisor, Building Principal	4 yrs provided audited	Paper, Electronic		
5307	Student Activity Purpose Clauses -- Treasurer	Until superseded	Paper, Electronic		
5308	Student Activity Sales Potential Forms -- Treasurer	3 yrs provided audited	Paper, Electronic		
5309	Bids & Specifications (Unsuccessful) -- Treasurer	2 yrs	Paper		
5310	Bids & Specifications (Successful) -- Treasurer	5 yrs after completion of project	Paper		
5311	Contractor Files -- Treasurer	Until project completion pending no action	Paper		
5401	Preventative Maintenance Reports -- Building & Grounds Maintenance Supervisor	2 yrs	Paper		

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.

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

5402	Warranty/Guarantee -- Building & Grounds Maintenance Supervisor	Life/Warranty of Equipment	Paper, Electronic		
5403	Building/Facilities & Equipment Inventory -- Treasurer	Until superseded provided audited	Electronic		
5404	Public Records Request -- Treasurer	4 years	Paper, Electronic		
	Transportation Department				
5340	Driver Physical -- Transportation Supervisor	2 yrs after termination	Paper, Electronic	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.	
5341	Fuel Consumption Data -- Transportation Supervisor	4 yrs provided audited	Paper		
5342	Transportation Records -- Transportation Supervisor	4 yrs provided audited	Paper, Electronic		
5343	Field Trip & Volunteer Driver Forms -- Transportation Supervisor	3 yrs provided audited	Paper		
5441	Accident Reports -- Transportation Supervisor, Treasurer	3 yrs provided no action	Paper, Electronic		
5442	Vehicle Registration -- Treasurer	Life of vehicle	Paper, Electronic		
5443	Vehicle License -- Treasurer	1 yr after expiration	Paper		
5444	Driver Abstract -- Transportation Supervisor	1 yr	Paper, Electronic		
5445	Driver Certifications -- Transportation Supervisor	1 yr after termination	Paper, Electronic		
5446	Supplies Inventory -- Transportation Supervisor	Until superseded	Paper, Electronic		
5447	Vehicle Defect Report -- Transportation Supervisor	Life of vehicle	Paper, Electronic		
5448	On-Board Security & Surveillance Videos -- Transportation Supervisor	2 wks	Electronic		
5449	Extra Trip Records -- Transportation Supervisor	3 yrs provided audited	Paper, Electronic		
	Food Service Department				
5561	Food Service Records -- Building Head Cook	4 yrs provided audited	Paper, Electronic		
5562	Lunchroom Records -- Food Service Supervisor	4 yrs provided audited	Electronic		
5563	Lunchroom Reports -- Free and Reduced Lunch -- Treasurer & Superintendent	2 yrs -- paper / 4 yrs -- electronic	Paper, Electronic		
5564	Inventories -- Building Head Cook	Until superseded	Paper, Electronic		
5565	Lunchroom License -- Building Head Cook	1 yr following expiration	Paper, Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

6000	Financial Records				
6101	Annual Financial Reports--Treasurer (All monthly/quarterly/annual financial reports created by the software system)	5 yrs	Electronic		
6102	Activity Fund Cash Journal & Ledger--Treasurer (All monthly/quarterly/annual financial activity retained by the software system)	5 yrs	Electronic		
6103	Bond Register--Treasurer	5 yrs after issue expires	Paper		
6104	Securities--Treasurer	2 yrs - paper / 5 yrs - electronic	Paper, Electronic		
6201	Investment Ledger--Treasurer	5 yrs	Electronic		
6202	Foundation Distribution--Treasurer	5 yrs	Electronic		
6203	Tax Settlements--Treasurer	5 yrs	Paper		
6204	Budgets (Annual & Tax Budget)--Treasurer	5 yrs	Electronic		
6205	Insurance Policies--Treasurer	5 yrs after expiration provided all claims settled	Electronic		
6206	Contracts--Treasurer	5 yrs	Paper / Electronic		
6207	Bonds & Coupons--Treasurer	Until redeemed provided audited	Paper / Electronic	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.	
6210	Budget Workpapers--Treasurer	2 yrs provided audited	Paper / Electronic		
6211	Vouchers, Invoices, Purchase Orders, Warrant Checks--Treasurer	3 yrs paper / 10 yrs electronic	Paper / Electronic		
6212	State Program Files--Treasurer	2 yrs paper / 10 yrs electronic	Paper / Electronic		
6213	Federal Program Files--Treasurer	2 yrs paper / 10 yrs electronic	Paper / Electronic		
6215	Tax Anticipation Notes--Treasurer	2 yrs paper / 10 yrs electronic	Paper / Electronic		
6216	State Reimbursement Settlements--Treasurer	2 yrs paper / 5 yrs electronic	Paper / Electronic		
6217	Unemployment Claims--Treasurer	2 yrs paper / 5 yrs electronic	Paper / Electronic		
6218	Employee Bonds-- Board, Superintendent, & Treasurer	5 yrs	Paper / Electronic		
6219	Certificate of Estimated Resources--Treasurer	2 yrs - paper / 5 yrs - electronic	Paper / Electronic		
6220	Appropriation Resolutions--Treasurer	5 yrs	Electronic		
6222	Tax Apportionments--Treasurer	2 yrs - paper / 5 yrs - electronic	Paper / Electronic		
6223	Five Year Forecast--Treasurer	5 yrs	Electronic		
6301	Bank Statements--Treasurer	4 yrs provided audited	Electronic		
6302	Publication Notice--Treasurer	4 yrs	Paper / Electronic		
6303	Tuition Fees & Payments--Treasurer	4 yrs	Electronic		
6304	School Finance Monthly Statements--Treasurer	2 yrs	Electronic		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

6305	Investment Records -- Treasurer	4 yrs	Electronic		
6308	Student Activity Fund -- Treasurer	3 yrs provided audited	Paper, Electronic		
6309	Check Registers -- Treasurer	4 yrs	Electronic		
6310	Deposit Slips & Cash Proofs -- Treasurer	2 yrs -- paper / 4 yrs -- electronic provided audited	Paper / Electronic		
6313	Receipt Books -- Building Secretaries	2 yrs provided audited	Paper / Electronic		
6315	Monthly Financial Reports -- Treasurer	5 yrs	Electronic		
6316	Accounting Data -- Treasurer	2 yrs -- paper / 4 yrs -- electronic provided audited	Paper / Electronic		
6317	Service Contracts -- Treasurer	2 yrs -- paper / 4 yrs -- electronic provided audited	Paper / Electronic		
6319	Delivery & Packing Slips - Treasurer	1 yr provided audited	Paper / Electronic		
7000	Payroll Related				
7001	Payroll Ledgers -- Treasurer (All monthly/quarterly/annual Payroll reports created by the software system)	Permanent	Electronic		
7102	Earnings Registers -- Treasurer	Permanent	Electronic		
7103	Payroll Reports -- Treasurer	Permanent	Electronic		
7201	Bureau of Employment Quarterly Reports -- Treasurer	7 yrs	Electronic		
7301	W2s, W4s -- Employer Copies -- Treasurer	2 yrs -- paper / 6 yrs and current -- electronic	Paper / Electronic		
7302	Federal Income Tax -- Quarter & Annual -- Treasurer	6 yrs and current provided audited	Electronic	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.	
7303	Ohio Income Tax -- Quarter & Annual -- Treasurer	6 yrs and current provided audited	Electronic		
7304	City Income Tax -- Treasurer	6 yrs and current provided audited	Electronic		
7305	School District Income Tax -- Treasurer	6 yrs and current provided audited	Electronic		
7306	Payroll Reports -- Treasurer (All monthly/quarterly/annual payroll activity retained by the software system)	4 yrs provided audited	Electronic		
7307	Payroll Update Listing -- Treasurer	4 yrs provided audited	Electronic		
7308	Payroll Calculations -- Treasurer	4 yrs provided audited	Electronic		
7309	Waivers -- State Teachers Retirement System & School Employees Retirement System - Treasurer	Permanent	Paper		
7310	School Employees Retirement System (SERS) Reports - Treasurer	4 yrs	Electronic		
7311	State Teachers Retirement System (STRS) Reports - Treasurer	4 yrs	Electronic		
7312	Annuity Reports - Treasurer	4 yrs	Paper		

Section E: RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

7313	Benefit Folders & Reports - Treasurer	4 yrs provided audited	Electronic		
7314	Employee Request and/or Authorization for Leave - Treasurer	4 yrs provided audited	Electronic		
7315	Deduction Reports (Voluntary Deductions) -- Treasurer	4 yrs provided audited	Electronic		
7316	Employee Vacation, Sick, Personal Leave Records -- Treasurer	4 yrs provided audited	Electronic		
7317	Timesheets -- Treasurer	6 yrs provided audited	Electronic	Audited means: the year's encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.28 O.R.C.	
7318	Overtime Authorization -- Treasurer	6 yrs provided audited	Electronic		
7319	Employee Insurances -- Medical, Dental, & Life -- Treasurer	4 yrs provided audited	Electronic		
7320	Court Ordered Garnishment -- Treasurer	4 yrs after claim settled/paid	Paper		
7323	Paycheck Register -- Treasurer	4 yrs provided audited	Electronic		
7324	Payroll Bank Statement - Treasurer	4 yrs provided audited	Electronic		
7401	Deduction Authorization -- Treasurer	Until superseded	Paper		
8000	Reports				
8201	State Audit, OCBOA, and Financial Reports -- Treasurer	5 yrs	Electronic		
8204	School Finance (formerly 4502) -- Treasurer	5 yrs	Electronic		
8205	Special Education Annual Reports -- Special Education Director	2 yrs -- paper / 7 yrs -- electronic	Paper, Electronic		
8206	Vocational Education Reports -- Building Principal	5 yrs	Electronic		
8207	Ohio Common Core Data (OCCD) Reports -- Superintendent	5 yrs	Electronic		
8209	Ohio Department of Education (ODE) Reports -- Superintendent	5 yrs	Electronic		
8210	EMIS Reports -- EMIS Secretary	7 yrs	Electronic		
	Civil Rights Reports -- Superintendent, Treasurer, & EMIS Secretary	Permanent	Electronic		✓
	Title IX Reports -- Superintendent	10 yrs	Electronic		✓
8304	Transportation Reports -- Transportation Supervisor, Treasurer	4 yrs provided audited	Electronic		
9000	Others				
9101	Personnel Directory	10 yrs	Electronic		
9102	Enrollment Record (by grade & building) -- EMIS Secretary, Superintendent	Permanent	Electronic		
9402	Employee Handbook -- Superintendent, Treasurer	Until superseded	Electronic		
9403	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies -- Superintendent	Until superseded	Electronic		
9404	Attendance Records	Until superseded	Electronic		

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

10000	Correspondence				
10001	Correspondence <i>(Messages sent and received by any media including letter, memoranda, faxes, email messages, misc communications)</i>	Retain according to content (metadata retained)	Paper / Electronic		
10002	Transient Correspondence <i>(Communications that convey information of temporary importance in lieu of oral communication i.e. drafts, meeting notices, etc., referral letters, request for routine information or publications provided to the public by the District, which are answered by standard form letters.)</i>	Until no longer of administrative value	Paper / Electronic		
10003	General <i>(Requests for information pertaining to interpretations and other miscellaneous inquiries; informative – does not attempt to influence policy including copies of outgoing correspondence maintained for reference purposes.)</i>	1 yr	Paper / Electronic		
10004	Substantive <i>(Correspondence of the decision-makers of the District dealing with significant aspects of the administration of the District; includes information concerning policies, procedures, program, fiscal, and personnel matters.)</i>	5 yrs / longer if retention appraised for historical value	Paper / Electronic		