



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

OHIO HISTORY CONNECTION

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FEB 17 2017

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

Lorain County Joint Vocational School District

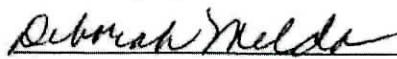
(local government entity)	Cory Thompson	(unit) Treasurer	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

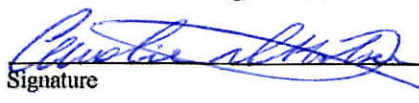
Lorain County JVS		440-774-1051
Records Commission		(telephone number)
15181 State Route 58	Oberlin	44074
(address)	(city)	(zip code)
		Lorain
		(county)

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

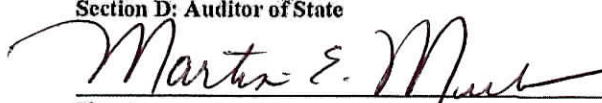
I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, 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.

	2/16/17
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Advisor 2/16/17
Signature	Title
	Date

Section D: Auditor of State

	Records Mgr	3-24-17
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.*

(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 LGRP	(6) RC-3 Required by LGRP
1000	<u>BOARD ADMINISTRATIVE RECORDS</u>				
1001	Board Meeting Minutes	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
1002	Board Referral File	Permanent	Paper, Electronic		
1003	Blue Prints, Plans, Schematic Drawings of Facilities and Property	Permanent	Paper, Electronic		<input checked="" type="checkbox"/>
1004	Records Disposal Forms	Permanent	Paper, Electronic		
1005	Levy Resolutions, Certifications, Results (successful)	2 years after expiration	Paper, Electronic		
1006	Levy Resolutions, certifications and results (failed)	2 years after certified results	Paper, Electronic		
1007	Bargaining Agreements	4 years after expiration	Paper, Electronic		
1008	Claims and Litigation	4 years after closed	Paper, Electronic		<input checked="" type="checkbox"/>
1009	Superintendent Committee Meeting Reports, Notes, Agenda's, Minutes etc.	4 years	Paper, Electronic		
1010	Bank Depository Agreements	1 year after completion	Paper, Electronic		
1011	Board Policy Books and Other Adopted Policies	1 year after superseded	Paper, Electronic		
1012	Administrative Guidelines, Regulations, Procedures Manual	1 year after superseded	Paper, Electronic		
1013	Board Meeting Notes	1 year	Paper, Electronic		
1014	Agendas	1 year	Paper, Electronic		
1015	Letters, Correspondences, etc. to Board	1 year	Paper, Electronic		
1016	Union Negotiation Notes	1 year after contract approved	Paper, Electronic		
1017	Adopted Course of Studies	Until Superseded	Paper, Electronic		
1018	Maps	Until Superseded	Paper, Electronic		
1019	Emails (Executive)	2 Years	Electronic		
1020	Emails & Voicemails (General)	1 Year	Electronic		
1021	Emails & Voicemails (Routine)	6 Months	Electronic		

Note: All documents will be disposed after the fiscal year (except documents with less than a 1 year retention period) and provided audited (as required by AOS)

2/16/17

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

(local government entity)

(unit)

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1022	Emails & Voicemails (Transient)	Discretionary	Electronic		
1023	Social Media	Discretionary	Electronic		
1024	Memos, letters, meeting agendas, and presentations (with students, staff, parents, community)	Discretionary	Paper, Electronic		
1025	Training/In-service documents	Discretionary	Paper, Electronic		
1026	Surveys: staff, student, parent, community etc.	1 year	Paper, Electronic		
1027	Strategic Plan Document	Until Superseded	Paper, Electronic		
1028	Strategic plan work papers, notes, communications, etc.	1 year	Paper, Electronic		
1029	OSHA or similar records, forms, findings, summaries, incident reports, etc.	5 years from end of fiscal year that relevant records cover	Paper, Electronic		
2000	HUMAN RESOURCES				
2001	Personnel File (full-time, Part-time, certified, classified, substitute, etc.) includes: employment application, resumes, contracts/salary notices, evaluations, personnel actions, transcripts and any other documents which become part of the file	Permanent	Paper, Electronic		
2002	FMLA Records: records related to compliance with FMLA's general requirements for leave including but not limited to, dates and hours of FMLA leave taken, employer notices, disputes, etc.	3 years from either date of termination of date of last entry, whichever is later.	Paper, Electronic		
2003	Employment Applications, letters of Interest, Resumes, etc. (Not hired)	1 year	Paper, Electronic		
2004	Workers Compensation Claims	4 years	Paper, Electronic		
2005	Unemployment Claims	4 years	Paper, Electronic		
2006	Employee and Board Member Bonds	4 years	Paper, Electronic		
2007	National Web Check Waiver (Parent/Guardian Authorization Form)	1 year	Paper, Electronic		
2008	Seniority List	2 years after superseded	Paper, Electronic		

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2009	Cobra Notification Form	1 year	Paper, Electronic		
2010	Job Descriptions	Until Superseded or Obsolete	Paper, Electronic		
2011	Employee Handbooks, procedures manual, administrative guidelines	Until Superseded or Obsolete	Paper, Electronic		
2012	BCI/FBI Background Check log, dissemination log	1 year	Paper, Electronic		
2013	Employee Health and Life Insurance Records: Enrollment forms, waiver forms, change forms, confidentiality agreements, etc.	2 years after employment ends	Paper, Electronic		
2014	Affordable Care Act records: reports, employee and dependent rosters, division summaries, plan information, 1095C file, etc.	4 years	Paper, Electronic		
3000	<u>STUDENT RECORDS</u>				
3001	Student Record Folders: Enrollment/Withdrawal records Grades/Transcripts Attendance Records Individual Test Results: Standardized Competency/Proficiency Aptitude Report Card Suspension/Expulsion Etc. Intervention records Psychological Records	Permanent	Paper, Electronic		
3002	Cosmetology Records	Permanent	Paper, Electronic		
3003	Health/Medical Records Visual Screening, Hearing Screening Immunization Records, etc.	7 years after Graduation	Paper, Electronic		
3004	Free/Reduced Lunch applications/records	4 years	Paper, Electronic		
3005	Teacher Grade Books, Notes, Records	3 Years	Paper, Electronic		
3006	Work permits	3 years	Paper, Electronic		
3007	Training Agreements	3 years	Paper, Electronic		

Note: All documents will be disposed after the fiscal year (except documents with less than a 1 year retention period) and provided audited (as required by AOS)

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(unit)

(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
3008	Advisory Meeting Records	3 years	Paper, Electronic		
3009	Special Education letters, invitation memos, reports, etc.	3 years	Paper, Electronic		
3010	Special Permits	2 years	Paper, Electronic		
3011	Sign in/sign out sheets, book, reports etc.	2 years	Paper, Electronic		
3012	Individual Education Plan (IEP)	2 years then given to District of Residence	Paper, Electronic		
3013	Discipline Records not resulting in Suspension/expulsion: Letters, notes, recordings, etc.	1 year after student leaves school	Paper, Electronic		
3014	Child Abuse/Neglect Referral Letter	Through Graduation	Paper, Electronic		
3015	Parking Pass Documents	1 year after student leaves school	Paper, Electronic		
3016	Field Trip records	1 year	Paper, Electronic		
3017	Emergency Information	Until Superseded or 1 year after student leaves school	Paper, Electronic		
3018	Student Hand Books	Until Superseded	Paper, Electronic		
3019	Parent Communications forms	1 year	Paper, Electronic		
3020	Student Competition documents, letters and forms	1 year	Paper, Electronic		
3021	EMIS Documents, letter forms	4 years	Paper, Electronic		
3022	Student Background check records for specific program requirements	1 year	Paper, Electronic		
4000	<u>BUILDING RECORDS</u>		Paper, Electronic		
4001	Accident Reports Records	4 years providing no action pending	Paper, Electronic		
4002	Building Use Document	4 years	Paper, Electronic		
4003	Daily Attendance Reports	4 years	Paper, Electronic		
4004	Tornado and Fire Drill Records	1 year	Paper, Electronic		

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4005	Inspections: Health, Elevator, Boilers, Building, EPA, etc.	4 years	Paper, Electronic		
4006	Inventories: Textbook, Supplies, Non Capitalized Items, etc.	Until Superseded	Paper, Electronic		
4007	Environmental reports	4 years	Paper, Electronic		
4008	Repair, Installation and Maintenance Records	4 Years	Paper, Electronic		
4009	Visitor Registrations	1 Year	Paper, Electronic		
5000	CENTRAL DEPT. RECORDS				
5001	Contractor Files: Resolutions, bids, bid tabulations, ads, drawings, contracts, pay applications, change orders, etc.	4 years after completion of project, if no action pending	Paper, Electronic		
5002	Warranty/guarantee records	Life of warranty/guarantee	Paper, Electronic		
5003	Vehicle registrations	Life of ownership	Paper, Electronic		
5004	Vehicle sign out records	1 year	Paper, Electronic		
5005	Professional visitation forms	4 years	Paper, Electronic		
5006	Tuition reimbursement records	4 years	Paper, Electronic		
5007	Van/bus training records	4 years	Paper, Electronic		
5008	Driver Certifications	1 year after termination	Paper, Electronic		
5009	Food Service Records: menus, food production, inventory, students served, items sold, etc.	4 years	Paper, Electronic		
5010	Lunchroom Records: Cash register tapes, receipts, deposit slips, reports etc.	4 years	Paper, Electronic		
5011	Lunchroom License	1 year after expiration	Paper, Electronic		
5012	School bus inspection records	Life of ownership	Paper, Electronic		

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6000	<u>FINANCIAL RECORDS</u>				
6001	Securities	Permanent	Electronic		
6002	Bond Register	5 years after issue expires	Paper, Electronic		
6003	Bonds and Coupons	Until Redeemed	Paper, Electronic		
6004	Bids and Specifications (successful)	4 years after completion of project	Paper, Electronic		
6005	Bids and Specifications (Unsuccessful)	1 year	Paper, Electronic		
6006	Tax Anticipated Notes	10 years	Paper, Electronic		
6007	Federal Program Files (Title, Perkins, Etc.)	4 years	Paper, Electronic		
6008	State Program Files	4 years	Paper, Electronic		
6009	Insurance Policies: Property, Liability, Fleet, etc.	4 years after expiration provided all claims settled	Paper, Electronic		
6010	Contracts (Non-Employee)	4 years after expiration	Paper, Electronic		
6011	Certificate of Estimated Resources	4 years	Paper, Electronic		
6012	Annual, Quarterly, and Monthly Financial Reports: Appropriation Ledgers/Reports/worksheets, etc. Budget ledgers/Reports/worksheets, etc. Revenue Ledgers/Reports/worksheets, etc. Vendor Listings, Check Registers, Purchase Order Listing/Reports/worksheets, etc. Account, Financial Summary & Detailed Reports Reconciliations, Etc.	4 years	Paper, Electronic		
6013	Tax Settlements (semi-annual and advances)	4 years	Paper, Electronic		
6014	State Reimbursement Settlements	4 years	Paper, Electronic		
6015	Annual Financial Report, Statements, Audit Documentation	4 years	Paper, Electronic		
6016	Tuition and student fees and payments	4 years	Paper, Electronic		
6017	Investment Records: ledgers, reports, statements. Individual record of investments, bank confirmations, wire transfers, Copy of CD, etc.	4 years	Paper, Electronic		
6018	Accounts Receivable ledgers and reports	4 years	Paper, Electronic		

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6019	Appropriation Resolutions	4 years	Paper, Electronic		
6020	Tax Budgets (annual)	4 years	Paper, Electronic		
6021	Tax Apportionments	4 years	Paper, Electronic		
6022	Foundation Distribution	4 years	Paper, Electronic		
6023	Accounts Payable ledgers Reports	4 years	Paper, Electronic		
6024	Voucher packets: Invoices, Purchase Orders, Delivery and Packing slips, checks etc.	4 years	Paper, Electronic		
6025	Travel expense vouchers, documents, reports, receipts, etc.	4 years	Paper, Electronic		
6026	Vendor statements	4 years	Paper, Electronic		
6027	Canceled Checks and Bank Statements	4 years	Paper, Electronic		
6028	School Finance Committee Reports, notes, agendas, minutes etc.	4 years	Paper, Electronic		
6029	State Sales Tax documents and reports	4 years	Paper, Electronic		
6030	Rotary Fund budgets, cash ledgers, reports, work orders, sales slips, receipts, billings/invoices, etc.	4 years	Paper, Electronic		
6031	Student Activity records: budgets, ledgers and reports, pay-in, pay-outs, ticket sales, etc.	4 years	Paper, Electronic		
6032	Pooled Collateral Statements	4 years	Paper, Electronic		
6033	Deposit Slips/Cash Proofs	4 years	Paper, Electronic		
6034	Accounting Data	4 years	Paper, Electronic		
6035	Receipts, Receipt Packets, Receipt Reports, Refunds Payments	4 years	Paper, Electronic		
6036	Student Meal Stipend/reimbursement payments	4 years	Paper, Electronic		
6037	Invoices – District and Programs (i.e. Preschool, etc.)	4 years	Paper, Electronic		

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6038	Publication Notice	4 years	Paper, Electronic		
6039	Student Fee and Workbook Lists	4 years	Paper, Electronic		
6040	Applications – Online Classes and Preschool	4 years	Paper, Electronic		
6041	Flexible Spending Account, Reports, Statements, Reconciliations, etc.	4 years	Paper, Electronic		
6042	Inventory Plant and Equipment: Addition Form, Deletion Form, Transfer Form, Location Worksheets, Fiscal Year End Reports, Annual Revaluation Report, Annual Appraisal Reports, etc.	4 years	Paper, Electronic		
6043	Employee Insurance Bills: Medical, Dental, Vision and Life	4 years	Paper, Electronic		
6044	1099's	4 years	Paper, Electronic		
6045	Fiscal Certificates (412 Certificates)	4 years	Paper, Electronic		
6046	Budget work papers	2 years	Paper, Electronic		
6047	Candy Sales Permission Slips	1 year	Paper, Electronic		
6048	Requisitions, Reports, Lists, etc.	1 year	Paper, Electronic		
6049	Five Year Forecast and Five Year Forecast work papers	1 year	Paper, Electronic		
6050	<u>IPA proposals (successful)</u>	1 year after completion of contract	Paper, Electronic		
6051	<u>IPA Proposals (unsuccessful)</u>	1 year	Paper, Electronic		
6052	Tax Abatement/TIF records	1 year after expiration	Paper, Electronic		

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7000	<u>PAYROLL RELATED</u>				
7001	Payroll Ledgers/Reports Bi-Weekly/Semi Monthly Reports Monthly Payroll Reports Quarterly Payroll Reports Earning Registers: By Fiscal Year By Calendar Year	Permanent	Paper, Electronic		
7002	State Teachers System (STRS) and School Employees Retirement System (SERS) Waivers	Permanent	Paper, Electronic		
7003	W-2's, W-4's (Employer Copy) Federal Income Tax (Quarterly/Annual) Ohio Income Tax (Monthly/Annual) City Income Tax (Monthly/Annual) School Income Tax (Monthly/Annual)	4 years and current	Paper, Electronic		
7004	Time Sheets/Overtime Authorization	4 years	Paper, Electronic		
7005	Bureau of Employment Service Quarterly Reports	4 years and current	Paper, Electronic		
7006	State Teachers System (STRS) and School Employees Retirement System (SERS) Reports	4 years	Paper, Electronic		
7007	Annuity Reports	4 years	Paper, Electronic		
7008	Deduction Reports	4 years	Paper, Electronic		
7009	Payroll worksheets, spreadsheets, verification reports, etc. for each payroll	4 years	Paper, Electronic		
7010	Employee Attendance and Leave Records	4 years	Paper, Electronic		
7011	Paycheck Register	4 years	Paper, Electronic		
7012	Payroll Reconciliation	4 years	Paper, Electronic		
7013	Deduction Authorization	Until Superseded or Employee	Paper, Electronic		
7014	Sub Assignment sheets	4 years	Paper, Electronic		
7015	Employee Health Insurance bills: medical, dental, vision,	4 Years	Paper, Electronic		

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