

SCHEDULE OF RECORD RETENTION AND DESTRUCTION

(Sec. 149.38 R.C.)

COUNTY: Delaware County DIVISION: Board of Education SECTION, OR UNIT: _____

In accordance with Sec. 149.38 of the Revised Code, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule.

The records covered by this schedule, upon expiration of the retention period, shall be deemed of no continuing value to the County. Unless otherwise specified in this schedule, all records listed herein shall be destroyed within sixty (60) days after the period of retention set forth. No record shall be destroyed so long as in the opinion of the department, office, or institution, it pertains to any pending case, claim, or action.

This schedule shall become effective on the date approved by the County Records Commission.

APPROVALS

Authorized Department Official

[Signature]
(Signature)

11-18-77
(Date)

Ohio Historical Society, Division of Archives

Auditor of State, Bureau of Inspection and Supervision

(Signature)

(Date)

County Records Commission

[Signature]
(Signature)

11-21-77
(Date)

SCHEDULE NUMBER	DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)	RETENTION PERIOD	FOR USE BY APPROVING AGENCIES
77-1	Annual Financial Report (Detailed accounting of receipts and expenditures for the county school district.)	Permanent	(1 copy)
77-2	Annual Statistical Report (Shows number of school buildings, classrooms used, value of school property, number of teachers employed, average salary, total enrollment, number of graduates, and other miscellaneous statistics.)	Permanent	(1 copy)
77-3	Appropriations Ledger (Record of receipts and disbursements showing date, purpose of expenditures, warrant number debits, credits, and balance of account.)	Until audited.	
77-4	Board of Examiners Minutes (Shows date of meeting, list of applicants for teaching certificates, list of successful applicants with grades received in each examination, and term of certificate issued.)	Transfer to Archives.	
77-5	Bus Driver Record (Original application for employment, proof of possession of chauffeur's license, routes assigned, safety record, accident reports, and related correspondence.)	2 years after Driver terminates, then destroy.	
77-6	Class Register (Shows daily attendance, test grades, and final grade received.)	5 years after end of school year, then destroy.	
77-7	Consolidated School District Records (Miscellaneous records of local school districts which have been consolidated with the county district including Board Minutes, Teachers' Personnel Files, Pupil Permanent Records, Enumerations, Class Registers, and Annual Reports.)	Transfer to archives for permanent retention: Board Minutes, Enumerations, and Annual Reports. Retain Permanently Teachers' Personnel Files and Pupil	

SCHEDULE OF RECORD RETENTION AND DESTRUCTION CONTINUATION SHEET

Section 149. R.C.

SCHEDULE NUMBER	DESCRIPTION OF RECORDS (Include Record Series Title, Purpose of Record, Forms, and Information Contained)	RETENTION PERIOD	FOR USE BY APPROVING AGENCIES
77-8	Enumeration Record (Record of enumeration of youth between ages of 5 and 18 showing date, name of youth, date of birth, parents or guardian, address, name of school, and age.)	Permanent	(1 copy) Records. Destroy Class
77-9	Minutes (Record of business transacted at the meetings of the county board of education including salary appropriations, school bus contracts, and any other business which might come before the board.)	Permanent.	(1 copy)
77-10	Principals' Reports (Annual report of Principals showing name of township, location, grades taught, list of teachers' names and addresses, annual salaries, total enrollment, curriculum, total school revenue, and additional remarks.)	Permanent.	(1 copy)
77-11	Pupil Permanent Record (Shows date of birth, name and address of parents, parents' occupations, names of teachers, class standing, schools attended, final grades, and date of graduation.)	Permanent.	
77-12	Record of Pupil Examinations (Record of eighth grade examinations showing date of examination, names and addresses of pupils, and grades received.)	Destroy. Obsolete.	
77-13	Record of Teacher Examinations (Record of teacher examinations given by board of school examiners showing name and address of applicant, date of examination, grades, and kind and term of certificate granted.)	Transfer to Archives.	
77-14	Teachers' Association Minutes (Shows date, time, and place of meeting, purpose and summary of business transacted and polls of membership taken.)	Transfer to Archives	
77-15	Teachers' Personnel File (Contains name, address, school assigned, subjects for which certified, date of certification, copies of teaching certificates, transcripts, and contracts.)	5 years after individual retires from teaching, then destroy.	
77-16	Work Permits (Shows name and address of child, age, name and address of employer, type of work, and positions record.)	Until child attains the age of majority, then destroy.	
77-17	Annual Budget	Permanent.	(1 copy)
77-18	Annual Report	Permanent.	(1 copy)

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77-19	<u>Applications for Employment</u>	1 year after date of receipt.	
77-20	<u>Audit Report (Bureau of Inspection and Supervision)</u>	Permanent. (1 copy)	
77-21	<u>Bank Deposit Receipts</u>	2 years after end of fiscal year, then destroy, provided audited.	
77-22	<u>Bank Statement</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-23	<u>Bids (Unsuccessful)</u>	2 years after letting of contract, then destroy, provided audited.	
77-24	<u>Bond Coupons</u>	Until issue is paid, then destroy, provided audited.	
77-25	<u>Bond Register</u>	Permanent.	
77-26	<u>Bonds (Redeemed)</u>	Until issue is paid, then destroy, provided audited.	
77-27	<u>Cancelled Checks</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-28	<u>Cash Books and Journals</u>	10 years after alst entry, then destroy, provided audited.	
77-29	<u>Check Register</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-30	<u>Contracts</u>	15 years after expiration.	
77-31	<u>Deeds - County Property</u>	Permanent.	
77-32	<u>Insurance Policies</u>	2 years after expiration, then destroy, provided all claims settled.	
77-33	<u>Inventory of County Property</u>	3 years, then destroy, provided audited.	
77-34	<u>Invoices (Paid)</u>	3 years after end of fiscal year, then destroy, provided audited.	

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77-35	<u>Job Descriptions</u>	Until superceded or abolished.	
77-36	<u>Leases</u>	Until expiration, then destroy, provided audited.	
77-37	<u>Leave Requests (Sick and Vacation)</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-38	<u>Payroll Records</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-39	<u>Performance Bonds</u>	10 years after expiration, then destroy, provided audited.	
77-40	<u>Personnel Files</u>	Retain until termination, microfilm, destroy paper copy, retain microfilm permanently.	
77-41	<u>Publications (Departmental Manuals, Newsletters, Procedural Rules and Regulations, etc.)</u>	Permanent (1 copy). Transfer 4 copies to Archives.	
77-42	<u>Purchase Orders</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-43	<u>Receipt Book (Stubs or carbon copies of originals issued for payment of fees, etc.)</u>	Until audited	
77-44	<u>Reference Material (Staff Reference Materials, Revised Code, State Published Manuals and Reports.)</u>	Until obsolete or superceded.	
77-45	<u>Requisitions</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-46	<u>Time Cards or Time Sheets</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-47	<u>Travel Expense Reports</u>	3 years after end of fiscal year, then destroy, provided audited.	
77-48	<u>Vendor Files (Literature, Price Lists, etc.)</u>	Until obsolete or superceded.	

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77-49	<u>Voucher Register</u>	Until audited.	
77-50	<u>Vouchers</u>	Until audited.	
77-51	<u>Warrant Registers</u>	Until audited.	
77-52	<u>Warrants Paid</u>	Until audited.	
77-53	<u>Accident Reports</u> (Personal or property damages arising from county vehicle or occurring on county property.)	2 years after end of fiscal year.	
All audits referred to herein are by the Bureau of Inspection and Supervision - Auditor of State.			