



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

MAY 15 2025

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

Lebanon City School District			
(Local Government Entity)		(Unit/Department)	
	Karen Ervin	Treasurer/CFO	05/15/2025
(Signature of Responsible Official)	(Name)	(Title)	(Date)

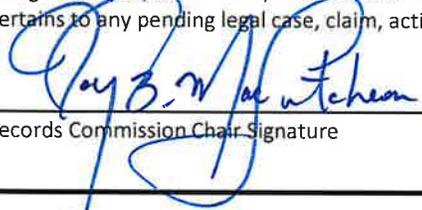
Section B: Records Commission

Lebanon City School District Records Commission		(513) 934-5790	
		(Telephone Number)	
160 Miller Rd	Lebanon, OH	45036	Warren
(Address)	(City)	(Zip Code)	(County)

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

erwin.karen@lebanonschools.org

I hereby certify that our records commission met in an open meeting, as required by the Ohio Revised Code, §121.22, 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.

	5/15/25
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Government Records Archivist	6/6/2025
Signature	Title	Date

Section D: Auditor of State

	Records Manager	
Signature	Title	Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retains a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Lebanon City School District

Board of Education

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
101	Minutes – Official copy of proceedings of regular and special meetings	Permanent	Paper/ Electronic		<input type="checkbox"/>
102	Recordings of Board meetings – Audio tapes/DVD's/Online media	2 years	Electronic/ Audiovisual/ Digital		<input type="checkbox"/>
103	Board Meeting Agendas – Written outlines of material to be discussed at the Board of Education meetings	1 calendar year, provided audited	Paper/ Electronic		<input type="checkbox"/>
104	Board Meeting Packets – Packets prepared for board members. May include agendas, copies of reports, and informational handouts	Retain until Minutes transcribed and approved	Paper/ Electronic		<input type="checkbox"/>
105	Visitor Log	1 school year	Paper/ Electronic		<input type="checkbox"/>
106	Court Decisions – Court proceedings involving the District excluding claims and litigations	Permanent	Paper/ Electronic		<input type="checkbox"/>
107	Claims & Litigations – Court processing for which the District is being or is suing for damages	Permanent	Paper/ Electronic		<input type="checkbox"/>
108	Elections – Items put on the ballot (tax levy related) regarding the financial support of the District	10 years	Paper/ Electronic		<input type="checkbox"/>
109	Legal Advertisements / Notices – Announcements to inform the public of meetings, hearings, bids, auctions, or other events	1 year	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

110	Historical Records, Materials, & Artifacts that should be retained for Commemorative Events & Displays - Records documenting events or milestones of individual schools and the District, where these events are not documented in other records (such as board minutes, transcripts, etc.) Including but not limited to award lists, baccalaureate and commencement programs, cumulative class rankings, diploma order lists, final grade point summaries, honor roll lists, graduating class history files, student newspapers, yearbooks/annuals.	Permanent	Paper/ Electronic		<input type="checkbox"/>
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Lebanon City School District

Board of Education

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
111	Blueprints, Plans, & Maps –Provide detailed description of school facilities and property	Permanent	Paper/ Electronic		<input type="checkbox"/>
112	Deeds, Easements, Leases – Real estate documents of ownership, easements and leased property by district	Permanent	Paper/ Electronic		<input type="checkbox"/>
113	Boundary Records - Official legal description of school district boundaries, educational service center district boundaries, or director district boundaries	Permanent	Paper/ Electronic		<input type="checkbox"/>
114	Board Policy Books and Other Adopted Policies – Governing rules adopted and maintained by Board of Education defining expectations or position on a particular matter and authorizing appropriate action to be taken to establish and maintain those expectations	1 year after superseded	Paper/ Electronic		<input type="checkbox"/>
115	Administrative Regulations/Guidelines – Adoption of the school policy manual which outlines, and describes the means by which a policy should be implemented providing for the management of planning, action, and assessment or evaluation.	1 year after superseded	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

116	Records Retention and Disposition Forms – Records (RC-1, RC-2, and RC-3 forms) and other locally developed forms documenting the retention and disposition of the records of an office	Permanent	Paper/ Electronic		<input type="checkbox"/>
117	Public Record Requests – Requests for records & documentation that requests were fulfilled	2 years	Paper/ Electronic		<input type="checkbox"/>
118	Organization Reports - Organizational chart, organizational resolutions passed at the board’s annual organizational meeting, etc.	2 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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

Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
201	Bank Depository Agreements – An agreement between a bank and the district where the bank provides a guaranteed rate of return in exchange for keeping a deposit for a fixed amount of time	4 years after completion	Paper/ Electronic		<input type="checkbox"/>
202	Bank Statements, Cancelled Checks, Non-Sufficient Fund Checks Documentation, & Bank Settlements – All bank account reconciliations and statements	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
203	Investment Records – Individual record of investments, bank confirmations, wire transfers, copies of CD's, etc.	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
204	Securities – Investment instruments that represent an ownership stake or creditor relationship	Permanent	Paper/ Electronic		<input type="checkbox"/>
205	Budgets (Annual) – Tax budget that is submitted annually to the County Auditor; Revenue and appropriation budget records; Budget work papers	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
206	Certificate of Estimated Resources	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
207	Appropriation Resolutions	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
208	Five-Year Forecasts	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
209	Financial Reports (Annual) – Financial reports prepared from the accounting system that can be reproduced from the computer records. This includes: Annual ledgers, cash journal, budget ledgers, vendor listing, check register, invoice	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

	list, purchase order listing, account reports, financial summary & detail reports				
210	Insurance Policies – Contracts between insurer and the School District where the insurer, in exchange for premium payment, pays for damages to the School District that are caused by covered perils under the policy language	15 years after expiration, provided all claims are settled	Paper/ Electronic		<input type="checkbox"/>
211	Contracts – An agreement with specific terms between an entity with the School District (not including educational service contracts)	6 years after expiration	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
212	Educational Service Contracts – Contracts for services provided from an outside educational entity	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
213	Bankruptcies – Court proceedings or declarations pertaining to bankruptcies of parents as relates to waiving student fees	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
214	Bond Register – Official record of all the details about the bonds that were issued	20 years after issue expires	Paper/ Electronic		<input type="checkbox"/>
215	Bonds & Coupons	Until redeemed, provided audited	Paper/ Electronic		<input type="checkbox"/>
216	Tax Anticipation Notes – Documents related to the preparation, sale, and history related to issuance of notes borrowed against future tax dollars	10 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
217	Lease Purchase Agreements – Legal agreements that allow the District to lease equipment or property with the option, or obligation, to purchase it over time	20 years after issue expires	Paper/ Electronic		<input type="checkbox"/>
218	Annual Financial Reports, Audits, & Work Papers – Annual financial reports (ACFR, GAAP, or Cash) & supporting documents	5 years	Paper/ Electronic		<input type="checkbox"/>
219	Vouchers, Invoices, & Purchase Orders – Checks, invoices, itemization of products/ services to be purchased, travel expense records, etc.	10 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
220	Tax Settlements (Semi-Annual) and Advances – Property tax settlement sheet including advances from the County Auditor included in the receipts	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

221	Receipts & Supporting Documentation – Deposit Slips, Cash Proofs, Receipt Books, School Finance (SFPR) Monthly Statements, etc.	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
222	Monthly/Annual Financial Reports – As presented to the Board of Education to report the financial status of the District	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
223	Delivery/Packing Slips	Until no longer administratively useful	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

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Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
224	Requisitions – Documents used to request the purchase of something that is submitted for approval and then can be converted to a purchase order	1 years after end of fiscal year	Paper/ Electronic		<input type="checkbox"/>
225	Vendor Data: W-9 and 1099 documents maintained as long as active vendor then retention period is applied.	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>
226	New Accounting Fund Creation Documentation (Non-Scholarship)	5 years after funds has been closed, provided audited	Paper/ Electronic		<input type="checkbox"/>
227	New Accounting Fund Creation Documentation (Scholarship)	10 years after scholarship is no longer given & fund is closed	Paper/ Electronic		<input type="checkbox"/>
228	Unemployment Records & Claims – Documentation of unemployment records & proof of unemployment	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
229	Payroll Ledgers/Earnings Registers – Record of gross to net calculations per employee (bi-monthly, quarterly, and annual payroll reports)	75 years	Paper/ Electronic		<input type="checkbox"/>
230	Payroll Reports – Payroll deduction and distribution reports (all reports used for each payroll except those listed under 231 above)	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
231	Monthly Payroll Reports – A record of leave usage and accumulation per employee, as well as retirement contributions per employee	75 years	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

232	State Employees Retirement System (SERS) - Record of SERS withholdings monthly, website user authorizations, employer statements & surcharge reports	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
233	State Teachers Retirement System (STRS) - Record of STRS withholdings per pay and annual, website user authorizations, employer statements & surcharge reports	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
234	State Teachers System (STRS) and School Employees Retirement System (SERS) Waivers – Waiver forms for students and/or jobs not eligible for retirement withholding	Permanent	Paper/ Electronic		<input type="checkbox"/>
235	Paycheck Register – Listing of checks issued each pay	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
236	Employee Vacation/Sick Leave Records: Including requests and authorizations for sick, vacation, personal, or other leave	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
237	Time Sheets - Record of hours worked	6 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
238	Ohio Department of Job & Family Services Quarterly Wage Report - Quarterly earnings and record of weeks worked by employee	7 years	Paper/ Electronic		<input type="checkbox"/>
239	W-2's - Employer's copy of calendar year record of taxable earnings	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

240	W-4's - A record of employee federal exemptions	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>
241	Federal Income Tax – Quarterly and annual record of federal income tax withheld and remitted IRS form 941	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>
242	Ohio Income Tax – Monthly and annual record of Ohio Income tax withheld and remitted IT-4	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>
243	City Income Tax – Monthly and annual record of municipality income tax withheld and remitted	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>
244	School Income Tax – Monthly and annual record of School District income tax withheld and remitted SDIT-1	6 years and current, provided audited	Paper/ Electronic		<input type="checkbox"/>
245	Annuity Reports - Statements that outline the activity, balances, and performance of an annuity investment or contribution plan, such as a 403(b) or 457(b) retirement plan for employees	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
246	Employee Insurance Bills – Monthly reconciliation of employee medical, dental and life insurance bills	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
247	Benefit Folders/Reports – Listing of employee's benefit enrollments and employer certifications of employee claims	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
248	Deduction Reports – Voluntary payroll deductions per pay that include all deduction withholdings for each employee	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

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

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
249	Deduction Authorization – Forms to withhold deductions from an employee’s pay	Until superseded or employee terminates	Paper/ Electronic		<input type="checkbox"/>
250	Court-Ordered Garnishments	4 years after fully paid	Paper/ Electronic		<input type="checkbox"/>
251	Payroll Update Listings - Records notating employee changes not otherwise captured (Change of Information, Direct Deposit Change, etc.)	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
252	Employee Contracts & Salary Notices – Written agreement between the District and the employee	4 years after termination	Paper/ Electronic		<input type="checkbox"/>
253	Irregular Employee Contracts – Written agreement between the District and substitutes and other irregular employees	4 years after contract expires	Paper/ Electronic		<input type="checkbox"/>
254	Capital Asset Inventory – Inventory of capital assets, including land, buildings, vehicles, & equipment owned by District	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
255	Add & Disposal Records – Capital Assets, Inventory, Donations	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
256	Student Activity Funds - Student Activity Purpose & Budget Statements	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
257	Student Activity Funds - Receipts and Supporting Documentation, Requisitions, Purchase Orders, Expenditures and Supporting Documentation, Ticket Sales Reports	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
258	Sales Potential Forms - Fundraising permission form including the financial summary of the fundraiser upon completion of the event	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

259	Tuition & Student Fee schedules	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
260	Unpaid Student Fees	Until paid	Paper/ Electronic		<input type="checkbox"/>
261	Transportation Reports – State transportation reports (T-2) & supporting docs	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
262	Publication Notice – Legal notice of publication in the newspaper regarding availability to review the Annual Tax Budget, Annual Financial Report, or other financial records	4 years	Paper/ Electronic		<input type="checkbox"/>
263	State Tax Reports - Non-payroll related: Excise, Motor fuel tax refund, etc.	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
264	State Program Files (State Subsidy Reports) – Applications & documentation submitted to the Ohio Department of Education & Workforce (ODEW) to receive State reimbursement or subsidy support for specific student services (Pupil transportation, special education, etc.)	3 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
265	State Program Files (Auxiliary services) – Records of non-public school funding provided by the Ohio Department of Education & Workforce and through public and private grants; Agreements to provide services to non-public schools	10 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
266	Federal Programs – Title I (Student Progress Reports), II, III, IV-B, IDEA, IV-C, VI-B, Chapter 1, 2; Drug Free, etc.	10 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

267	Administration of Federal and State Categorical Grant Programs - Records relating to the administration of federal and state categorical grant-funded programs. Records may include, but are not limited to: District or school-wide notification/information distributed to parents/legal guardians/students about education opportunities and services; student information (names/eligibility lists, copies of test scores, etc.; staff information (copies of employment applications, payroll/stubs, etc.; budget, inventory of equipment, legal reports, pre-and post-test data, comparability reports, evaluations; promotion of parent/family involvement (Title 1 parent advisory councils, coordination with other school-based programs and services, etc.)	Retain until completion of State Auditor's examination report or retain for period required by grant or program, whichever is later, then destroy	Paper/Electronic		<input type="checkbox"/>
268	EMIS Reports – Excluding Personnel State Reports (Data stored in DataCollector)	7 years	Paper/ Electronic		<input type="checkbox"/>
269	EMIS Reports –Personnel State Reports (SF-1, CS-1) – Data stored in DataCollector	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Treasurer's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
270	Civil Rights Reports – U.S. Department of Education Civil Rights Data Collection and any past reports	Permanent	Paper/ Electronic		<input type="checkbox"/>
271	Worker's Compensation Wage Report (part of the true-up process with the BWC)	5 years	Paper/ Electronic		<input type="checkbox"/>
272	Economic Development Agreements & Supporting Documents	8 years after expiration or termination	Paper/ Electronic		<input type="checkbox"/>
273	10-year Capital Improvement Plan	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
301	Staff Profile – Listing including current position, licensure, degree, retirement credit, and contract information	5 years	Paper/ Electronic		<input type="checkbox"/>
302	Salary Continuation Agreement – Agreement stating full or partial compensation during period of disability	7 years	Paper/ Electronic		<input type="checkbox"/>
303	<p>Personnel Files (Short-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive - Including substitute teachers, coaches, and advisors.</p> <p>Records may include: employment applications, resumes, performance evaluations, grievances, employment verifications, accident report(s), payroll change sheets, personnel actions, exit interview, disciplinary action(s), waiver(s).</p>	Purge and destroy 7 years after employment termination	Paper/ Electronic		<input type="checkbox"/>
304	<p>"Personnel Files (Long-Term Retention)- Documentation of the history and status of the employment relationship with an individual employee (classified, certified, active, and inactive - Including substitute teachers, coaches, and advisors.</p> <p>Records include: service time, salary history, leaves balances, taxes paid, resignation or retirement letter, retirement information, civil service reports, and waivers</p>	75 years after employment termination	Paper/ Electronic		<input type="checkbox"/>
305	Employee Discipline Records – Records of a series of disciplinary actions leading to improvement of performance or termination from employment	7 years after termination of employment or case closed, whichever is later, or in accordance with collective contract	Paper/ Electronic		<input type="checkbox"/>
306	Cooperating/Student Teacher Records – Includes lists, letters, and other documentation demonstrating services provided and revenue received for district teachers to serve as a mentor to student teachers	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

					<input type="checkbox"/>
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Lebanon City School District

Human Resources Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
401	Bargaining Agreements – Record of Agreements between the board and recognized local associations of certified and classified staff with regard to wages, hours and other terms of employment including notes taken during the negotiation process	8 years after superseded	Paper/ Electronic		<input type="checkbox"/>
402	Grievance Files/Settlements/Arbitration -Documentation of settlements and arbitration, grievances filed by local collective bargaining groups	10 years	Paper/ Electronic		<input type="checkbox"/>
403	Workers Compensation Claims – Claims filed by employees due to on-the-job injury	10 years after financial payment made	Paper/ Electronic		<input type="checkbox"/>
404	Personnel Directory – Names, phone numbers and addresses of all employees	10 years	Paper/ Electronic		<input type="checkbox"/>
405	Drug Test Records – Includes random pool eligibility lists of employees eligible to have random drug screen and drug screening results	5 years	Paper/ Electronic		<input type="checkbox"/>
406	Applications (not hired) – Applications submitted of individuals not hired into the District	2 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
407	I-9 Immigration Form – Form I-9 "Employment and Eligibility Verification" for all newly hired employees to verify their identity and authorization to work in the United States. Per Department of Homeland Security regulation 8 CFR 274a.2.	3 years after date of hire or 1 year after termination, whichever is later	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

408	Job Descriptions – Description of expectations and responsibilities of each job	Retain until superseded or obsolete	Paper/ Electronic		<input type="checkbox"/>
409	Job Postings – Records documenting the posting and advertisement of employment positions, including, but not limited to, job descriptions, job requirements, application deadline, personnel requisition and compensation range.	2 years	Paper/ Electronic		<input type="checkbox"/>
410	Teachers Certificates and Temporary Professional Education Permits	6 years after end of fiscal year	Paper/ Electronic		<input type="checkbox"/>
411	Exempt Employee Handbook	Until superseded	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Human Resources Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
412	Physician's Report of Work Ability – Physician's report of ability/restrictions for injured employees	7 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) - Part 2

See instructions before completing this form.

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Lebanon City School District
Department
(Local Government Entity)

Human Resources Department & Curriculum
(Unit/Department)

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

					<input type="checkbox"/>
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Lebanon City School District

Curriculum Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
601	Adopted Courses of Study – A comprehensive instructional program serving the educational needs of the students of the District	Until superseded	Paper/ Electronic		<input type="checkbox"/>
602	Adopted Special Programs – Record of programs made available to the students to enhance their education through a variety of appropriate co-curricular and extra-curricular activities	Until superseded	Paper/ Electronic		<input type="checkbox"/>
603	LPDC (Local Professional Development Committee) Licensure Records and Staff Summary Reports	Until superseded	Paper/ Electronic		<input type="checkbox"/>
604	LPDC (Local Professional Development Committee) Meeting Minutes	10 years	Paper/ Electronic		<input type="checkbox"/>
605	Professional Conference Applications – Professional leave forms requesting permission to attend professional development activity	2 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

606	Ohio Department of Education & Workforce (ODEW) Reports - Academic reports from the Ohio Department of Education	5 years	Paper/ Electronic		<input type="checkbox"/>
607	State Minimum Standards – A record of minimum standards given to the District by the State Department	10 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
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Lebanon City School District

Superintendent's Office

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

					<input type="checkbox"/>
					<input type="checkbox"/>

Lebanon City School District

Business Department (including Maintenance)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
801	Building Files for new, modified, or replacement construction – May include Contractor files like resolutions, agreements, additions, drawings, etc.	75 years after completion of project, provided audited and no action pending	Paper/ Electronic		<input type="checkbox"/>
802	Bids and Specifications (Unsuccessful) - Documentation of bids supplied by vendors for any project requesting bids in compliance with ORC	3 years provided audited	Paper/ Electronic		<input type="checkbox"/>
803	Bids and Specifications (Successful) - Documentation of bids supplied by vendors awarded any project requesting bids in compliance with ORC	For the life of the asset	Paper/ Electronic		<input type="checkbox"/>
804	Prevailing Wage Records - Report of hourly wages, benefits and overtime, established by regulatory agencies for each trade and occupation employed in the performance of public work	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
805	Rental Information (Use of Facilities) – Building agreements submitted to use facilities by school or community individuals, athletic teams or groups; Group liability insurance records	2 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
806	Vehicle Registration – Certificates of title and registration paperwork from the BMV for cars, vans, trucks, and buses	Until vehicle is sold or disposed of	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

807	Vehicle License - BMV licensing documentation of motor vehicles	Until vehicle is sold or disposed of	Paper/ Electronic		<input type="checkbox"/>
808	Vehicle Defect Report – Record of defects on each bus and other vehicle	Life of vehicle	Paper/ Electronic		<input type="checkbox"/>
809	School Safety Plans – Records related to ensuring student and staff safety at school, including harassment and bullying prevention plans	Retain 6 years after obsolete or superseded, then destroy	Paper/ Electronic		<input type="checkbox"/>
810	Fire Inspection – Reports of building inspection performed by the city Fire Division	4 years provided audited	Paper/ Electronic		<input type="checkbox"/>
811	Building Inspection Reports – Elevator, sprinkler, and alarm system reports	2 years	Paper/ Electronic		<input type="checkbox"/>
812	Building Health Inspections – A record of all health inspections performed within a building	2 years after end of fiscal year	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Business Department (including Maintenance)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
813	Records of Drills or Rapid Dismissals and School Safety Drills – Records of all tornado, fire, rapid dismissal, and school safety drills performed within a building. Records should include the identity of the person conducting the drill, date and time, notification method, staff members on duty and participating, number of occupants evacuated, special conditions simulated, problems encountered, health conditions, and time required to accomplish complete evacuation. Records for school safety drills must contain the date and time of each drill conducted the prior school year and when they will be conducted in the current school year. See ORC 3737.73.	7 years after end of fiscal year	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

814	Repair, Installation and Maintenance Records – A record of maintenance, installation and repairs performed on buildings within the District	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
815	Building, Boiler & Maintenance Reports – Inspection/ maintenance reports for each building including boiler inspection/ maintenance	Until superseded provided audited	Paper/ Electronic		<input type="checkbox"/>
816	Work Orders – A report of all requested maintenance/custodial work	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
817	Environmental Reports and Data – Reports on asbestos and other environmental issues	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
818	Vandalism Reports – Reports of vandalism throughout the District	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
819	Preventive Maintenance Reports – A report of work performed to maintain equipment	Fiscal years plus 2 years	Paper/ Electronic		<input type="checkbox"/>
820	Warranty/Guarantee – Warranty of equipment	Life of equipment	Paper/ Electronic		<input type="checkbox"/>
821	Accident Reports - Law enforcement reports regarding bus accidents and other on-the-job vehicle accidents involving employees	3 years, provided no action pending	Paper/ Electronic		<input type="checkbox"/>
822	Building Permits – Work permits provided by governmental agencies to complete projects	1 year after the project is completed and approved	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Transportation Department (Business)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2*See instructions before completing this form.*

901	Supplies Inventory – Shop/mechanic inventory	Until superseded	Paper/ Electronic		<input type="checkbox"/>
902	Daily Bus Schedules – may show bus route, time trip began and ended, number of pupils carried, and driver’s signature	Retain for 6 years after end of school year, then destroy	Paper/ Electronic		<input type="checkbox"/>
903	Fuel Consumption Data – Fuel records for the buses & other vehicles	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
904	Transportation Records – Transportation requests received from schools that include student and busing information & applications for students with physical disabilities/medical problems	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
905	Field Trip Forms/Volunteer Driver Forms – Forms from building requesting busing for field trips	Fiscal year plus 2 years	Paper/ Electronic		<input type="checkbox"/>
906	Bus Condition Checklist - Daily evaluation of bus by drivers	Retain for 1 year after end of school year	Paper/ Electronic		<input type="checkbox"/>
907	Transportation Reports – State transportation reports (T-1) & supporting docs	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
908	Improper Student Conduct on School Buses – Records documenting instances of improper student conduct on school buses including bus route, time of incident, nature of incident, and students name	Retain for 1 year after incident, then destroy	Paper/ Electronic		<input type="checkbox"/>
909	Bus on Board Security & Surveillance videos	Use for one recording cycle then reuse provided no action pending	Paper/ Electronic		<input type="checkbox"/>
910	Driver Physical – A report of the annual physical performed on drivers	6 years (See OAC 3301-83-07-E-7)	Paper/ Electronic		<input type="checkbox"/>
911	Driver Certification – Bus driver certification form	1 year after termination	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

					<input type="checkbox"/>
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Lebanon City School District

Child Nutrition Department (Business)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1001	Inventories – Inventory of food supplies	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
1002	Child Nutrition Records – Financial information, breakfast & lunch cost sheets, milk sold, menus, students served, food production	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
1003	Lunchroom Records – Cashier’s daily production sheets from each building, cash register tapes	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
1004	Lunchroom Reports - Confidential applications for free and reduced lunch benefits	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
1005	Lunchroom/Food Service License – Current food service license, issued annually by the Board of Health of the health district in which the food service operation is located	1 year after expiration	Paper/ Electronic		<input type="checkbox"/>
1006	Schedule for School Breakfast/Lunch Programs – Includes plan and backup documentation submitted to Ohio Board of Education for program approval	Retain for 6 years after plan obsolete or superseded, then destroy	Paper/ Electronic		<input type="checkbox"/>
1007	Audit Reports - Past management evaluation reports (Federal procurement, State food service audits), monthly claim documentation, master lists, income eligibility applications, etc.	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1008	Workpapers for unpaid Student lunch/breakfast charges added to District's student database at year-end	4 years, provided audited	Paper/ Electronic		<input type="checkbox"/>
1009	Multi-Site Monitor Review Forms – A checklist to ensure that the site is properly following the CACFP guidelines.	3 years plus current year provided audited	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Lebanon City School District
LHS)

School Buildings (Bowman, Donovan, Berry, LJHS,

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1101	Liability Waivers – Records that document the release of the school, district, or ESC from liability related to various activities that include student, volunteer, or citizen involvement. Records may include but are not limited to release forms with terms, date, signatures, and related information. Includes athletic participation waivers and forms related to legal requirements such as Lindsay’s Law.	3 years after school year in which records were created. In the event of accident or injury, retain until minor reaches the age 21	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1102	Incident/Accident Reports – A report of student/employee injuries or accidents including place, time and witnesses	7 years, provided no action pending	Paper/ Electronic		<input type="checkbox"/>
1103	Inventories – Inventory of supplies, textbooks, and other materials purchased and used within the building	Until superseded, provided audited	Paper/ Electronic		<input type="checkbox"/>
1104	Teacher Lesson Plan Books	End of current school year or until superseded	Paper/ Electronic		<input type="checkbox"/>
1105	Student Handbook – Handbook containing student policies, regulations and codes	Until superseded	Paper/ Electronic		<input type="checkbox"/>
1106	Enrollment Record (by grade/building)	Permanent	Paper/ Electronic		<input type="checkbox"/>
1107	Attendance/Absence Records – Record of student attendance/absence including daily office call sheets, sign-in sheets, and doctor and parent’s notes	1 year	Paper/ Electronic		<input type="checkbox"/>
1108	Photo/Media Release - Denial of permission. Records documenting parent/legal guardian denial of permission for the school/district to use student images recorded during official school activities/events. Includes opting-out.	Retain until end of school year or until superseded, whichever is later, then destroy.	Paper/ Electronic		<input type="checkbox"/>
1109	Acknowledgement of Receipt of Photo/Media Release Policy (housed in Final Forms)	Retain until end of school year or until superseded, whichever is later, then destroy.	Paper/ Electronic		<input type="checkbox"/>
1110	Student Work Permits - State issued permit for a student under the age of 18 to be employed	3 years	Paper/ Electronic		<input type="checkbox"/>
1111	Parent/Legal Guardian Permission Slips for Internet Access and Film Viewing	Retain until end of school year, then destroy	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District
LHS)

School Buildings (Bowman, Donovan, Berry, LJHS,

(Local Government Entity)

(Unit/Department)

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1112	Teacher Grade Books/Records	3 years provided audited			<input type="checkbox"/>
1113	Preschool Screening Profile – ASQ/SE, GGG assessment record. A screening profile used for preschool students	3 years			<input type="checkbox"/>
1114	Student Athlete Files - Records maintained on student athletes, including physical exams, consent forms, and eligibility evaluations.	3 years after school year in which records were created	Paper/ Electronic		<input type="checkbox"/>
1115	Athletic Scholarship Request Form – form completed by parents to request support from the Athletics Booster to help pay the required Athletic Participation Fee	3 years after school year in which records were created	Paper/ Electronic		<input type="checkbox"/>
1116	Curriculum Requests/Waivers/Substitutions - Records relating to student requests for classes or waivers/substitutions, where authorizing signature/initials from school district staff is required (principal, teacher, counselor, etc.).	1 year after graduation	Paper/ Electronic		<input type="checkbox"/>
1117	Student Schedules	Until superseded	Paper/ Electronic		<input type="checkbox"/>
1118	Health/Medical Training Records - Log of training attended by District employees to care for students	3 years	Paper/ Electronic		<input type="checkbox"/>
1119	Health Logs – Record of health care services provided to students such as medication and first aid.	2 years	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

					<input type="checkbox"/>
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					<input type="checkbox"/>

Lebanon City School District

Technology Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1201	Staff Acceptable Use Policy – A form signed by staff agreeing to use the District network responsibly for District-related work	6 years	Paper/ Electronic		<input type="checkbox"/>
1202	Student Acceptable Use Policy – A form signed by parents permitting student online access and student information to be used in the media as well as parent/teacher email communication	6 years	Paper/ Electronic		<input type="checkbox"/>
1203	Building Security/Surveillance videos	Use for one cycle then reuse provided no action pending	Electronic		<input type="checkbox"/>
1204	E-Rate Funding Application – Federal Telecommunications funding applications	10 years (per USAC E-Rate requirements)	Paper/ Electronic		<input type="checkbox"/>
1205	Inventories – Inventory of technology supplies/equipment	5 years, provided audited	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

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Lebanon City School District

Student Services Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1301	Special Education Tutoring Reports – These files document tutoring provided to students through special programs. They include authorization forms signed by parents allowing their child to participate in the program.	Retain 6 years after student graduates or would have normally graduated.	Paper/ Electronic		<input type="checkbox"/>
1302	Psychological Records (Restricted) – Records that document all students who are provided counseling, psychological services by the school's counseling center. Clinicians provide treatment concerning personal problems, academic concerns, and career concerns. Records may include extensive notes made by providers concerning the assessment, diagnosis, treatment and contacts (written, telephone, or in person) with each student; referral letters; release of medical records; letters to agencies or others concerning the students; and other related material	10 years after last contact – Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O)(1)	Paper/ Electronic		<input type="checkbox"/>
1303	Evaluation Team Report (ETR) – A report that is developed after a series of assessments given by the school psychologist and others to determine whether or not the student has a disability	6 years after student graduates or would have normally graduated – Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O)(1)	Paper/ Electronic		<input type="checkbox"/>
1304	Individual Education Plan (IEP) – A legal binding document that lists goals/objectives and related services that the student will receive throughout the calendar year based on the assessment results of the ETR (Evaluation Team Report)	6 years after student graduates or would have normally graduated – Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O)(1)	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Student Services Department

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
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Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1305	504/ADA Plan – Plan that allows various accommodations for a student with a general disability	6 years after student graduates or would have normally graduated – Inform parent or adult student before destruction pursuant to OAC-3301-51-04 (O)(1)	Paper/ Electronic		<input type="checkbox"/>
1306	Home Instruction (HI) – Records that identify students that are on home instruction due to medical or severe behavioral needs. These records include lesson plans, progress reports, grades and time sheets of the tutor that worked with the student	Retain for 6 years after student graduates or withdraws from district, then destroy	Paper/ Electronic		<input type="checkbox"/>
1307	Transfer of Home-Based Student to School/District - Records relating to the transfer of home-based student to school/district, including placement/ evaluation test results, notice of transfer, etc.	Retain for 3 years after student graduates or withdraws from district, then destroy	Paper/ Electronic		<input type="checkbox"/>
1308	Special Needs Records (Student not Eligible) - Referrals, evaluations, evaluation reports, and notices for students determined not to be eligible for the special education program	Retain for 5 years after student determined to be ineligible then destroy.	Paper/ Electronic		<input type="checkbox"/>
1309	Student Psychological or Social Assessment (Non-Special Education)- Source materials used in preparing reports, including protocols, tests, and notes	Retain 1 year after report is written	Paper/ Electronic		<input type="checkbox"/>
1310	Student Psychological or Social Assessment (Special Education)- Source materials used in preparing reports, including protocols, tests, and notes	Retain 6 years	Paper/ Electronic		<input type="checkbox"/>
1311	Title IX Reports – Includes any required reporting as requested by state or federal agencies	10 years	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Student Services Department

(Local Government Entity)

(Unit/Department)

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1312	Adopted Special Education Program – A record of programs provided to children with disabilities identified in accordance with applicable State and Federal laws, rules and regulations. These programs satisfy the requirements of Ohio Educational Agencies Serving Children with Disabilities (Ohio’s Operating Standards’)	Until superseded	Paper/ Electronic		<input type="checkbox"/>
1313	Alternative Learning Experience - Records documenting student participation in an alternative learning experience program. Includes but is not limited to: Letter of attestation/statement of understanding; district release form and/or shared agreement (if sharing student); written student learning plan (start/stop dates), approval date when district/teacher approves plan; estimated hours per week of student participation; instructional materials needed; timelines and methods for evaluating student progress; specific learning goals/objectives/requirements; student/teacher instructional two-way interactions/contacts/ monthly progress evaluations and weekly communications with student (and parent/legal guardian for student grades K-8) including dates when occurred	Retain for 5 years after end of school year then destroy.	Paper/ Electronic		<input type="checkbox"/>
1314	Intervention Records – Intervention Assistance Team notes listing all of the interventions that were tried with a student to help improve academic achievement which may or may not lead to a referral for special education testing. Includes functional behavioral assessments and behavior intervention plans	6 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

					<input type="checkbox"/>
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Lebanon City School District (Local Government Entity)	General Records (All Buildings & Departments) (Unit/Department)
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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1401	Directives, Standards, Laws from Local, State, & Federal Governmental Agencies	Until Superseded	Paper/ Electronic		<input type="checkbox"/>
1402	Executive Correspondence – Correspondence of the District Superintendent and Administrative staff dealing with significant aspects of the administration of the District. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 years – File with related records if content requires longer retention; appraise for historical value.	Paper/ Electronic		<input type="checkbox"/>
1403	General Correspondence – Requests for information pertaining to interpretations and other misc. inquiries; informative – does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	2 years	Paper/ Electronic		<input type="checkbox"/>
1404	Transient Correspondence/Material– All informal and/or temporary messages and notes, including email and voicemail messages, and all drafts used in the production of public records that do not set policy, establish guidelines or procedures, certify a transaction or become a receipt. Includes communications which convey information of temporary importance, referral letters, and requests for routine information or publications provided to the public by the District which are answered by standard form letters	Retain until no longer of administrative value, then destroy	Paper/ Electronic		<input type="checkbox"/>
1405	Copies, Duplicates, Non-Records - Items not included in the scope of official records as defined by ORC 149.011 (G) which may include convenience copies, described as non-official copies of records, used for convenient reference, that duplicate official records kept by the office of record.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1406	Publications (Printed) – For Communication purposes	2 years	Paper/ Electronic		<input type="checkbox"/>
1407	Publications (Digital/Electronic) – For Communication purposes. Can include posts to social media platforms, promotional or informational videos and photographs, etc.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
1408	Publications (Digital/Electronic) – District’s website	Until superseded	Electronic		<input type="checkbox"/>

Lebanon City School District

Student Records (All Buildings & Departments)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) <u>For use by LGRP only</u> RC-3 Required
1501	Cumulative Student Record Folders (Student Information) – Record of student's name, address, telephone number, grades/transcripts, attendance record, classes attended, grade level completed, year completed, and foreign exchange records	Permanent	Paper/ Electronic		<input type="checkbox"/>
1502	Grades/Transcripts – Reports of subjects studied and individual student grades. Retain final grade card each year and final high school transcript. If student withdraws, retain all transcripts	75 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1503	Individual State Test Results – IOWA, COGAT, OAT, OAA, OGT, OTELA, PSAT, ACT, SAT, PLAN, EXPLORE, OPT, ASVAB, TERRA NOVA, LAS, DIAL, KRA-L, IQ - achievement ability tests	75 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1504	Home Schooled Records – Records of students living within the District that are being schooled from home (maintained by Curriculum)	75 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1505	Registration/Withdrawal Information – Record of each time a student registers or withdraws within the District	6 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1506	Activity Record – A list of activities students participated in during their high school years	6 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1507	Discipline Records – Record of discipline that a student has received including Saturday school, suspensions, and expulsions. Record includes notices to parents.	6 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1508	Gifted and Talented Student Records – Student folders including but not limited to application or offer for participation, testing or eligibility determination records, progress reports, product assessment, samples of student's works, notes, and correspondence.	6 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1509	Bullying/Harassment Forms – Documentation of bullying/harassment incidents within the District, along with action taken	6 years after graduation, withdrawal, or transfer	Paper/ Electronic		<input type="checkbox"/>
1510	Emergency Information – A form containing student emergency contact information	Until superseded	Paper/ Electronic		<input type="checkbox"/>

Lebanon City School District

Student Records (All Buildings & Departments)

(Local Government Entity)

(Unit/Department)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) For use by LGRP only RC-3 Required
1511	Statement of Requirements and Expectations Signed and Returned by Parent/Legal Guardian - Student Handbook, Attendance Policy	Retain until end of school year, then destroy.	Paper/ Electronic		<input type="checkbox"/>
1512	Interim Grade Reports – Mid-term status report of student performance with teacher comments not part of permanent record	End of current school year	Paper/ Electronic		<input type="checkbox"/>
1513	Custody Court Documents – Verification of court established guardianship/custody	Until superseded or 5 years after graduation or withdraw	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC- 2) – Part 2

See instructions before completing this form.

1514	Notice of Placement Termination – A notice of termination of placement relinquishing care and control, notice received from the County Juvenile Court	5 years	Paper/ Electronic		<input type="checkbox"/>
1515	Child Abuse/Neglect Referral Letters – Records related to suspected child abuse as reported to Child Protective Services or to the proper law enforcement agency - includes reports, confirmation of submission, correspondence, inquiries, records documenting revisions/corrections, etc.	Through graduation	Paper/ Electronic		<input type="checkbox"/>
1516	Transfer Records – Records of students transferring from one school to another (granted/not granted)	5 years	Paper/ Electronic		<input type="checkbox"/>
1517	Health/Medical Records – Student visual and hearing screening and immunization records. Also includes record of health screenings such as audio/visual, physical therapy, speech-language pathology, and physician instructions	10 years after last contact	Paper/ Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>