



Book	Administrative Guideline Manual
Section	8000 Operations
Title	PUBLIC RECORDS
Code	ag8310A
Status	Active
Adopted	May 1, 2004

8310A - **PUBLIC RECORDS**

The School District's public records are available for public inspection and/or copying in accordance with State law.

Designation of Officers

The Treasurer shall be the District Records Officer (DRO).

Definitions

"Public record" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record, created or received by or coming under the jurisdiction of the Board or its employees, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the District.

"Public record" does not mean any of the following: medical records; documents containing genetic information; trial preparation records; confidential law enforcement investigatory records; and other records the release of which is prohibited by State or Federal law, including, but not limited to, student personally identifiable information and student directory information when the student's parents have affirmatively withdrawn consent for release of it in writing.

"Electronic record" includes any record having been created, generated, sent, communicated, received, or stored by electronic means.

"Redaction" means obscuring or deleting any information that is exempt from public inspection or copying from an item that otherwise meets the definition of a "public record".

Location and Time

Public records are to be available for inspection during regular business hours, with the exception of published holidays. The District shall organize and maintain public records in a manner such that they are promptly made available for inspection or copying. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested. No record shall be removed from such location. A member of the staff must be present throughout the inspection and copying of such record.

While requests to inspect and/or obtain copies of records are best made in person, telephone and written requests are permitted.

While the District is responsible for promptly preparing and making available public records, State law does not require the District to provide additional information that may be related to a record but is not part of a record. In addition, the District is not required to create a new record to respond to a public request for information if no public record is available that is responsive to the request or to respond to requests for information when the information requested is not contained in a public record.

While personnel files contain public records, some specific information and/or records contained in such files may be confidential and not subject to disclosure (see AG 8320).

Procedures

The following procedures shall be followed in connection with requests to inspect and secure copies of School District's public records:

Requests to inspect and/or obtain copies of public records shall be submitted to the Treasurer. A public records request must at least identify the records requested with sufficient clarity to allow the District to identify, retrieve, and review the records. If it is not clear what records are being sought, the DRO shall contact the requester for clarification.

Individuals requesting to inspect and/or obtain copies of public records do not have to put records requests in writing and do not have to provide his/her identity or the intended use of the requested public record(s).

The District may ask that the requester's identity and reason the information is sought be in writing. The District, however, must first inform the requester that such disclosure is not mandatory, unless the request is for student directory information. The District must also inform the requester that providing such information in writing enhances the District's ability to identify, locate, and/or deliver the records sought. The District may ask that records requests be put in writing, but must also notify the requester that it is not mandatory to do so.

Each request shall be evaluated for an estimated length of time required to gather the records. Routine request for records should be satisfied immediately if feasible to do so. Routine requests include, but are not limited to, meeting minutes (both draft and final form), budgets, salary information, forms and applications, personnel roster, etc. If fewer than twenty (20) pages of copy are requested or if the records are readily available in an electronic format that can be e-mailed or downloaded easily, these should be made as quickly as equipment allows.

All requests for public records must either be satisfied (as above) or be acknowledged in writing by the DRO promptly following the District's receipt of the request. If the request for records was in writing, the acknowledgement shall also be in writing.

If a request is deemed significantly beyond "routine" (such as seeking a large volume/number of copies or requiring extensive research), the acknowledgement must include the following:

- A. an estimated number of business days necessary to satisfy the request
- B. an estimated cost if copies are requested
- C. any items within the request that may be exempt from disclosure and the reason for such exemption, including legal authority
- D. With respect to public records which are determined to be available, the Treasurer will direct the requester to the place where the requested records may be inspected and will arrange for the preparation and certification of copies upon tender of any required fee.

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority.

With respect to records which are determined not to be available, the Treasurer will notify the requester of same, noting the reason for unavailability on the request form if one is submitted, and return one (1) copy of the form to the requestor. The Treasurer shall also notify the requester of the estimated time necessary to process and fulfill the request, make arrangements with the requester for delivery of the requested records, and arrange a method of communication between the requester and the School District in the event that further information is needed by the District to fulfill the request.

Fees

Upon request, copies of public records will be provided at the actual cost of making copies:

- A. The charge for paper copies is five cents (\$.05) per page.
- B. The charge for downloaded computer files to a compact disc is \$1.00 per disc.
- C. There is no charge for documents e-mailed.

A person who chooses to purchase a copy of a public record may also choose to have that record sent to him/her by United States mail or by other means of delivery or transmission provided the person making the request pays in advance for said record as well as costs for postage and supplies used in the mailing.

Electronic Mail

Documents in electronic mail format are records as defined by the Ohio Revised Code when their content relates to the business of the District. E-mail shall be treated in the same fashion as records in other formats and shall follow the same retention schedule.

Records in private e-mail accounts used to conduct public business are subject to disclosure, and all employees or representatives of the District shall retain e-mails that relate to public business and shall copy them to their business e-mail account(s) or to the records custodian.

The records custodian shall treat e-mail from private accounts that are used to conduct public business, thus subject to disclosure, as records of the District. These records shall be filed appropriately, retained in accordance with the established schedules, and made available for inspection and copying in accordance with the Public Records Act.

RETENTION OF RECORDS

The District Records Commission is responsible for the development of the District's "Schedule of Records Retention and Disposition - Form RC-2" which must be approved by the Ohio Historical Society and the State Auditor. Subsequent revisions to the RC-2 Form must also be approved using this same process. Only in conformance with the approved "Schedule of Records Retention and Disposition - Form RC-2" may the District's Records Commission review applications for the disposal of obsolete records utilizing the "Certificate of Disposal Form RC-3".

To facilitate the development, updating and/or revision of the Schedule of Records Retention and Disposition, and in reviewing request for disposal of obsolete records, the District Records Commission shall utilize the following guidelines recommended by the State Auditor's office.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

Record Title and Description	Retention Period
BOARD RECORDS	
Minutes	Permanent
Audio Tapes	2 Years
Blue Prints, Plans, Maps	Permanent
Deeds, Easements, Leases	Permanent
Board Policy Books and Other Adopted Policies	1 Year After Superseded
Administrative Regulations	1 Year After Superseded
Court Decisions	Permanent
Claims and Litigation	Permanent
Elections	10 Years
Record Disposal Forms (RC-3)	10 Years
Bargaining Agreements	10 Years After Expiration
Budget Policy Files	5 Years
Worker's Compensation Claims	10 Years After Financial Payment Made
Bank Depository Agreements	4 Years After Completion
Organization Reports	2 Years**
Board Meeting Notes	1 Year
Agendas	1 Calendar Year **
Adopted Courses of Study	Until Superseded
Adopted Special Education Programs	Until Superseded
Adopted Special Programs	Until Superseded
Employees Files (Employment Applications, Resumes, Contracts/Salary Notices, Evaluations, Personnel Actions, Absence Certification, Transcripts And Any Other Documents Which, Become Part of the File.)	
Certified Active Employees	Permanent
Classified Active Employees	Permanent
Certificated Inactive Employees	Permanent***
Classified Inactive Employees	Permanent***
Civil Rights, Civil Services, and Disciplinary Reports	Permanent***
Retirement Letters	Permanent***
Substitute Records	25 Years
Employee Contracts	4 Years After Termination

From Employment
 2 Years **
 4 Years After Contract
 Expires
 5 Years
 5 Years
 2 Years**
 Fiscal Year Plus 2 years
 2 Years
 Fiscal Year Plus 1 Year
 Termination of
 Employment Plus 1 Year
 Retain until superceded or
 obsolete
RETENTION PERIOD

Professional Conference Applications
 Irregular Employee Contracts (Substitutes, etc.)
 Unemployment Claims
 Unemployment
 Applications (Not Hired)
 Schedules of Employees
 Student Helper Applications
 Teacher Personnel Reports (Internal)
 I-9 Immigration Verification Forms

Job Description

RECORD TITLE AND DESCRIPTION

STUDENT RECORDS

Student Record Folders
 Enrollment/Withdrawal
 Information
 Grades/Transcripts
 Activities Record
 Attendance Records
 Individual Test Results
 Standardized
 Competency/Proficiency
 Aptitude
 Intervention Records
 Foreign Exchange Records
 Suspension/Expulsions
 Home Schooled Student Records
 Office Record Card (K-9)
 Cosmetology Records (Vocational)
 Health/Medical Records
 Visual Screening
 Hearing Screening
 Immunization Records

Permanent***

Permanent***

Permanent***

7 Years After Graduation

1 Year After Student
 Leaves School

Permanent***

Through Graduation

3 Years**

RETENTION PERIOD

Discipline Records

Letters to Parents
 Office Discipline
 Psychological Records (Restricted)
 Child Abuse/Neglect
 Referral Letters
 Teacher Grade Books/Records

RECORD TITLE AND DESCRIPTION

STUDENT RECORDS (Cont'd)

Pre-School Screening Profiles
 Age And Schooling Records (Work Permits)

Accident Reports

Individual Education Plan (IEP)
 Free/Reduced Price Lunch Application
 Emergency Information

BUILDING RECORDS

Tornado and Fire Drill Records
 Building Health Inspections
 Student Activity Records
 Pay-In Forms
 Pay-Out Forms
 Account Forms/District
 Budget Forms
 Requisitions
 Purchase Orders
 Ticket Sale Reports
 Receipts/Deposits Slips

3 Years

3 Years

5 Years Provided No Action

Pending

Permanent

4 Years

Until Superceded

1 Year*

2 Years*

2 Years**

4 Years**

Budget/Appropriation Records
 Requisitions/Purchase Orders
 Textbook Inventories
 Supplies Inventory
 Student Handbooks

4 Years**
 10 Years**
 Until Superseded
 Until Superseded
 Until Superseded
RETENTION PERIOD

RECORD TITLE AND DESCRIPTION
ADMINISTRATIVE RECORDS

School Calendars
 Repair, Installation, and Maintenance Records
 Prevailing Wage Records
 Rental Information (Use of Facilities)
 Work Orders
 Environmental Reports And Data (asbestos, etc.)
 Vandalism Reports
 Student Activity Purpose Clauses
 Sales Potential Forms (Student Activities)
 Bids and Specifications (Unsuccessful)
 Bids and Specifications (Successful)

5 Years
 4 Years**
 4 Years**
 4 Years**
 4 Years**
 4 Years**
 4 Years**
 4 Years**
 4 Years**
 1 Year**
 4 Years After Completion
 of Project**
RETENTION PERIOD

RECORD TITLE AND DESCRIPTION
ADMINISTRATIVE RECORDS (cont'd)

Contractor Files (Resolutions, Additions, Drawings, etc.)

Until Project Complete, if
 No Action Pending**
 Fiscal Year Plus 2 Year
 Life/Warrant of Equipment
 Until Superseded**
 Until Superseded**
 Until Superseded**
RETENTION PERIOD

Preventive Maintenance Reports
 Warranty/Guarantee
 Plant and Equipment Inventory
 Textbook/Workbook Inventory
 Supplies Inventory

RECORD TITLE AND DESCRIPTION
SPECIAL EDUCATION RECORDS

Special Education Tutoring Reports
 Individual Educational Plan (IEP)
 Psychological Records (Restricted)

10 Years
 7 Years
 Permanent***

TRANSPORTATION RECORDS

Driver Physical
 Fuel Consumption Data
 Transportation Records
 Field Trip Forms and Volunteer Driver Forms

2 Years After Termination
 4 Years**
 4 Years**
 Fiscal Year Plus 2 Years
 3 Years Provided No Action
 Pending
 Life of Vehicle
 1 Year After Termination
 1 Year After Termination
RETENTION PERIOD

Accident Reports

Vehicle Registration
 Vehicle License
 Driver Certifications

RECORD TITLE AND DESCRIPTION
TRANSPORTATION RECORDS (cont'd)

Supplies Inventory
 Vehicle Defect Report

Until Superseded**
 Life of Vehicle

FOOD SERVICE RECORDS

Food Service Records
 Menus
 Food Production
 Milk Sold
 Students Served
 Lunchroom Records
 Cash Register Tapes
 Cashier's Daily Reports
 Lunchroom Reports (Free and Reduced)
 Inventories
 Lunchroom License

4 Years**

4 Years**

RECORD TITLE AND DESCRIPTION
FINANCIAL RECORDS

Annual Financial Reports
 Appropriation Ledgers
 Budget Ledgers
 Revenue Ledgers

4 Years**
 Until Superseded**
 1 Year After Expiration
RETENTION PERIOD

5 Years**

Vendor Listing	5 Years**
Check Register	20 Years After Issue
Purchase Order Listing	Expires
Invoice List	Permanent****
Account Reports	5 Years**
Financial Summary	5 Years**
Detail Reports	5 Years**
Activity Fund Cash Journal and Ledger	15 Years After Expiration
Bond Register	Provided All Claims Settled
Securities	RETENTION PERIOD
Investment Ledger	15 Years After Expiration
Foundation Distribution	Until Redeemed**
Tax Settlements (Semi-Annual) and Advances	5 Years**
Budgets (Annual)	5 Years**
Insurance Policies	5 Years**
RECORD TITLE AND DESCRIPTION	
FINANCIAL RECORDS (cont'd)	
Contracts	15 Years After Expiration
Bonds and Coupons	Until Redeemed**
Accounts Payable Ledgers	5 Years**
Account Receivable Ledgers	5 Years**
Budget Work Papers	5 Years**
Vouchers, Invoices and Purchase Orders	10 Years**
State Program Files	10 Years **
Aux. Services, DPPF,	
Adult Vocational	
Excess Lottery, Data	
Processing, Public/Private Grants, etc.	
Federal Program Files	10 Years**
Title I, II, III, IV-B	
IV-C, & VI-B;	
Chapter 1, 2;	
Drug Free, etc.	
Travel Expenses Vouchers	10 Years**
Tax Anticipation Notes	10 Years**
(Records Borrowing Against Future Tax Collections)	
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
FINANCIAL RECORDS (cont'd)	
State Reimbursement Settlement Sheets	5 Years**
Unemployment Claims	5 Years
Employee Bonds, Board Member Bonds	5 Years
Certificate of Estimated Resources	15 Years After Expiration
Appropriation Resolutions	5 Years
Tax Appointments (Semi-annual)	5 Years
Canceled Checks and Bank Settlements	4 Years**
Publication Notice	4 Years**
Tuition Fees and Payments	4 Years**
School Finance (S.F.) Monthly Statements	4 Years**
Investment Records (May Include Individual Record of Investments, Bank Confirmation, Wire Transfers, Copy of CD, etc.)	4 Years**
Travel Expense Reports	10 Years**
State Sales Tax Reports	4 Years**
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
FINANCIAL RECORDS (cont'd)	
Student Activity Fund (Pay-Ins, Pay-Outs, Receipts/Deposits, Reports)	4 Years**
Check Registers	4 Years**
Deposit Slips/Cash Proofs	4 Years**
Bids and Specifications (Unsuccessful)	1 Year**
Bids and Specifications (Successful)	4 Years After Completion of Project**
Receipt Books	4 Years**
Extra Trip Records	4 Years**
Monthly Financial Reports	4 Years**

Accounting Data	4 Years**
Service Contracts	4 Years**
State Subsidy Reports	3 Years**
Application for Driver Education, Student Transportation, Special Education, etc.	
Delivery/Packing Slips	1 Year**
Requisitions	1 Year*
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
PAYROLL RECORDS	
Payroll Ledgers	Permanent***
Bi-Weekly Payroll Reports, Quarterly Payroll Reports	
Earnings Registers	Permanent***
By Staff Member By Calendar Year	
Monthly Payroll Reports	Permanent***
Leave Usage And Accumulation, Retirement Service, etc.	
Bureau of Employment Service Quarterly Reports	7 Years
W-2's, W-4's (Employer Copy)	6 Years and Current**
Federal Income Tax Quarterly/Annual)	6 Years and Current**
Ohio Income Tax (Monthly/Annual)	6 Years and Current**
City Income Tax (Monthly/Annual)	6 Years And Current**
School Income Tax (Monthly/Annual)	6 Years and Current**
Payroll Reports	4 Years**
Reports Used for	
Each Payroll – Computer Generated	
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
PAYROLL RECORDS (cont'd)	
Payroll Update Listing	4 Years**
Payroll Calculations	4 Years**
State Teachers System And School Employees Retirement System Waivers	Permanent***
State Employees Retirement System (SERS)	4 Years**
State Teachers Retirement System (STRS) Reports	4 Years**
Annuity Reports	4 Years**
Benefit Folders/Reports	4 Years**
Employee Request and/or Authorization For Leave Forms (Sick, Vacation, Personal, or Other Leave)	4 Years**
Deduction Reports	4 Years**
Voluntary Payroll Deductions	
Employee Vacation/Sick Leave Records	4 Years**
Time Sheets	6 Years**
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
PAYROLL RECORDS (cont'd)	
Overtime Authorization	6 Years
Employee Insurance Bills	4 Years**
Medical	
Dental	
Life	
Paycheck Register	4 Years**
Payroll Bank Statement	4 Years**
Deduction Authorization	Until Superseded or Employee Terminated
REPORTS	
State Audit Reports	5 Years
#59, #659 and #4502	5 Years
#25 and #625	5 Years
School Finance (S.F.) Reports – Annual	5 Years
Special Education (S.E.) Reports – Annual	7 Years
Vocation Education (V.E.) Reports – Annual	5 Years
Ohio Common Core Data (OCCD) Reports	5 Years
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
REPORTS (cont'd)	

Drivers Education Reports	5 Years
Ohio Department of Education (ODE) Reports	5 Years
Civil Rights Reports	Permanent***
Title IX Reports	10 Years
SM-1 & SM-2 (Annual and Quarterly)	10 Years
State Minimum Standards	10 Years
Personnel State Reports (Currently SF-1, CS-1)	4 Years**
Worker's Comp Wage Reports (C. Auditor)	5 Years
Bank Balance Certification (Co. Auditor)	5 Years
Transportation Reports	4 Years**
OTHER	
Personnel Directory	10 Years
Employment Record (By Grade and Building)	Permanent***
School Calendars	5 Years
RECORD TITLE AND DESCRIPTION	RETENTION PERIOD
OTHER (cont'd)	
Building, Boiler, Maintenance Reports	2 Years*
Employee Handbooks	Until Superseded
Directives, Standards, Laws for Local, State and Federal Governmental Agencies	Until Superseded
Attendance Records	Until Superseded

*After End of Fiscal Year

**Provided Audited

***Hard Copy maintained for 5 Years, Then Microfilmed

Legal

Form RC-2, Ohio Historical Society