



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

800 E. 17th Avenue
Columbus, Ohio 43211-2497

RECORD RETENTION AND DESTRUCTION

KEY TO SCHEDULE

1000 – BOARD AND ADMINISTRATIVE RECORDS

2000 – EMPLOYEE RECORDS

3000 – STUDENT RECORDS

4000 – BUILDING RECORDS

5000 – CENTRAL DEPARTMENT RECORDS

5500 – PUPIL SERVICES RECORDS

5600 – TRANSPORTATION DEPARTMENT RECORDS

5700 – FOOD SERVICE DEPARTMENT RECORDS

6000 – FINANCIAL RECORDS

7000 – PAYROLL RECORDS



RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Big Walnut Local School District

(local government entity)

Felicia R. Drummey

Treasurer

(signature of responsible official)

(name)

(title)

(date)

Big Walnut Local School District Records Commission

740/965-6484

Records Commission

(telephone number)

PO Box 218

Galena

43074

Delaware

(address)

(city)

(zip code)

(county)

To have this form returned to the Records Commission electronically, include an email address. Felicia_Drummey@bigwalnut.k12.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Felicia R. Drummey

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Signature

Title

Date

Section D: Auditor of State

Signature

Date

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



Section E: Records Retention Schedule

Big Walnut Local School District

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
1000	Board and Administrative Records				<input type="checkbox"/>
1001	BOE - Board Minutes: Written record of official board actions - Treas	Perm	Electronic /Paper		<input type="checkbox"/>
1002	BOE - Audio Tapes: Audio recording of board meetings - Treas	2	Audio Tape		<input type="checkbox"/>
1003	BOE - Blue Prints, Plans, Maps - Asst Supt	Perm	Paper		<input type="checkbox"/>
1004	BOE - Deeds, Easements, Leases - Treas	Perm	Paper		<input type="checkbox"/>
1005	BOE - Board Policy Books/Adoptions - Supt	1 year after superceded	Electronic /Paper		<input type="checkbox"/>
1006	BOE - Adopted Admin Regulations - Supt	1 year after superceded	Electronic /Paper		<input type="checkbox"/>
1007	BOE - Court Decisions - Supt/SPED Director	Perm	Paper		<input type="checkbox"/>
1008	BOE - Claims and Litigation - Supt	Perm	Paper		<input type="checkbox"/>
1009	BOE - Election - Treas	10	Electronic /Paper		<input type="checkbox"/>
1010	BOE - Bargaining Agreements - Treas	10 after expiration	Electronic /Paper		<input type="checkbox"/>
1011	BOE - Board Meeting Notes - Treas	1	Paper		<input type="checkbox"/>
1012	BOE - Board Meeting Agenda - Treas	1 Calendar year**	Electronic /Paper		<input type="checkbox"/>



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1013	BOE - Adopted Course of Study - Supt	Until superseded	Electronic /Paper		<input type="checkbox"/>
1014	BOE - Adopted Special Ed Programs - Supt	Until superseded	Electronic /Paper		<input type="checkbox"/>
1015	BOE - Adopted Special Programs - Supt	Until superseded	Electronic /Paper		<input type="checkbox"/>
1016	BOE - Adopted Standards, Laws for Local, State & Govt - Supt	Until superceded	Electronic /Paper		<input type="checkbox"/>
1017	BOE - Bids and Specs (unsuccessful) - Treas	1**	Paper		<input type="checkbox"/>
1018	BOE - Bids and Specs (successful) - Treas	4 yrs after complete	Paper		<input type="checkbox"/>
1019	BOE - Board Meeting Public Notice - Treas	2	Electronic /Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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2000	Employee Records (Employee files include employment applications, resumes, evaluations, personnel actions, transcripts and any other documents which become part of the file.)				<input type="checkbox"/>
2001	EMP - Certified Active Employees - HR	Perm	Electronic /Paper		<input type="checkbox"/>
2002	EMP - Classified Active Employees - HR	Perm	Electronic /Paper		<input type="checkbox"/>
2003	EMP - Certified Inactive Employees - HR	Perm***	Electronic /Paper		<input type="checkbox"/>
2004	EMP - Classified Inactive Employees - HR	Perm***	Electronic /Paper		<input type="checkbox"/>
2006	EMP - Retirement Letters - HR	Perm***	Electronic /Paper		<input type="checkbox"/>
2007	EMP - Substitute Records - HR	4 years after termination	Electronic /Paper		<input type="checkbox"/>
2008	EMP - Professional Conference Applications - Treas	2**	Paper		<input type="checkbox"/>
2009	EMP - Irregular Employee Contracts (subs etc) - Treas	4 years after termination	Paper		<input type="checkbox"/>
2010	EMP - Applications (not hired) - HR	2**	Electronic /Paper		<input type="checkbox"/>
2011	EMP - Fingerprint Records (Current Employees) - HR	Most recent until replaced	Electronic /Paper		<input type="checkbox"/>
2012	EMP - Fingerprint Records (Non-Employee/Volunteers) - HR	1 year	Electronic /Paper		<input type="checkbox"/>
					<input type="checkbox"/>



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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 OHS-LGRP	(6) RC-3 Required by OHS- LGRP
3000	Student Records (Enrollment/Withdrawal Information, Grades/Transcripts, Activities Records, Attendance Records, Individual Test Results, Invention Record, Suspensions/Expulsions, Discipline, Office Record Card, Health/Medical Records, Child Abuse/Neglect) - Princ				<input type="checkbox"/>
3001	STU - Student Record Folders - Princ	Perm***	Electronic /Paper		<input type="checkbox"/>
3002	STU - Home Schooled Student Records - Pupil Services	Perm***	Electronic /Paper		<input type="checkbox"/>
3003	STU - Psychological Records - Pupil Services	Through students 24th bday	Electronic /Paper		<input type="checkbox"/>
3004	STU - Teacher Grade Books/Records - Teacher	3**	Electronic /Paper		<input type="checkbox"/>
3005	STU - Preschool Screening - Pupil Services	3	Electronic /Paper		<input type="checkbox"/>
3006	STU - Work Permits - Principal	3	Electronic /Paper		<input type="checkbox"/>
3007	STU - Accident Reports - Principal	5 years provided no action pending	Electronic /Paper		<input type="checkbox"/>
3008	STU - Free/Reduced Price Lunch Application - FS Director	4	Electronic /Paper		<input type="checkbox"/>



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3009	STU - Emergency Information - Principal	Until superceded	Electronic /Paper		<input type="checkbox"/>
3010	STU - Court order on parent/guardianship - Principal	Until superceded	Electronic /Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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4000	Building Records				<input type="checkbox"/>
4001	BLDG - Tornado/Fire Drill Records Principal	1*	Paper		<input type="checkbox"/>
4002	BLDG - Health Inspections - Principal	2*	Paper		<input type="checkbox"/>
4003	BLDG - Boiler, Maint Report - Maint	2*	Paper		<input type="checkbox"/>
4004	BLDG - Preventative Maintenance Reports - Maint	FY +2	Paper		<input type="checkbox"/>
4005	BLDG - Repair, Install, Maint Records - Maint	4**	Paper		<input type="checkbox"/>
4006	BLDG - Work Orders - Maint	4**	Electronic /Paper		<input type="checkbox"/>
4007	BLDG - Inspection Records (elevator, fire ext, sprinkler, pumphouse, sewer) - Maint	2*	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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5000	Central Department Records				<input type="checkbox"/>
	Admin Offices				<input type="checkbox"/>
5001	DIST - Textbook/Workbook Inventory - Curriculum	Until superceded	Electronic /Paper		<input type="checkbox"/>
5002	DIST - School Calendars - Supt	5	Electronic /Paper		<input type="checkbox"/>
5003	DIST - Rental Information (use of facilities) Supt	4**	Electronic /Paper		<input type="checkbox"/>
5004	DIST - Environmental Reports (asbestos etc) Supt	4**	Electronic /Paper		<input type="checkbox"/>
5005	DIST - Vandalism Reports - Supt	4**	Electronic /Paper		<input type="checkbox"/>
5006	DIST - Adopted Contractor Files (resolutions, etc) - Supt	Until project complete	Paper		<input type="checkbox"/>
5007	DIST - Prevailing Wage Records - Treas	4**	Electronic /Paper		<input type="checkbox"/>
5008	DIST - Bids and Specs (unsuccessful) - Treas	1**	Paper		<input type="checkbox"/>
5009	DIST - Bids and Specs (successful) - Treas	4 years after project completion	Paper		<input type="checkbox"/>
5010	DIST - Warranty/Guarantee - Treas	Life/Warranty of Equip	Paper		<input type="checkbox"/>
5011	DIST - Plant/Equipment Inventory - Treas	Until superceded**	Electronic /Paper		<input type="checkbox"/>



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5012	DIST - Record Retention Form (RC - 2) - Treas	Until superseded **	Electronic /Paper		<input type="checkbox"/>
5013	DIST -Record Disposal Forms (RC-3) - Treas	10	Electronic /Paper		<input type="checkbox"/>
5014	DIST - Service Contracts - Treas	4**	Paper		<input type="checkbox"/>
5015	DIST - Contracts - Treas	15 yrs after expired	Paper		<input type="checkbox"/>
5102	DIST - Student Enrollment Record (by grade/bldg, LRC) - Supt	Perm***	Electronic /Paper		<input type="checkbox"/>
5103	DIST - Student Handbooks - Principal	Until superseded	Electronic /Paper		<input type="checkbox"/>
5104	DIST - SPED Annual Reports - Pupil Services	Through students 24th bday	Electronic /Paper		<input type="checkbox"/>
5105	DIST- Ohio Dept of Ed (ODE) Reports - Supt	5	Electronic /Paper		<input type="checkbox"/>
5106	DIST - State Minimum Standards - Curriculum	10	Electronic /Paper		<input type="checkbox"/>
5200	DIST - Employee Handbooks - HR	Until superseded	Electronic /Paper		<input type="checkbox"/>
5201	DIST - Employee Worker's Compensation Claims - Treas	10 after financial payment made	Paper		<input type="checkbox"/>
5202	DIST - Employee Personnel Directory - HR	10	Electronic /Paper		<input type="checkbox"/>



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5203	DIST - Schedule of Employees (Contracted days/hours) Treas	FY +2	Electronic /Paper		<input type="checkbox"/>
5204	DIST - Employee Job Descriptions - HR	Until superseded or obsolete	Electronic /Paper		<input type="checkbox"/>
5205	DIST - Employee Accident Reports - Treas	5	Electronic /Paper		<input type="checkbox"/>
5206	DIST - Employee Injury Report (OSHA 300A) - Treas	5	Electronic /Paper		<input type="checkbox"/>
5207	DIST - Workers Comp Wage Reports - Treas	5	Electronic /Paper		<input type="checkbox"/>
5208	DIST - Employee Unemployment Claims - Treas	5	Paper		<input type="checkbox"/>
5209	DIST - Employee Civil Rights, Civil Services and Disciplinary Reports - HR	Perm***	Electronic /Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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5500	Pupil Services Department				<input type="checkbox"/>
5501	SPED - Student IEP - Pupil Services	Perm	Electronic /Paper		<input type="checkbox"/>
5502	SPED -Student Psychological Records (restricted) - Pupil Services	Perm	Electronic /Paper		<input type="checkbox"/>
5503	SPED -Student Tutoring Reports - Pupil Services	10 years	Electronic /Paper		<input type="checkbox"/>
5600	Transportation Department				<input type="checkbox"/>
5601	TRANS - Fuel Consumption Data - Trans Director	4**	Electronic /Paper		<input type="checkbox"/>
5602	TRANS - Bus Accident Reports - Trans Director	Perm	Electronic /Paper		<input type="checkbox"/>
5603	TRANS - Vehicle Defect Report - Trans Director	Life of Vehicle	Paper		<input type="checkbox"/>
5604	TRANS - Vehicle Registration - Trans Director	1 year after term	Paper		<input type="checkbox"/>
5605	TRANS - Vehicle License - Trans Director	Life of Vehicle	Paper		<input type="checkbox"/>
5606	TRANS - Vehicle Title - Treas	Until Sold/Disposed	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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5700	Food Service Department				<input type="checkbox"/>
5701	FOOD - Records (menus, food production, milk sold, students served) - FS Director	4**	Electronic /Paper		<input type="checkbox"/>
5702	FOOD - Lunchroom Records - Cash register tapes, daily reports - FS Director	4**	Electronic /Paper		<input type="checkbox"/>
5703	FOOD - Lunchroom Reports (Free and Reduced) - FS Director	4**	Electronic /Paper		<input type="checkbox"/>
5704	FOOD - Inventories - FS Director	4	Electronic /Paper		<input type="checkbox"/>
5705	FOOD - Lunchroom License - FS Director	1 yr after expired	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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6000	Financial Records				<input type="checkbox"/>
6001	FISC - Bank Depository Agreements - Treas	2 years after expiration	Paper		<input type="checkbox"/>
6002	FISC - Bond Issue Official Statements - Treas	Life of Bond	Electronic /Paper		<input type="checkbox"/>
6003	FISC - Employee Bonds, Board Member Bonds - Treas	5	Paper		<input type="checkbox"/>
6004	FISC - Investment records - Treas	4**	Paper		<input type="checkbox"/>
6005	FISC - Cancelled Checks and Bank Statements - Treas	4**	Electronic /Paper		<input type="checkbox"/>
6006	FISC - Bank Balance Certification (Co Auditor) - Treas	5	Electronic /Paper		<input type="checkbox"/>
6100	FISC - Foundation Distribution - Treas	5**	Electronic /Paper		<input type="checkbox"/>
6101	FISC - Tax Settlements and Advances - Treas	5**	Paper		<input type="checkbox"/>
6102	FISC - Federal Program Files (title 1 etc) - Treas	10**	Paper		<input type="checkbox"/>
6103	FISC - Tax Anticipation Notes -Treas	10**	Paper		<input type="checkbox"/>
6104	FISC - State and Federal Grant Files - Treas	10**	Paper		<input type="checkbox"/>
6105	FISC - Cert of Estimated Resources - Treas	10 yrs afer exp	Electronic /Paper		<input type="checkbox"/>



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6106	FISC - Annual Appropriation Resolutions - Treas	5	Electronic /Paper		<input type="checkbox"/>
6107	FISC -Audited Annual Financial Statements - Treas	5	Electronic /Paper		<input type="checkbox"/>
6200	FISC - Insurance Policies - Treas	15 yrs after expired - claims settled	Paper		<input type="checkbox"/>
6300	FISC - Budget Workpapers - Treas	5**	Paper		<input type="checkbox"/>
6301	FISC - Check Vouchers, Invoices, PO's - Treas	10**	Paper		<input type="checkbox"/>
6302	FISC - Receipt Voucher (Pay-In, Receipt, Deposit Slips) - Treas	4**	Paper		<input type="checkbox"/>
6400	FISC - Student Tuition Fees & Payments - Treas	4**	Electronic /Paper		<input type="checkbox"/>
6401	FISC - Student Activity Purpose Claus - Treas	4**	Electronic /Paper		<input type="checkbox"/>
6402	FISC - Student Activity Sales Potential Form - Treas	4**	Paper		<input type="checkbox"/>
6500	FISC - Annual/Monthly Financial Reports - Treas	5**	Electronic /Paper		<input type="checkbox"/>
	▪ Appropriation Summary Report by Fund				<input type="checkbox"/>
	▪ Appropriation Summary Report with Calendar YTD Amounts				<input type="checkbox"/>
	▪ Appropriation Summary Report sorted by Object				<input type="checkbox"/>



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6500 (cont)	FISC - Annual/Monthly Financial Reports - Treas	5**	Electronic /Paper		<input type="checkbox"/>
	▪ Audits Report				<input type="checkbox"/>
	▪ Balance Check Report				<input type="checkbox"/>
	▪ Monthly Fund Balance Report				<input type="checkbox"/>
	▪ Budget Ledger by Fund and Account Code				<input type="checkbox"/>
	▪ Budget Summary Report by Appropriation and Fund				<input type="checkbox"/>
	▪ Budget Summary Report with Calendar YTD Amounts				<input type="checkbox"/>
	▪ Budget Summary Report by 5yr Forecast Line Number (all funds)				<input type="checkbox"/>
	▪ Budget Summary Report by Function and Fund				<input type="checkbox"/>
	▪ Budget Summary Report by Object and Fund				<input type="checkbox"/>
	▪ Budget Summary Report by OPU and Fund				<input type="checkbox"/>
	▪ Check Register - All Checks Issued by Check Number				<input type="checkbox"/>
	▪ Check Register - Outstanding Checks by Check Number (Summary)				<input type="checkbox"/>



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6500 (cont)	FISC - Annual/Monthly Financial Reports - Treas	5**	Electronic /Paper		<input type="checkbox"/>
	▪ Check Register - Outstanding Checks by Check Number (Detail)				<input type="checkbox"/>
	▪ Check Register - All Checks Issued by Vendor				<input type="checkbox"/>
	▪ Check Register of All Checks by Check Number (single-spaced)				<input type="checkbox"/>
	▪ Cash Reconciliation Report				<input type="checkbox"/>
	▪ Federal Assistance Detail				<input type="checkbox"/>
	▪ Federal Assistance Summary				<input type="checkbox"/>
	▪ Detailed Financial Report of Cash Balances by Fund				<input type="checkbox"/>
	▪ Summary Financial Report of Cash Balances by Fund				<input type="checkbox"/>
	▪ Summary Financial Report of Cash Balances by Fund (single-spaced)				<input type="checkbox"/>
	▪ Financial Summary Report by Fund				<input type="checkbox"/>
	▪ Negative Appropriations Report				<input type="checkbox"/>
	▪ Negative Budget Report				<input type="checkbox"/>



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6500 (cont)	FISC - Annual/Monthly Financial Reports - Treas	5**	Electronic /Paper		<input type="checkbox"/>
	▪ Brief Outstanding Purchase Order Report by Fund				<input type="checkbox"/>
	▪ All Purchase Orders by PO Number				<input type="checkbox"/>
	▪ Outstanding Purchase Order Report by PO Number				<input type="checkbox"/>
	▪ Receipt Ledger - All Transaction Types by Fund				<input type="checkbox"/>
	▪ Appropriation Modifications by Fund				<input type="checkbox"/>
	▪ Budget Modifications by Fund				<input type="checkbox"/>
	▪ Reduction of Expenditures by Fund				<input type="checkbox"/>
	▪ Receipt Ledger - Transactions by Fund/Receipt Code				<input type="checkbox"/>
	▪ Receipt Ledger Report by Fund				<input type="checkbox"/>
	▪ Refund of Receipts by Fund				<input type="checkbox"/>
	▪ Transfer/Advance Transactions by Fund				<input type="checkbox"/>
	▪ Voided Refund Checks by Fund				<input type="checkbox"/>



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6500 (cont)	FISC - Annual/Monthly Financial Reports - Treas	5**	Electronic /Paper		<input type="checkbox"/>
	▪ Revenue Ledger by Fund and Account Code				<input type="checkbox"/>
	▪ Revenue Summary Report by Fund				<input type="checkbox"/>
	▪ Revenue Summary Report by 5yr Forecast Line Number (all funds)				<input type="checkbox"/>
	▪ Revenue Summary Report by OPU and Fund				<input type="checkbox"/>
	▪ Transfer and Advance Summary by Fund/SCC				<input type="checkbox"/>
	▪ Transaction Ledger for All Vendors				<input type="checkbox"/>
6501	FISC – Report #4502 (fy09 last avail) - Treas	5	Electronic /Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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7000	Payroll Records				<input type="checkbox"/>
7001	PAY - Benefit Folders/Reports, Deduction Forms, Insurance Enrollment Forms, Leave Forms Treas, I9 Form, W4, Direct Deposit, Contracts/Salary Notices	4**	Electronic /Paper		<input type="checkbox"/>
7100	PAY - Federal 941 - Treas	6**	Paper		<input type="checkbox"/>
7101	PAY - Employee W/H Income Tax Report (Ohio, City, SDIT) - Treas	6**	Paper		<input type="checkbox"/>
7102	PAY - Employer Copy W2 - Treas	6**	Electronic /Paper		<input type="checkbox"/>
7200	PAY - Bank Statements/Cancelled Checks - Treas	4**	Electronic /Paper		<input type="checkbox"/>
7300	PAY - Employee Insurance Bills - Treas	4**	Paper		<input type="checkbox"/>
7400	PAY - Balance Sheets - Treas	4**	Electronic /Paper		<input type="checkbox"/>
7401	PAY - Time Sheets - Treas	6**	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



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7500	PAY - Payroll Reports - Treas	Perm***	Electronic /Paper		<input type="checkbox"/>
	▪ Staff Attendance Report				<input type="checkbox"/>
	▪ USPS Audit Report				<input type="checkbox"/>
	▪ Benefit Balance Report				<input type="checkbox"/>
	▪ USPS Check Status Report				<input type="checkbox"/>
	▪ Employee Master Listing Report				<input type="checkbox"/>
	▪ Earnings Register Report				<input type="checkbox"/>
	▪ Earnings Summary Report				<input type="checkbox"/>
	▪ ODJFS Quarterly Wage Report				<input type="checkbox"/>
	▪ Quarter to Date Report				<input type="checkbox"/>
	▪ SERS Monthly Report				<input type="checkbox"/>
	▪ STRS Monthly Report				<input type="checkbox"/>
	▪ Pay Account Benefit Obligation				<input type="checkbox"/>



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7500 (cont)	PAY - Payroll Reports - Treas	Perm***	Electronic /Paper		<input type="checkbox"/>
	▪ Employee Benefit Obligation				<input type="checkbox"/>
	▪ Benefit Balance Report				<input type="checkbox"/>
	▪ Payroll Check Status Report				<input type="checkbox"/>
	▪ Non-Advanced STRS Employee Listing				<input type="checkbox"/>
	▪ STRS Advance Report				<input type="checkbox"/>
	▪ STRS Fiscal Year-to-Date Report				<input type="checkbox"/>
	▪ Pay Account Accrued Wage Obligation				<input type="checkbox"/>
	▪ Employee Accrued Wage Obligation				<input type="checkbox"/>
	▪ Pay Account Benefit Obligation Spreadsheet				<input type="checkbox"/>
	▪ Pay Account Wage Obligation Spreadsheet				<input type="checkbox"/>
	▪ Report of W2 Form Warnings and Errors				<input type="checkbox"/>
	▪ W2 Forms for Calendar Year				<input type="checkbox"/>



Section E: Records Retention Schedule

Big Walnut Local School District

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
7500 (cont)	PAY - Payroll Reports - Treas	Perm***	Electronic /Paper		<input type="checkbox"/>
	▪ Report of W2 Forms for Calendar Year				<input type="checkbox"/>
	▪ Earnings and Benefit Statement for Calendar Year				<input type="checkbox"/>
7501	PAY - Bureau of Employment Services Quarterly Report - Treas	7	Paper		<input type="checkbox"/>
7502	PAY - Monthly Retirement Reports (SERS, STRS) - Treas	4**	Electronic /Paper		<input type="checkbox"/>
					<input type="checkbox"/>