

## Martins Ferry City School District Administrative Guidelines

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### 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; 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personally identifiable information and student directory information when the student's parents have affirmatively withdrawn consent for release of it in writing.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 welcomed.

#### Procedures

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

- A. 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.
- B.

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.

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.

## **Fees**

A person who requests a copy of a public record may 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 the costs for postage and mailing supplies.

## **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 (i.e., they serve to document the organization, functions, policies, decisions, procedures, operations, or other activities 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 are subject to disclosure if their content relates to public business, and all employees or representatives of the District are responsible for retaining e-mails that meet the definition of public records and copying them to their District e-mail account(s) and/or to the records custodian.

The records custodian shall treat such e-mail/records from private accounts 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.

Private e-mail, electronic documents, and documents ("private records") that do not serve to document the District's organization, functions, policies, decisions, procedures, operations or other activities are not public records. Although private records do not fall under Policy 8310 – "Public Records" or this guideline, they may fall under Policy 8315 – "Information Management" or AG 8315 – "Litigation Hold Procedure."

## **RETENTION OF RECORDS**

The District Records Commission is responsible for developing 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 requests 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
<b>BOARD RECORDS</b>	
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

Record Title and Description	Retention Period
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**BOARD RECORDS (cont'd)**

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***

Record Title and Description

Retention Period

**BOARD RECORDS (cont'd)**

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
Professional Conference Applications	2 Years **
Irregular Employee Contracts (Substitutes, etc.)	4 Years After Contract Expires
Unemployment Claims	5 Years
Unemployment	5 Years
Applications (Not Hired)	2 Years**
Schedules of Employees	Fiscal Year Plus 2 years
Student Helper Applications	2 Years
Teacher Personnel Reports (Internal)	Fiscal Year Plus 1 Year
I-9 Immigration Verification Forms	Termination of Employment Plus 1 Year
Job Description	Retain until superceded or obsolete

Record Title and Description

Retention Period

**STUDENT RECORDS**

Permanent\*\*\*

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)	Permanent***
Cosmetology Records (Vocational)	Permanent***
Health/Medical Records	7 Years After Graduation
Visual Screening	
Hearing Screening	
Immunization Records	

Discipline Records	1 Year After Student Leaves School
Letters to Parents	
Office Discipline	

Psychological Records (Restricted)	Permanent***
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Child Abuse/Neglect	Through Graduation
Referral Letters	

Teacher Grade Books/Records	3 Years**
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Record Title and Description

Retention Period

**STUDENT RECORDS (cont'd)**

Pre-School Screening Profiles	3 Years
Age And Schooling Records (Work Permits)	3 Years
Accident Reports	5 Years Provided No Action Pending
Individual Education Plan (IEP)	Permanent
Free/Reduced Price Lunch Application	4 Years
Emergency Information	Until Superseded

**BUILDING RECORDS**

Tornado and Fire Drill Records	1 Year*
Building Health Inspections	2 Years*
Student Activity Records	2 Years**
Pay-In Forms	
Pay-Out Forms	
Account Forms/District	
Budget Forms	
Requisitions	
Purchase Orders	
Ticket Sale Reports	
Receipts/Deposits Slips	4 Years**
Budget/Appropriation Records	4 Years**
Requisitions/Purchase Orders	10 Years**
Textbook Inventories	Until Superseded
Supplies Inventory	Until Superseded
Student Handbooks	Until Superseded

Record Title and Description

Retention Period

**ADMINISTRATIVE RECORDS**

School Calendars	5 Years
Repair, Installation, and Maintenance Records	4 Years**
Prevailing Wage Records	4 Years**
Rental Information (Use of Facilities)	4 Years**
Work Orders	4 Years**
Environmental Reports And Data (asbestos, etc.)	4 Years**

Vandalism Reports	4 Years**
Student Activity Purpose Clauses	4 Years**
Sales Potential Forms (Student Activities)	4 Years**
Bids and Specifications (Unsuccessful)	1 Year**
Bids and Specifications (Successful)	4 Years After Completion of Project**

Record Title and Description

Retention Period

**ADMINISTRATIVE RECORDS (cont'd)**

Contractor Files (Resolutions, Additions, Drawings, etc.)	Until Project Complete, if No Action Pending**
Preventive Maintenance Reports	Fiscal Year Plus 2 Year
Warranty/Guarantee	Life/Warrant of Equipment
Plant and Equipment Inventory	Until Superseded**
Textbook/Workbook Inventory	Until Superseded**
Supplies Inventory	Until Superseded**

Record Title and Description

Retention Period

**SPECIAL EDUCATION RECORDS**

Special Education Tutoring Reports	10 Years
Individual Educational Plan (IEP)	Permanent
Psychological Records (Restricted)	Permanent***

**TRANSPORTATION RECORDS**



Driver Physical	2 Years After Termination
Fuel Consumption Data	4 Years**
Transportation Records	4 Years**
Field Trip Forms and Volunteer Driver Forms	Fiscal Year Plus 2 Years
Accident Reports	3 Years Provided No Action Pending
Vehicle Registration	Life of Vehicle
Vehicle License	1 Year After Termination
Driver Certifications	1 Year After Termination

Record Title and Description

Retention Period

**TRANSPORTATION RECORDS (cont'd)**

Supplies Inventory	Until Superseded**
Vehicle Defect Report	Life of Vehicle

**FOOD SERVICE RECORDS**

Food Service Records	4 Years**
Menus	
Food Production	
Milk Sold	
Students Served	
Lunchroom Records	4 Years**
Cash Register Tapes	
Cashier's Daily Reports	
Lunchroom Reports (Free and Reduced)	4 Years**

Inventories	Until Superseded**
Lunchroom License	1 Year After Expiration
Record Title and Description	Retention Period

**FINANCIAL RECORDS**

Annual Financial Reports	5 Years**
Appropriation Ledgers	
Budget Ledgers	
Revenue Ledgers	
Vendor Listing	
Check Register	
Purchase Order Listing	
Invoice List	
Account Reports	
Financial Summary	
Detail Reports	
Activity Fund Cash Journal and Ledger	5 Years**
Bond Register	20 Years After Issue Expires
Securities	Permanent***
Investment Ledger	5 Years**
Foundation Distribution	5 Years**
Tax Settlements (Semi-Annual) and Advances	5 Years**
Budgets (Annual)	5 Years**
Insurance Policies	15 Years After Expiration Provided All Claims Settled

Record Title and Description	Retention Period
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## 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**
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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 Application for Driver Education, Student Transportation, Special Education, etc.	3 Years**
Delivery/Packing Slips	1 Year**
Requisitions	1 Year*

Record Title and Description

Retention Period

**PAYROLL RECORDS**

Payroll Ledgers Bi-Weekly Payroll Reports, Quarterly Payroll Reports	Permanent***
Earnings Registers By Staff Member By Calendar Year	Permanent***
Monthly Payroll Reports Leave Usage And Accumulation, Retirement Service, etc.	Permanent***
Bureau of Employment	7 Years

## Service Quarterly Reports

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

Permanent\*\*\*

Retirement System Waivers

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 Voluntary Payroll Deductions	4 Years**
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 Medical Dental Life	4 Years**
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-I & 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

Form RC-2, Ohio Historical Society

Revised 6/8/98

Revised 1/09