

Stark County Board of Developmental Disabilities

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RECORDS RETENTION

POLICY

In accordance to Ohio Revised Code 149.48, the Board is only able to dispose of its public records in accordance to Ohio law and/or under the rules adopted by the Stark County Records Commission. The Board ensures that all records and documents, whether in paper or electronic form, are adequately protected and maintained. The Board also ensures that records that are no longer needed, or are of no value, are discarded at the proper time by following a duly authorized records retention schedule.

The Board has made request to the Stark County Records Commission to establish a schedule of record retention as defined within the Ohio Revised Code for the purpose of disposing of unnecessary records, which includes the review and approval from the Auditor of State and the Ohio Historical Society. The Board received final approval of the Board's Retention Schedule on September 19, 2011. The schedule is attached as Appendix A, and describes the initial maintenance, retention and disposal schedule of all documents, including those that are in electronic form.

The Superintendent, or designee, is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Board will annually review the record retention and disposal program; and monitor compliance with this policy.

References:

Ohio Revised Code 149

Historical Resolution Information		Reviewer(s): Superintendent
Date 2/23/16	Resolution Number 02-10-16	

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APPENDIX A
RECORDS RETENTION SCHEDULE (RC-2) – Part 2
Section E: Records Retention Schedule

<u>Schedule Number</u>	<u>Record Title and Description</u>	<u>Person Responsible</u>	<u>Retention Period</u>	<u>MEDIA TYPE</u>	<u>For use by Auditor of State or OHS-LGRP</u>
76-ADUL-01	Adult Annual functional assessment (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-02	Adult Individual Plan, Strategy form, Coversheet and addendums (Non-Medicaid waiver individuals) (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-03	Adult Training & Support plans with data (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-04	Adult Behavior Support Plans with data (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-05	Adult Community Based services assessment, job placement, analysis, sequence of job duties, description and try-out reports (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-06	Adult Job coaching notes, supported employment checklists, employer assessment and Fading Forms (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-07	Adult 30-90 Day Reports, BVR Authorizations and Closure Reports (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-08	Adult Title XIX Medicaid Home and Community Based Services (HCBS) Waiver Service Program Documentation (original)	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	
76-ADUL-09	Correspondence and releases	Adult Services Director	7 Years***	PAPER OR ELECTRONIC	

*At end of fiscal year **After audited ***Paper records that are scanned, indexed, and content verified in an electronic medium, will be shredded or destroyed. Electronic records maintained for the identified retention period.

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76-ADMIN-01	Title XX Reports: Application for Eligibility Determination DMR 1014; Unit of Service Log DMR 1017 (original)	Adult Services Director, Title XX Coordinator / Billing Administrative Assistant	Six years or the final resolution of any Title XX contract appeals, whichever is longer.	PAPER OR ELECTRONIC	
76-ADMIN-02	Biannual Title XX Contract Services Profile (CSSP) and Annual Title XX Contract with Department of Developmental Disabilities (DODD) (original)	Adult Services Director, Title XX Coordinator / Billing Administrative Assistant	Six years or the final resolution of any Title XX contract appeals, whichever is longer.	PAPER OR ELECTRONIC	
76-ADMIN-04	Quarterly Title XX Billing Invoices	Title XX Coordinator / Billing Administrative Assistant	Six years or the final resolution of any Title XX contract appeals, whichever is longer.	PAPER OR ELECTRONIC	
76-ADMIN-05	Title XIX Medicaid Home and Community Based Services (HCBS) Waiver Service and Billing Documentation (original)	Adult Services Director, Billing Administrative Assistant	Seven years from date of receipt of payment or six years after any initiated audit is completed and adjusted, whichever is longer and an audit from Ohio Department of Jobs and Family Services.	PAPER OR ELECTRONIC	

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76-ADMIN-06	Title XIX Targeted Case Management Service Billing and Documentation (original)	Service Support & Investigative Services Director, Billing Administrative Assistant	Seven years from date of receipt of payment or six years after any initiated audit is completed and adjusted, whichever is longer and an audit from Ohio Department of Jobs and Family Services.	PAPER OR ELECTRONIC	
76-ADMIN-07	Directives, Standards, Laws for Local, State and Federal Governmental Agencies	All Management	Until Superseded	PAPER OR ELECTRONIC	
76-ADMIN-08	Record Disposal Forms	Central Records Clerk	10 Years	PAPER OR ELECTRONIC	
76-BLDG-01	Blue Prints, Plans, Maps	Building Grounds Manager	Permanent	PAPER OR ELECTRONIC	
76-BLDG-02	Tornado and Fire Drill Records	Building Grounds Manager	1 Year*	PAPER OR ELECTRONIC	
76-BLDG-03	Accident (safety incident) Reports	Building Grounds Manager	CY & 6 years	PAPER OR ELECTRONIC	
76-BLDG-04	Building Health Inspections	Building Grounds Manager	2 Years*	PAPER OR ELECTRONIC	

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76-BLDG-05	Building, Boiler, Maintenance Reports	Building Grounds Manager	2 Years*	PAPER OR ELECTRONIC	
76-BLDG-08	Repair, Installation and Maintenance Records	Building Grounds Manager	4 Years**	PAPER OR ELECTRONIC	
76-BLDG-09	Work Orders	Building Grounds Manager	4 Years**	PAPER OR ELECTRONIC	
76-BLDG-10	Environmental Reports and Data (Asbestos, etc.)	Building Grounds Manager	4 Years**	PAPER OR ELECTRONIC	
76-BLDG-11	Contractor Files (Resolutions, Additions, Drawings, etc.)	Building Grounds Manager	Until Project Complete, if No Action pending**	PAPER OR ELECTRONIC	
76-BLDG-12	Preventive Maintenance Reports	Building Grounds Manager	Fiscal year plus 2 years	PAPER OR ELECTRONIC	
76-BLDG-13	Building, Boiler, Maintenance Reports	Building Grounds Manager	2 Years*	PAPER OR ELECTRONIC	
76-BUS-01	Deeds, Easements, Leases	Business Manager	Permanent	PAPER OR ELECTRONIC	
76-BUS-02	Court Decisions	Business Manager	Permanent	PAPER OR ELECTRONIC	
76-BUS-03	Claims & Litigations	Business Manager	Permanent	PAPER OR ELECTRONIC	
76-BUS-04	Budget Policy Files	Business Manager	5 years	PAPER OR ELECTRONIC	

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76-BUS-05	Bank Depository Agreements	Business Manager	4 Years after Completion	PAPER OR ELECTRONIC	
76-BUS-06	Budget/Appropriation Records	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-07	Professional Conference Applications	Business Manager	5 years	PAPER OR ELECTRONIC	
76-BUS-08	Elections	Business Manager	10 Years	PAPER OR ELECTRONIC	
76-BUS-09	Organization Reports	Business Manager	2 Years	PAPER OR ELECTRONIC	
76-BUS-10	Irregular Employee Contracts(Substitutes, etc.)	Business Manager	4 years after contract expires	PAPER OR ELECTRONIC	
76-BUS-11	Supplies Inventory	Business Manager	Until Superseded	PAPER OR ELECTRONIC	
76-BUS-12	Prevailing Wage Records	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-13	Rental Information (Use of Facilities)	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-14	Vandalism Reports	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-15	Bids and Specifications (Unsuccessful)	Business Manager	1 Year**	PAPER OR ELECTRONIC	
76-BUS-16	Bids and Specifications (Successful)	Business Manager	4 Years after completion of Project**	PAPER OR ELECTRONIC	
76-BUS-17	Annual Financial Statements	Business Manager	Permanent***	PAPER OR ELECTRONIC	

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76-BUS-18	Appropriation Ledgers Budget Ledgers Revenue Journals Vendor Listing Check Register Purchase Order Listing Invoice List Financial Summary Detail Reports	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-19	Activity Fund Cash Journal and Ledger	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-20	Bond Register	Business Manager	20 Years after issue expires	PAPER OR ELECTRONIC	
76-BUS-21	Securities	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-22	Investment Ledger	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-23	Foundation Distribution	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-24	Tax Settlements (Semi-Annual)and Advances	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-25	Budget (Annual)	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-26	Insurance Policies	Business Manager	15 Years after Expiration provided all claims settled	PAPER OR ELECTRONIC	

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76-BUS-27	Contracts	Business Manager	15 Years after Expiration	PAPER OR ELECTRONIC	
76-BUS-28	Bonds and Coupons	Business Manager	Until Redeemed**	PAPER OR ELECTRONIC	
76-BUS-29	Account Payable Ledgers	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-30	Account Receivable Ledgers	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-31	Budget Work Papers	Business Manager	5 Years**	PAPER OR ELECTRONIC	
76-BUS-32	Vouchers, Invoices and Purchase Orders	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-33	State Program Files Aux. Services, DPPF, Adult Vocational, Excess Lottery, Data Processing, Public/Private Grants, etc.	Business Manager	10 Years**	PAPER OR ELECTRONIC	
76-BUS-34	Federal Program Files Title I,II,III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug Free Workplace, etc.	Business Manager	10 Years**	PAPER OR ELECTRONIC	
76-BUS-35	Travel Expense Vouchers & Reports	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-36	Tax Anticipation Notes (Records borrowing against future tax collections)	Business Manager	10 Years**	PAPER OR ELECTRONIC	
76-BUS-37	State Reimbursement Settlement Sheets	Business Manager	5 Years**	PAPER OR ELECTRONIC	
76-BUS-38	Unemployment Claims (Co. Auditor)	Business Manager	5 Years	PAPER OR ELECTRONIC	

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76-BUS-39	Employee Bonds, Board Member Bonds	Business Manager	5 Years	PAPER OR ELECTRONIC	
76-BUS-40	Certificate of Estimated Resources	Business Manager	15 Years after Expiration	PAPER OR ELECTRONIC	
76-BUS-41	Appropriation Resolutions	Business Manager	5 Years	PAPER OR ELECTRONIC	
76-BUS-42	Tax Apportionments (Semi-Annual)	Business Manager	5 Years	PAPER OR ELECTRONIC	
76-BUS-43	Canceled Checks and Bank Statements	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-44	Publication Notice	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-45	Tuition Fees and Payments	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-46	School Finance (S.F.) Monthly Statements	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-47	Investment Records (May include individual Record of investments, bank Confirmations, wire transfers, Copy of CD, etc.)	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-48	State Sales Tax Reports	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-49	Student Activity Fund (Pay-ins, Pay-outs, Receipts/Deposits, Reports)	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-50	Check Registers	Business Manager	Permanent***	PAPER OR ELECTRONIC	

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76-BUS-51	Deposit Slips/Cash Proofs	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-52	Receipt Books	Business Manager	4 years**	PAPER OR ELECTRONIC	
76-BUS-53	Monthly Financial Reports	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-54	Service Contracts	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-55	State Subsidy Reports Applications for Driver Education, Pupil Transportation, Special Education, etc.	Business Manager	3 Years**	PAPER OR ELECTRONIC	
76-BUS-56	Delivery/Packing Slips	Business Manager	1 Year**	PAPER OR ELECTRONIC	
76-BUS-57	Requisitions	Business Manager	1 Year**	PAPER OR ELECTRONIC	
76-BUS-58	Payroll Ledgers Bi-Weekly & Quarterly Payroll Reports	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-59	Earnings Registers by staff member and calendar year	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-60	Monthly Payroll Reports, Leave usage and accumulation, Retirement service, etc.	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-61	Bureau of Employment service quarterly reports	Business Manager	7 Years	PAPER OR ELECTRONIC	
76-BUS-62	W-2's, W-4's (Employer Copy)	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-63	Federal Income Tax (Quarterly/Annual)	Business Manager	6 Years and Current**	PAPER OR ELECTRONIC	

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76-BUS-64	Ohio Income Tax(Monthly/Annual)	Business Manager	6 Years and Current**	PAPER OR ELECTRONIC	
76-BUS-65	City Income Tax(Monthly/Annual)	Business Manager	6 Years and Current**	PAPER OR ELECTRONIC	
76-BUS-66	School Income Tax(Monthly/Annual)	Business Manager	6 Years and Current**	PAPER OR ELECTRONIC	
76-BUS-67	Payroll Reports used for Each payroll-computer generated	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-68	Payroll Update Listing	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-69	Payroll Calculations	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-70	State Teachers, Public Employees and School Employees Retirement System Waivers	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-71	State Teachers, Public Employees and School Employees Retirement System (SERS) Reports	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-72	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave)	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-73	Deduction Reports Voluntary payroll Deductions	Business Manager	4 Years**	PAPER OR ELECTRONIC	
76-BUS-74	Time Sheets	Business Manager	6 Years **	PAPER OR ELECTRONIC	

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76-BUS-75	Overtime Authorization	Business Manager	6 Years**	PAPER OR ELECTRONIC	
76-BUS-76	Employee Insurance Bills Medical Dental Life	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-77	Paycheck Register	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-78	Payroll Bank Statement	Business Manager	7 Years**	PAPER OR ELECTRONIC	
76-BUS-79	State Audit Reports	Business Manager	Permanent***	PAPER OR ELECTRONIC	
76-BUS-80	School Finance (S.F.) Reports - Annual	Business Manager	5 Years	PAPER OR ELECTRONIC	
76-BUS-81	Warranty/Guarantee	Business Manager	Life/Warranty of Equipment	PAPER OR ELECTRONIC	
76-BUS-82	Plant and Equipment Inventory	Business Manager	Until Superseded**	PAPER OR ELECTRONIC	
76-BUS-83	SM-1 & SM - 2	Business Manager	10 Years	PAPER OR ELECTRONIC	
76-BUS-84	Bank Balance Certification (Co. Auditor)	Business Manager	5 Years	PAPER OR ELECTRONIC	
76-BUS-85	Worker's Comp Wage Reports (Co. Auditor)	Business Manager & Human Resource Director	5 years	PAPER OR ELECTRONIC	
76-COMM-01	Student Helper Applications	Communications Manager	2 Years	PAPER OR ELECTRONIC	
76-HRS-01	Bargaining Agreements	Human Resource Director	10 years after Expiration	PAPER OR ELECTRONIC	

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76-HRS-02	Worker's Compensation Claims	Human Resource Director	10 Years after Financial Payment made	PAPER OR ELECTRONIC	
76-HRS-03	Employee Contracts	Human Resource Director	4 Years after Termination from Employment	PAPER OR ELECTRONIC	
76-HRS-04	Unemployment Claims (Co. Auditor)	Human Resource Director	5 Years	PAPER OR ELECTRONIC	
76-HRS-05	Unemployment (Co. Auditor)	Human Resource Director	5 Years	PAPER OR ELECTRONIC	
76-HRS-06	Board Policy Books & Other Adopted Polices	Human Resources Director	1 Year after Superseded	PAPER OR ELECTRONIC	
76-HRS-07	Deduction Authorization	Human Resource Director	Until Superseded or Employee Terminated	PAPER OR ELECTRONIC	
76-HRS-08	Driver Physical	Human Resources Director	Permanent***	PAPER OR ELECTRONIC	
76-HRS-09	Attendance Records	Human Resource Director	Until Superseded	PAPER OR ELECTRONIC	
76-HRS-10	Benefits Folders/Reports	Human Resource Director	4 Years**	PAPER OR ELECTRONIC	
76-HRS-11	Employee Handbooks	Human Resource Director	Until Superseded	PAPER OR ELECTRONIC	

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76-HRS-12	School Calendars	Human Resource Director	5 Years	PAPER OR ELECTRONIC	
76-HRS-13	Certified Active Employees	Human Resources Director	Permanent	PAPER OR ELECTRONIC	
76-HRS-14	Classified Active Employees	Human Resources Director	Permanent	PAPER OR ELECTRONIC	
76-HRS-15	Certificated Inactive Employees	Human Resources Director	Permanent***	PAPER OR ELECTRONIC	
76-HRS-16	Classified Inactive Employees	Human Resources Director	Permanent***	PAPER OR ELECTRONIC	
76-HRS-17	Civil Rights, Civil Services and Disciplinary Reports	Human Resources Director	Permanent***	PAPER OR ELECTRONIC	
76-HRS-18	Retirement Letters	Human Resources Director	Permanent***	PAPER OR ELECTRONIC	
76-HRS-19	Substitute Records	Human Resources Director	25 Years	PAPER OR ELECTRONIC	
76-HRS-20	Applications (not Hired)	Human Resources Director	1 Year**	PAPER OR ELECTRONIC	
76-HRS-21	Schedules of Employees	Human Resources Director	Fiscal Year, Plus 2 Years	PAPER OR ELECTRONIC	

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76-HRS-22	Teacher Personnel Reports (internal)	Human Resources Director	Fiscal Year, Plus 1 Year	PAPER OR ELECTRONIC	
76-HRS-23	I-9 Immigration Verification Forms	Human Resources Director	Permanent	PAPER OR ELECTRONIC	
76-HRS-24	Employee disciplinary records including verbal warnings, written reprimands and suspensions	Human Resources Director	12 months from date of issuance, unless intervening discipline occurs extending the warning or reprimand until 24 months has elapsed	PAPER OR ELECTRONIC	
76-HRS-25	Job Descriptions	Personnel Officer	Retain until Superseded or Obsolete	PAPER OR ELECTRONIC	
76-HRS-26	Civil Rights Reports	Personnel Officer	Permanent***	PAPER OR ELECTRONIC	
76-HRS-27	Title IX Reports	Personnel Officer	10 Years	PAPER OR ELECTRONIC	
76-HRS-28	Personnel Directory	Personnel Officer	10 years	PAPER OR ELECTRONIC	
76-HRS-29	Personnel State Reports (Currently SF-1, CS-1)	Personnel Officer	4 Years **	PAPER OR ELECTRONIC	

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76-MED-01	Health & Therapy Records - Patient Medical Records - Adults Complete Health Records for adult patients. Including: visual, hearing screenings, immunization, physical, occupational and speech therapies and other medical records	Manager of Health & Therapy Services	6 years after death	PAPER OR ELECTRONIC	
76-MED-02	Health & Therapy Records - Patient Medical Records - Minors Complete Health Records for minors. Including: visual, hearing screenings, immunization, physical, occupational and speech therapies and other medical records	Manager of Health & Therapy Services	Age of Majority Plus 6 years	PAPER OR ELECTRONIC	
76-MED-03	Nursing Records - Visit Notes Records consist of observations and notes concerning patients, which do not become part of the patient medical file.	Manager of Health & Therapy Services	CY & 3 years	PAPER OR ELECTRONIC	
76-MED-04	Nursing Records - Nursing Care Plans Records related to daily care provided by nurses.	Manager of Health & Therapy Services	CY & 6 years	PAPER OR ELECTRONIC	
76-MED-05	Nursing Records - Nursing Care Manuals Documentation manuals detailing nursing care procedures.	Manager of Health & Therapy Services	7 years after superseded	PAPER OR ELECTRONIC	

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76-MED-06	Nursing Records - Minutes of Meetings Notes or minutes from meeting, includes documented oral conversations and telephone calls pertaining to meeting notes/minutes.	Manager of Health & Therapy Services	CY & 3 years See ADM 90-09	PAPER OR ELECTRONIC	
76-MED-07	Emergency Information (original only)	Manager of Health & Therapy Services	2 years	PAPER OR ELECTRONIC	
76-MED-08	Psychological Records (Restricted)	Manager of Health & Therapy Services	Permanent***	PAPER OR ELECTRONIC	
76-MUI-1	Major Unusual Incident Investigation Case Files	Service Support & Investigative Services Director and Supervisor of Investigative Services	Permanent***	PAPER OR ELECTRONIC	
76-SCHL-01	Student Record Folders Enrollment/ Withdrawal Information Grades/Transcripts Activities Record Attendance Records Individual & Standardized Test Results Competency/Proficiency Aptitude Test Results Intervention Records Foreign Exchange Records Suspensions/Expulsions Home Schooled Student Records	Principal	Permanent***	PAPER OR ELECTRONIC	

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76-SCHL-02	Discipline Records Letters to Parents Office Discipline	Principal	1 Year after Student leaves School	PAPER OR ELECTRONIC	
76-SCHL-03	Child Abuse/Neglect Referral Letters	Principal	Through Graduation	PAPER OR ELECTRONIC	
76-SCHL-04	Teacher Grade Books/Records	Principal	3 Years**	PAPER OR ELECTRONIC	
76-SCHL-05	Individual Educational Plan (IEP)	Principal	Permanent	PAPER OR ELECTRONIC	
76-SCHL-06	Free/Reduced Price Lunch Application	Principal	4 years	PAPER OR ELECTRONIC	
76-SCHL-07	Receipts/Deposit Slips	Principal	4 Years**	PAPER OR ELECTRONIC	
76-SCHL-08	Requisitions/Purchase Orders	Principal	10 Years**	PAPER OR ELECTRONIC	
76-SCHL-09	Supplies Inventory	Principal	Until Superseded	PAPER OR ELECTRONIC	
76-SCHL-10	Enrollment Record (By Grade and Building)	Principal	Permanent***	PAPER OR ELECTRONIC	
76-SCHL-11	Student Activity Purpose Clauses	Principal	4 Years**	PAPER OR ELECTRONIC	
76-SCHL-12	Sales Potential Forms (Student Activities)	Principal	4 Years**	PAPER OR ELECTRONIC	
76-SCHL-13	Textbook/Workbook Inventory	Principal	Until Superseded**	PAPER OR ELECTRONIC	
76-SCHL-14	Special Education Tutoring Reports	Principal	10 Years	PAPER OR ELECTRONIC	

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76-SCHL-15	Individual Educational Plan(IEP)	Principal	Permanent***	PAPER OR ELECTRONIC	
76-SCHL-16	Student Activity Records Pay-in Forms Pay-out Forms Account Forms/Dist. Budget Forms Requisitions Purchase Orders Ticket Sale Reports	Principal	2 Years**	PAPER OR ELECTRONIC	
76-SCHL-17	Pre-School Screening Profiles	Principal	3 Years	PAPER OR ELECTRONIC	
76-SCHL-18	Age and Schooling Records (Work Permits)	Principal	3 Years	PAPER OR ELECTRONIC	
76-SCHL-19	Office Record Card (K-9)	Principal	Permanent***	PAPER OR ELECTRONIC	
76-SCHL-20	Student Handbooks	Principal	Until Superseded	PAPER OR ELECTRONIC	
76-SCHL-21	Textbook Inventories	Principal	Until Superseded	PAPER OR ELECTRONIC	
76-SCHL-22	Special Education Annual S.E. Reports	Principal	7 Years	PAPER OR ELECTRONIC	
76-SCHL-23	Vocation Education Annual V.E. Reports	Principal	5 Years	PAPER OR ELECTRONIC	
76-SCHL-24	Ohio Common Core Data OCCD Reports	Principal	5 Years	PAPER OR ELECTRONIC	
76-SCHL-25	Ohio Department of Education ODE Reports	Principal	5 Years	PAPER OR ELECTRONIC	
76-SCHL-26	Enrollment Record (By Grade and Building)	Principal	Permanent***	PAPER OR ELECTRONIC	

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76-SCHL-27	Attendance Records (students)	Principal	Until Superseded	PAPER OR ELECTRONIC	
76-SSA-01	Eligibility / Demographics / Legal Documents INITIAL SCBDD REFERRAL / IDS FED / OEDI / COEDI PLOC (original) 2399 Team Roster Social History Guardianship Information / Legal Documents Birth Certificate / Social Security Card / Medicare Card / MED PART D Insurance / POD Account / Trust Information /Burial Plan	Service Support Administration (SSA) Supervisors	Permanent***	PAPER OR ELECTRONIC	
76-SSA-02	Individual Service Plans ISP/ ADDENDA/IEP/SRC/Respite Plan, Etc.	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-03	Behavior Support Collateral BSP/Signed Consent Forms (Individual/Guardian) Consent/BSRC & HRC Approvals, 5-Day State Notification/Etc.) BSP 30-Day Reviews BSP Criteria Checklist Behavior Support Assessments (Risk Assessment/Behavior Support Add-On/Etc.)	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	

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76-SSA-04	Financial Information / Benefits Information Cost Projection Tools NICS / NEON/ PAWS / PAS / PRIVATE PAY PLAN/Start/Change Notice PAYEE CORRESPONDENCE/ FINANCIAL INFORMATION / ACCORD FUNDING SOCIAL SECURITY / SSI / SSDI CORRESPONDENCE MEDICAID CORRESPONDENCE Patient Liability	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-05	Referrals for Services OPEN / CLOSED REFERRALS	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-06	MUI / UI (Programmatic Reports / Follow-up)	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-07	Medical Information WAIVER MEDICAL EVALUATION (Do not purge) MEDICAL INFORMATION DENTAL INFORMATION VISION INFORMATION EMERGENCY FORM MEDICAL Add-On SELF-MEDICATION ASSESSMENT	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	

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76-SSA-08	Psychiatric / Psychological / Counseling Collateral WAIVER PSYCHOLOGICAL EVALUATION PSYCHOLOGICAL EVALUATION PSYCHIATRIC EVALUATION COUNSELING REPORTS	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-09	OTHER ASSESSMENTS FUNCTIONAL ASSESSMENTS/Miscellaneous (Risk Assessments/AAI/ODDP/On-Site/On-Call/Etc.) OT / PT / SPEECH EVALUATIONS, Etc.	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-10	Notifications / Authorizations AUTHORIZATIONS / CONSENTS /HIPAA DOCUMENTATION LOC / LOC APPROVAL LETTER (Annual) ODDP RANGE VARIANCE DOCUMENTS (Below Range / Prior Authorization) FREEDOM OF CHOICE FORM/ FREE CHOICE OF PROVIDER DOCUMENTATION COMPLAINT RESOLUTION/DUE PROCESS FORMS / APPEALS / 4065 / 7334 / 4059 TRANSFER STATUS FORMS	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	

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76-SSA-11	Monitoring Reviews/ QA Reviews 30-DAY DOCUMENTATION REQUEST LETTER MONITORING REPORTS / ARC QUALITY ASSURANCE REPORT	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SSA-12	TCM Case Notes / Correspondence	SSA Supervisors	7 Years** ***	PAPER OR ELECTRONIC	
76-SUP-01	Audio Tapes	Superintendent	Until meeting minutes are approved	PAPER OR ELECTRONIC	
76-SUP-02	Administrative Regulations	Superintendent	1 Year after Superseded	PAPER OR ELECTRONIC	
76-SUP-03	Board Meeting Notes	Superintendent	1 Year	PAPER OR ELECTRONIC	
76-SUP-04	Agendas	Superintendent	1 Calendar Year	PAPER OR ELECTRONIC	
76-SUP-05	Minutes	Superintendent	Permanent	PAPER OR ELECTRONIC	
76-SUP-06	Adopted Course of Study	Superintendent	Until Superseded	PAPER OR ELECTRONIC	
76-SUP-07	Adopted Special Education Programs	Superintendent	Until Superseded	PAPER OR ELECTRONIC	
76-SUP-08	Adopted Special Programs	Superintendent	Until Superseded	PAPER OR ELECTRONIC	
76-SUP-09	State Minimum Standards (Schools)	Superintendent	10 Years	PAPER OR ELECTRONIC	
76-TRAN-01	Fuel Consumption Data	Transportation Manager	4 Years**	PAPER OR ELECTRONIC	

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76-TRAN-02	Vehicle and Safety Inspection Records	Transportation Manager	4 Years**	PAPER OR ELECTRONIC	
76-TRAN-03	Field Trip forms and Volunteer Driver forms	Transportation Manager	Fiscal year plus 2 years	PAPER OR ELECTRONIC	
76-TRAN-04	Vehicle Accident Reports	Transportation Manager	3 Years provided no action pending	PAPER OR ELECTRONIC	
76-TRAN-05	Vehicle Registration	Transportation Manager	Life of Vehicle	PAPER OR ELECTRONIC	
76-TRAN-06	Vehicle License	Transportation Manager	1 Year after Termination	PAPER OR ELECTRONIC	
76-TRAN-07	Driver Certifications	Transportation Manager	1 Year after Termination	PAPER OR ELECTRONIC	
76-TRAN-08	Transportation Supplies Inventory	Transportation Manager	Until Superseded**	PAPER OR ELECTRONIC	
76-TRAN-09	Vehicle Repair & Defect Reports	Transportation Manager	Life of Vehicle	PAPER OR ELECTRONIC	
76-TRAN-10	Transportation Reports	Transportation Manager	4 Years **	PAPER OR ELECTRONIC	

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