



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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

OHIO HISTORICAL SOCIETY

JUN 21 2012

STATE AND LOCAL
GOVERNMENT RECORDS

Page ____ of ____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Mansfield City Schools District

School District Student Records

(local government entity)

(unit)

Rosetta L. Stephens
(signature of responsible official)

Rosetta Stephens
(name)

Treasurer
(title)

June 20, 2012
(date)

Section B: Records Commission

Mansfield City Schools

419-525-6400

Records Commission

(telephone number)

856 W. Cook Rd., P.O. Box 1448

Mansfield, Ohio

44901

Richland

(address)

(city)

(zip code)

(county)

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

Rosetta L. Stephens

6-21-12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo

Govt Records Archivist - LGRP

7/3/12

Signature

Title

Date

Section D: Auditor of State

Martin E. March

7-16-12

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 A: Local Government Unit
Section E: Records Retention Schedule

Mansfield City Schools

BOARD AND ADMINISTRATIVE RECORDS

(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				
1101	Minutes Treasurer	Permanent	Paper		<input checked="" type="checkbox"/>
1102	Blue Prints, Plans, Maps Business Office	Permanent	Paper		<input checked="" type="checkbox"/>
1103	Deeds, Easements, Leases Treasurer	Permanent	Paper		<input checked="" type="checkbox"/>
1104	Board Policy Books and Other Adopted Policies Business Office	1 yr. after Superseded	Elect/on- line		<input type="checkbox"/>
1105	Court Decisions Superintendent	Permanent	Paper		<input checked="" type="checkbox"/>
1106	Claims and Litigation Superintendent	Permanent	Paper		<input checked="" type="checkbox"/>
1107	Elections Treasurer	10 years	Paper		<input type="checkbox"/>
1108	Bargaining Agreements Superintendent	10 yrs after expiration	Paper		<input type="checkbox"/>
1109	Worker's Comp. Claims Superintendent	10 yrs. after Financial pmt. Made	Paper		<input type="checkbox"/>
1110	Bank Depository Agreements Treasurer	4 yrs. after completion	Paper		<input type="checkbox"/>
1111	Agendas Treasurer	1 Calendar yr. **	Paper		<input type="checkbox"/>
1112	Adopted Courses of Study Superintendent	Until superseded	Paper		<input type="checkbox"/>
1113	Adopted Spec.Ed Programs Superintendent	Until superseded	Paper		<input type="checkbox"/>

Section E: Records Retention Schedule
Mansfield City Schools
BOARD AND ADMINISTRATIVE RECORDS

(local government entity)

(unit)

2000	(Employee files include, applications, resumes, contracts/salary notices, evaluations, personnel actions, absence certification, transcripts, and any other documents which become part of the file)	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2001	Certified Active Employees Superintendent	Permanent	Paper		<input type="checkbox"/>
2002	Classified Active Employees Superintendent	Permanent	Paper		<input type="checkbox"/>
2003	Certified Inactive Employees Superintendent	*** Permanent	Paper Elect/CD		<input type="checkbox"/>
2004	Classified Inactive Employees Superintendent	*** Permanent	Paper Elect/CD		<input type="checkbox"/>
2005	Civil Rights, Civil Services and Disciplinary Reports Superintendent	*** Permanent	Paper Elect/CD		<input type="checkbox"/>
2006	Retirement Letters Superintendent	*** Permanent	Paper Elect/CD		<input type="checkbox"/>
2007	Substitute Letters Superintendent	25 yrs.	Paper Elect/CD		<input type="checkbox"/>
2008	Employee Contracts Superintendent	4 yrs. after termination of employment	Paper Elect/CD		<input type="checkbox"/>
2009	Professional Conference Apps. Superintendent	** 2 yrs.	Paper Elect/CD		<input type="checkbox"/>
2010	Irregular Employee Contracts (Substitutes, etc.) Treasurer	4 yrs. after contract expires	Paper Elect/CD		<input type="checkbox"/>
	*After end of fiscal year ** Provided Audited ***Hard copy maintained for 3 years after audited- then scanned to electronic file / CD				<input type="checkbox"/>

Section E: Records Retention Schedule

Mansfield City Schools

(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
2011	Unemployment Claims Treasurer	4 yrs. after contract expires	Paper Electronic		<input type="checkbox"/>
2012	Unemployment Treasurer	4 yrs	Paper		<input type="checkbox"/>
2013	Applications (not hired) Superintendent	** 2 yrs.	Paper		<input type="checkbox"/>
2014	Schedules of Employees Superintendent	Fiscal yr. plus 2 yrs.	Paper		<input type="checkbox"/>
2015	Teacher Personnel Reports Superintendent	Fiscal yr. plus 1 yr.	Paper		<input type="checkbox"/>
2016	I-9 Immigration Verif. Form Superintendent	Termination of employment plus 1 yr.	Paper		<input type="checkbox"/>
2017	Job Description	Until superseded	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Section E: Records Retention Schedule
Mansfield City School
STUDENT RECORDS

(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
3000	STUDENT RECORDS				<input type="checkbox"/>
3001	Student Record Folders – Card/Paper Grades/Transcripts Attendance Records Standardized Competency/Proficiency/Aptitude Tests Intervention Records Foreign Exchange Records Expulsions	Retain till scanned	Paper		<input type="checkbox"/>
3001 A.	Student Record Folders – Card/Paper Grades/Transcripts Attendance Records Standardized Competency/Proficiency/Aptitude Tests Intervention Records Foreign Exchange Records Expulsions	Permanent	Elect./CD		<input type="checkbox"/>
3002	Health Medical Records Visual Screening Hearing Screening Immunization Records	Retain till scanned	Paper		<input type="checkbox"/>
3002 A.	Health Medical Records Visual Screening Hearing Screening Immunization Records	7 yrs. After Graduation	Elect./CD		<input type="checkbox"/>
3003	Psychological Records (restricted)	Retain till scanned	Paper		<input type="checkbox"/>
3003 A.	Psychological Records (restricted)	Permanent	Elect./CD		<input type="checkbox"/>
3004	Custody Papers	Retain till scanned	Paper		<input type="checkbox"/>
3004 A.	Custody Papers	Through graduation	Elect./CD		<input type="checkbox"/>
3005	Individual Educational Plan (IEP)	Permanent	paper		<input type="checkbox"/>
3005 A.	Individual Educational Plan (IEP)	Permanent	Paper Elect/CD		<input type="checkbox"/>

Section E: Records Retention Schedule

Mansfield City Schools

BUILDING RECORDS

(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
4000	BUILDING RECORDS				
4001	Tornado and Fire Drills Bldg. Principal	1 yr.*	Paper		<input type="checkbox"/>
4002	Building Health Inspections Bldg. Principal	1 yr.*	Paper		<input type="checkbox"/>
4003	Student Activity Records Bldg. Principal Pay-in forms, pay-out forms, account forms, Requisitions, Purchase Orders, Ticket sales reports.	1 yrs.**	Paper		<input type="checkbox"/>
4004	Receipts/Deposit Slips Bldg. Principal	4 yrs.**	Paper		<input type="checkbox"/>
4005	Requisitions/Purchase Orders Bldg. Principal	4 yrs.**	Paper		<input type="checkbox"/>
4006	Textbook Inventories	Until superceded	Paper Elect.		<input type="checkbox"/>
4007	Supplies Inventory	Until superceded			<input type="checkbox"/>
4008	Student Handbook	Until superceded			<input type="checkbox"/>
					<input type="checkbox"/>
	* after end of fiscal year ** provided audited				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

*Audited means: the years
encompassed by the records
have been audited by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.*

Section E: Records Retention Schedule

Mansfield City Schools

CENTRAL DEPARTMENTAL RECORDS

(local government entity)

(unit)

Schedule Number	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
5000	CENTRAL DEPARTMENTAL RECORDS					
	<u>Administrative Offices</u>					
5001	School Calendars	Superintendent	5 yrs.	Paper & Elect.		<input type="checkbox"/>
5002	Repair, Installation and Maintenance Records	Business Office	4 yrs.**	Paper		<input type="checkbox"/>
5003	Rental Information (Facility Use)	Business Office	4 yrs.**	Paper		<input type="checkbox"/>
5004	Environmental Reports	Business Office	4 yrs.**	Paper		<input type="checkbox"/>
5005	Vandalism Reports	Business Office	4 yrs.**	Paper		<input type="checkbox"/>
5006	Bids and Specifications (successful)	Business Office	4 yrs.** after completion of project	Paper		<input type="checkbox"/>
5007	Bids and Specifications (unsuccessful)	Business Office	1 yr.**	Paper		<input type="checkbox"/>
5008	Preventive Maintenance Reports (inspections)	Business Office	Fiscal yr. plus 2 yrs.	Paper		<input type="checkbox"/>
5009	Maintenance Equipment Inventory	Business Office	Until superseded	Paper		<input type="checkbox"/>
5010	Warranty/Guarantee	Business Office	Life Warranty of equipment	Paper		<input type="checkbox"/>
5011	Maintenance/Custodial Supply Inventory	Business Office	Until superseded	Paper		<input type="checkbox"/>

Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.

Section E: Records Retention Schedule
Mansfield City Schools

CENTRAL DEPARTMENTAL RECORDS

(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
	<u>Special Education Department</u>					
5012	Special Education Tutoring Records	Pupil Services	10 yrs.	Paper		<input type="checkbox"/>
5013	Individual Educational Plan	Pupil Services	2 yrs.	Paper		<input type="checkbox"/>
5014	Psychological Records (Restricted)	Pupil Services	Through graduation	Paper		<input type="checkbox"/>
	<u>Transportation Department</u>					<input type="checkbox"/>
5015	Driver Physical	Transportation	2 yrs. after termination	paper		<input type="checkbox"/>
5016	Fuel Consumption Data	Transportation	4 yrs.**	paper	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	<input type="checkbox"/>
5017	Transportation Records	Transportation	4 yrs.**	Paper		<input type="checkbox"/>
5018	Field Trip Forms	Transportation	Fiscal Yr. plus 2 yrs.	Paper		<input type="checkbox"/>
5019	Accident Reports	Transportation	3 yrs./no action taken	Paper		<input type="checkbox"/>
5020	Vehicle Registration	Business Office	Life of vehicle	Paper		<input type="checkbox"/>
5021	Vehicle License	Transportation	1 yr. after termination	Paper		<input type="checkbox"/>
5022	Driver Certifications	Transportation	1 yr. after termination	Paper		<input type="checkbox"/>
	** Provided Audited *** Hard copy maintained 3 yrs. after audited Then scanned to server or CD					<input type="checkbox"/>

Section E: Records Retention Schedule
Mansfield City Schools

CENTRAL DEPARTMENTAL RECORDS

(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
	<u>Transportation Department - Continued</u>				
5023	Supply Inventory Transportation	Until superceded	Paper		<input type="checkbox"/>
5024	Vehicle Defect Report Transportation	Life of Vehicle	Paper		<input type="checkbox"/>
	<u>Food Service Department</u>				<input type="checkbox"/>
5025	Food Service Records Food Svc. Mgr.	4 yrs.**	Paper		<input type="checkbox"/>
5026	Student Served Food Svc. Mgr.	4 yrs.**	Paper		<input type="checkbox"/>
5027	Lunchroom Reports Cashier Reports and Receipts Food Svc. Mgr.	4 yrs.**	Paper		<input type="checkbox"/>
5028	Free and Reduced Lunch Reports Food Svc. Mgr.	Until superceded	Paper		<input type="checkbox"/>
5029	Inventories Food Svc. Mgr.	Until superceded	Paper		<input type="checkbox"/>
5030	Lunchroom License Food Svc. Mgr.	1 yr. after expiration	Paper		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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Sec. 117.26 O.R.C.*

Section E: Records Retention Schedule
Mansfield City Schools

FINANCIAL

(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
	<u>FINANCIAL RECORDS</u>				
6001	Annual Financial Reports Treasurer	5 yrs.**	Paper & Elect.		<input type="checkbox"/>
6002	Activity Fund Cash Treasurer	5 yrs.**	Paper & Elect.		<input type="checkbox"/>
6003	Bond Register Treasurer	20 yrs. after issue expires	Paper & Elect.		<input type="checkbox"/>
6004	Securities Treasurer	Permanent* **	Paper & Elect.		<input type="checkbox"/>
6005	Investment Ledger Treasurer	5 yrs.**	Paper & Elect.		<input type="checkbox"/>
6006	Foundation Distribution Treasurer	5 yrs.**	Paper & Elect.		<input type="checkbox"/>
6007	Tax Settlements (Semi-Annual and Advances Treasurer	5 yrs.**	Paper & Elect.		<input type="checkbox"/>
6008	Insurance Policies Treasurer	15 yrs. after exp. Provided all claims settled	Paper		<input type="checkbox"/>
6009	Contracts Treasurer	15 yrs. after exp	Paper		<input type="checkbox"/>
6010	Bonds and Coupons Treasurer	Until redeemed**	Paper		<input type="checkbox"/>
6011	Vouchers, Invoices, Purchase Orders Treasurer	10 yrs.**	Paper & Elect.		<input type="checkbox"/>
6012	State Program Files Treasurer	10 yrs.**	Paper		<input type="checkbox"/>
6013	Federal Program Files Treasurer	10 yrs.**	Paper		<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
<u>FINANCIAL RECORDS</u>					
6014	Travel Expense Vouchers Treasurer	10 yrs.**	Paper		
6015	Tax Anticipation Notes Treasurer	10 yrs.**	Paper		
6016	Unemployment Claims Treasurer	5 yrs.	Paper		
6017	Employee Bonds, Board Member Bonds Treasurer	5 yrs.	Paper		
6018	Certificate of Estimated Resources Treasurer	5 yrs.	Paper		
6019	Appropriation Resolutions Treasurer	5 yrs.	Paper		
6020	Tax Apportionments (semi-annual) Treasurer	5 yrs.	Paper		
6021	Canceled Checks Bank Statements Treasurer	4 yrs.**	Paper		
6022	Publication Notice Treasurer	4 yrs.**	Paper		
6023	Tuition Fees – Payments Treasurer	4 yrs.**	Paper		
6024	Investment Records Treasurer	4 yrs.**	Paper		
6025	Student Activity Fund Reports Treasurer	4 yrs.**	Paper		
6026	Deposit Slips/Cash Proofs Treasurer	4 yrs.**	Paper		
6027	Bids and Specifications (unsuccessful) Treasurer	1 yr.**	Paper		

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Section E: Records Retention Schedule
Mansfield City Schools

FINANCIAL – PAYROLL RELATED

(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
	<u>FINANCIAL RECORDS (continued)</u>			
6028	Bids and Specifications (successful) Treasurer	4 yrs. after completion of project**	Paper	
6029	Receipt Books Treasurer	4 yrs.**	Paper	
6030	Monthly Financial Reports Treasurer	4 yrs.**	Paper/Elect.	
6031	Service Contracts Treasurer	4 yrs.**	Paper	
6032	State Subsidy Reports Treasurer	4 yrs.**	Paper	

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Section E: Records Retention Schedule
Mansfield City Schools

FINANCIAL – PAYROLL RELATED

(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
7000	<u>PAYROLL RELATED</u>				
7001	Earnings Registers By staff member - By Calendar year Treasurer	Permanent***	Paper/Elect.		<input type="checkbox"/>
7002	Monthly Payroll Reports Treasurer	Permanent***	Paper/Elect.		<input type="checkbox"/>
7003	W-2's, W-4's (Employer copy) Treasurer	6 yrs. and current**	Paper		<input type="checkbox"/>
7004	Federal Income Tax (Quarterly/Annual) Treasurer	6 yrs. and current**	Paper/Elect		<input type="checkbox"/>
7005	Ohio Income Tax (Monthly/Annual) Treasurer	6 yrs. and current**	Paper/Elect		<input type="checkbox"/>
7006	City Income Tax (Monthly/Annual) Treasurer	6 yrs. and current**	Paper/Elect		<input type="checkbox"/>
7007	School Income Tax (Monthly/Annual) Treasurer	6 yrs. and current**	Paper/Elect		<input type="checkbox"/>
7008	Payroll Reports Reports used for each Payroll – Computer Generated Treasurer	4 yrs.**	Paper/Elect		<input type="checkbox"/>
7009	State Teachers System And School Employees Retirement System Waivers Treasurer	4 yrs.**	Paper/Elect.		<input type="checkbox"/>
7010	State Employees Retirement System SERS reports Treasurer	4 yrs.**	Paper/Elect.		<input type="checkbox"/>
7011	State Teachers Retirement STRS reports Treasurer	4 yrs.**	Paper/Elect.		<input type="checkbox"/>
7012	Annuity Reports Treasurer	4 yrs.**	Paper/Elect.		<input type="checkbox"/>
7013	Benefit Folders/Reports Treasurer	4 yrs.**	Paper/Elect.		<input type="checkbox"/>

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Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.**

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP
	PAYROLL RELATED (continued)			
7014	Deduction Reports Voluntary payroll deducts Treasurer	4 yrs.**	Paper/Elect.	
7015	Employee Vacation/Sick Leave Records Treasurer	4 yrs.**	Paper/Elect.	
7016	Time Sheets Treasurer	6 years**	Paper	
7017	Overtime Authorization Treasurer	6 years	Paper	
7018	Employee Ins. Bill Medical, Dental, Life Treasurer	4 yrs.**	Paper Elect.	
7019	Payroll Bank Statement Treasurer	4 yrs.**	Paper/Elect.	
7020	Deduction Authorization Treasurer	Until superceded or employee terminated		

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Mansfield City Schools

(local government entity)

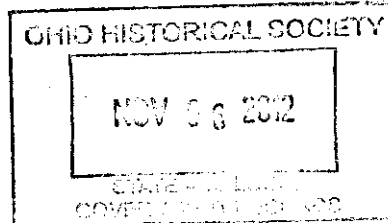
(unit)

(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
8000	<u>REPORTS</u>				
8001	State Audit Reports Treasurer	5 yrs.	Paper/Elect		
8002	Special Education (S.E.) Pupil Services Reports annual	7 yrs.	Paper/Elect		
8003	Vocation Education (V.E) Superintendent Reports annual	5 yrs.	Paper/Elect		
8004	Ohio Department of Superintendent Education ODE reports	5 yrs.	Paper/Elect		
8005	Civil Rights Superintendent	10 yrs.	Paper/Elect		✓
8006	State Minimum Standards Superintendent	10 yrs.	Paper/Elect		✓
8007	Transportation Reports Transportation	4 yrs.**	Paper/Elect	Audited means: the years encompassed by the record have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
<u>9000</u>	<u>OTHER</u>				
9001	Personnel Directory Superintendent	10 yrs.	Paper/Elect		
9002	Enrollment Record Superintendent	Permanent***	Paper/Elect		✓
9003	Employee Handbooks Treasurer	Until superceded	Paper/Elect		
					<input type="checkbox"/>



Ohio Historical Society
State Archives of Ohio
Local Government Records Program

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



Page ____ of ____

RECORDS RETENTION SCHEDULE (RC-2)

See instructions before completing this form.

Section A: Local Government Unit

Mansfield City Schools District

School District Student Records

(local government entity)

(unit)

(signature of responsible official)

Rosetta Stephens
(name)

Treasurer
(title)

October 22, 2012
(date)

Section B: Records Commission

Mansfield City Schools

419-525-6400

Records Commission

(telephone number)

856 W. Cook Rd., P.O. Box 1448

Mansfield, Ohio

44901

Richland

(address)

(city)

(zip code)

(county)

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

Rosetta L. Stephens

11-6-12

Records Commission Chair Signature

Date

Section C: Ohio Historical Society - State Archives

Elizabeth Lombardo
Signature

Gov't Records Archivist-LGRP
Title

11/7/12
Date

Section D: Auditor of State

Martin E. Mohr
Signature

11-20-12
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 (Addendum)

Mansfield City Schools

Correspondence

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description CORRESPONDENCE	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
10000	Correspondence Messages sent and received by any media including letter, memoranda, faxes, e-mail messages, misc. communications	Retain according to content, ensure metadata retained	Paper Electronic		<input type="checkbox"/>
10001	Transient Communications which convey info of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine info or publications provided to the public by an agency which are answered by standard form letters	Until no longer of administrative value	Paper Electronic		<input type="checkbox"/>
10002	General Requests for information pertaining to interpretations and other miscellaneous inquiries; informative- does not attempt to influence policy including copies of outgoing correspondence maintained for reference purposes	2 yrs.	Paper Electronic		<input type="checkbox"/>
10003	Substantive Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office, includes information concerning agency policies, procedures, program, fiscal and personnel matters.	5 yrs.; file with related records if content requires longer retention appraise for historical value	Paper Electronic		<input type="checkbox"/>

****Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a records series. Instead, each individual email should be evaluated according to its content and retained in accordance with the record-series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record)**