



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION Page 1 of 15

JUN 26 2018

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Bright Local School District

(local government entity)	Randy Drewyor	(unit) Treasurer	
(signature of responsible official)	(name)	(title)	(date)

Section B: Records Commission

Records Commission		937-442-3114
		(telephone number)
44 N. High St.	Mowrystown	45155
(address)	(city)	(zip code)
		Highland
		(county)

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

randv.drewyor@brightlocalschools.com

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.

	6-25-18
Records Commission Chair Signature	Date

Section C: Ohio History Connection - State Archives

	Govt. Records Archivist	6/28/18
Signature	Title	Date

Section D: Auditor of State

	Records Mgr	7-12-18
Signature	Title	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 (RC-2) – Part 2*See instructions before completing this form.*

Bright 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 LGRP	(6) RC-3 Required by LGRP
1000	BOARD AND ADMINISTRATIVE RECORDS				
1101	Minutes	Permanent	Paper		<input checked="" type="checkbox"/>
1101.1	Audio Tapes	2 years			<input type="checkbox"/>
1102	Blue prints, plans, maps	Permanent	Paper		<input checked="" type="checkbox"/>
1103	Deeds, easements, leases	Permanent	Paper		<input checked="" type="checkbox"/>
1104	Board policy books and other adopted policies	1 yr after superceded	Paper Electronic		<input type="checkbox"/>
1105	Administrative regulations	1 yr after superceded	Paper Electronic		<input type="checkbox"/>
1106	Court Decisions	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
1107	Claims and litigation	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
1201	Elections	10 years	Paper Electronic		<input type="checkbox"/>
1202	Record disposal forms (RC-3)	10 years	Paper Electronic		<input type="checkbox"/>
1203	Bargaining agreements	10 years after expiration	Paper Electronic		<input type="checkbox"/>
1204	Budget policy files	5 years	Paper Electronic		<input type="checkbox"/>
1301	Workers' compensation claims	10 years financial payment made	Paper Electronic		<input type="checkbox"/>
1302	Bank depository agreements	4 yrs after completed	Paper Electronic		<input type="checkbox"/>
1303	Organization reports	2 years**	Paper Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2*See instructions before completing this form.***Bright Local School District**

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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 LGRP	(6) RC-3 Required by LGRP
1304	Board meeting notes	1 year	Paper Electronic		<input type="checkbox"/>
1305	Agendas	1 calendar year**	Paper Electronic		<input type="checkbox"/>
1401	Adopted special education programs	Until superseded	Paper Electronic		<input type="checkbox"/>
1402	Adopted courses of study	1 yr until superseded	Paper Electronic		<input type="checkbox"/>
1403	Adopted special programs	Until superseded	Paper Electronic		<input type="checkbox"/>
2000	EMPLOYEE FILES (including employment applications, resumes, contracts, salary notices, evaluations, personnel actions, absence certification, transcripts and any other documents which become part of the file)				
2101	Certified active employees	Permanent	Paper Electronic		<input type="checkbox"/>
2102	Classified active employees	Permanent	Paper Electronic		<input type="checkbox"/>
2103	Certificated inactive employees	Permanent	Paper Electronic		<input type="checkbox"/>
2104	Classified inactive employees	Permanent	Paper Electronic		<input type="checkbox"/>
2105	Civil rights, civil service, and disciplinary reports	Permanent	Paper Electronic		<input type="checkbox"/>
2017	Retirement letters	Permanent	Paper Electronic		<input type="checkbox"/>
2018	Substitute records	Permanent	Paper Electronic		<input type="checkbox"/>
2301	Employee Contracts	4 yrs after termination from employment	Paper Electronic		<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 LGRP	(6) RC-3 Required by LGRP
2302	Professional conference applications	2 years**	Paper Electronic		<input type="checkbox"/>
2303	Irregular employee contracts (substitutes)	4 yrs after contract expires	Paper Electronic		<input type="checkbox"/>
2304	Unemployment Claims	5 years	Paper Electronic		<input type="checkbox"/>
2305	Unemployment	5 years	Paper Electronic		<input type="checkbox"/>
2306	Applications (not hired)	2 years**	Paper Electronic		<input type="checkbox"/>
2307	Schedules of employees	Fiscal year plus 2 years	Paper Electronic		<input type="checkbox"/>
2308	Student helper applications	2 years	Paper Electronic		<input type="checkbox"/>
2309	Teacher personnel reports (internal)	Fiscal year plus 1 year	Paper Electronic		<input type="checkbox"/>
2310	I-9 immigration verification forms	Termination of employment plus 1 yr	Paper Electronic		<input type="checkbox"/>
2401	Job descriptions	Retain until superceded	Paper Electronic		<input type="checkbox"/>
3000	STUDENT RECORDS				
3101	Student record folders enrollment/withdrawal information, grades, transcripts, activities record, attendance records, individual test results, standardized tests, competency/proficiency records, foreign exchange records, suspensions, expulsions, home schooled student records	Permanent	Paper Electronic		<input type="checkbox"/>
3102	Office record card	Permanent	Paper Electronic		<input type="checkbox"/>

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3201	Health/medical records, visual screening, hearing screenings, immunization records	7 years after graduation	Paper Electronic		<input type="checkbox"/>
3202	Discipline records, letters to parents, office discipline	1 yr after student leaves school	Paper Electronic		<input type="checkbox"/>
3203	Psychological records (restricted)	Permanent	Paper Electronic		<input type="checkbox"/>
3204	Child abuse/neglect referral records	7 years after graduation	Paper Electronic		<input type="checkbox"/>
3301	Teacher grade books/records	3 years**	Paper Electronic		<input type="checkbox"/>
3302	Pre-school screening profiles	3 years	Paper Electronic		<input type="checkbox"/>
3303	Age an schooling records (work permits)	3 years	Paper Electronic		<input type="checkbox"/>
3304	Accident reports	5 years provided no action pending	Paper Electronic		<input type="checkbox"/>

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3305	Individual educational plan (IEP)	Permanent	Paper Electronic		<input type="checkbox"/>
3306	Free/reduced price lunch application	4 years	Paper Electronic		<input type="checkbox"/>
3401	Emergency Information	Until superceded	Paper Electronic		<input type="checkbox"/>
3402	Court orders on guardianship or parental rights/responsibilities	Until superceded	Paper Electronic		<input type="checkbox"/>
4000	BUILDING RECORDS				
4202	Tornado and fire drill records	1 year*	Paper Electronic		<input type="checkbox"/>
4203	Building health inspections	2 years*	Paper Electronic		<input type="checkbox"/>
4301	Student activity records, pay-in forms, pay-out forms, district account forms, budget forms, requisitions, purchase orders, ticket sale reports	2 years**	Paper Electronic		<input type="checkbox"/>
4302	Receipts/deposit slips	4 years**	Paper Electronic		<input type="checkbox"/>
4303	Budget/appropriation records	4 years**	Paper Electronic		<input type="checkbox"/>
4304	Requisitions/purchase orders	4 years**	Paper Electronic		<input type="checkbox"/>
4401	Text book inventories	Until superceded	Paper Electronic		<input type="checkbox"/>
4402	Supply inventories	Until superceded	Paper Electronic		<input type="checkbox"/>
4403	Student handbooks	Until superceded	Paper Electronic		<input type="checkbox"/>
5000	CENTRAL DEPARTMENTAL RECORDS				<input type="checkbox"/>
	Administrative Offices				

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5201	School Calendars	5 years	Paper Electronic		<input type="checkbox"/>
5301	Repair, installation and maintenance records	4 years**	Paper Electronic		<input type="checkbox"/>
5302	Prevailing wage reports	4 years**	Paper Electronic		<input type="checkbox"/>
5303	Rental information (use of facilities)	4 years**	Paper Electronic		<input type="checkbox"/>
5304	Work orders	4 years**	Paper Electronic		<input type="checkbox"/>
5305	Environmental reports and data (asbestos)	4 years**	Paper Electronic		<input type="checkbox"/>
5306	Vandalism reports	4 years**	Paper Electronic		<input type="checkbox"/>
5307	Student activity purpose clauses	4 years**	Paper Electronic		<input type="checkbox"/>
5308	Sales potential forms (student activities)	4 years**	Paper Electronic		<input type="checkbox"/>
5309	Bids and specifications (unsuccessful)	1 year**	Paper Electronic		<input type="checkbox"/>
5310	Bids and specifications (successful)	4 years after completion of project*	Paper Electronic		<input type="checkbox"/>
5311	Contractor files (resolutions, additions, drawings, etc)	Until project completion if no action pending**	Paper Electronic		<input type="checkbox"/>
5401	Preventative maintenance reports	Fiscal year plus 2 years	Paper Electronic		<input type="checkbox"/>
5402	Warranty/guarantee	Life/warranty of equipment	Paper Electronic		<input type="checkbox"/>
5403	Plant and equipment inventory	Until superceded**	Paper Electronic		<input type="checkbox"/>

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	Special Education Department				
5221	Special education tutoring reports	10 years	Paper Electronic		<input type="checkbox"/>
5222	Individual educational plan (IEP)	Permanent**	Paper Electronic		<input type="checkbox"/>
5223	Psychological records (restricted)	Permanent**	Paper Electronic		<input type="checkbox"/>
	Transportation Department				
5340	Driver physicals	2 years after termination**	Paper Electronic		<input type="checkbox"/>
5341	Fuel consumption data	4 years**	Paper Electronic		<input type="checkbox"/>
5342	Transportation records	4 years**	Paper Electronic		<input type="checkbox"/>
5343	Field trip forms and volunteer driver forms	Fiscal year plus 2 years	Paper Electronic		<input type="checkbox"/>
5441	Bus accident reports	3 years provided no action pending	Paper Electronic		<input type="checkbox"/>
5442	Vehicle registration	Life of vehicle	Paper Electronic		<input type="checkbox"/>
5443	Vehicle license	1 year after termination	Paper Electronic		<input type="checkbox"/>
5445	Driver certifications	1 year after termination	Paper Electronic		<input type="checkbox"/>
5446	Bus supplies inventory	Until superseded**	Paper Electronic		<input type="checkbox"/>
5447	Vehicle defect report	Life of vehicle	Paper Electronic		<input type="checkbox"/>

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	Food Service Department				
5561	Food service records: menus, food production, milk sold, students served	4 years**	Paper Electronic		<input type="checkbox"/>
5562	Lunchroom records: cash register reports, cashier's daily reports	4 years**	Paper Electronic		<input type="checkbox"/>
5563	Lunchroom reports (free and reduced)	4 years**	Paper Electronic		<input type="checkbox"/>
5564	Cafeteria supplies inventory	Until superceded* *	Paper Electronic		<input type="checkbox"/>
5565	Lunchroom license	1 year after expiration	Paper Electronic		<input type="checkbox"/>
6000	FINANCIAL RECORDS				
6101	Annual financial reports: appropriation ledgers, budget ledgers, revenue ledgers, vendor listing, check register, purchase order listing, invoice list, account reports, financial summary, detail reports	5 years**	Paper Electronic		<input type="checkbox"/>
6102	Activity fund cash journal and ledger	5 years**	Paper Electronic		<input type="checkbox"/>
6103	Bond ledger	20 years after issue expires	Paper Electronic		<input type="checkbox"/>
6104	Securities	Permanent	Paper Electronic		<input type="checkbox"/>
6201	Investment ledger	5 years**	Paper Electronic		<input type="checkbox"/>
6202	Foundation distributions	5 years**	Paper Electronic		<input type="checkbox"/>
6203	Tax settlements and advances	5 years**	Paper Electronic		<input type="checkbox"/>
6204	Budgets (annual)	5 years**	Paper Electronic		<input type="checkbox"/>

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6205	Insurance policies	15 years after expiration provided all claims settled	Paper Electronic		<input type="checkbox"/>
6206	Contracts	15 years after expiration	Paper Electronic		<input type="checkbox"/>
6207	Bonds and coupons	Until redeemed**	Paper Electronic		<input type="checkbox"/>
6208	Accounts payable ledgers	5 years**	Paper Electronic		<input type="checkbox"/>
6209	Accounts receivable ledgers	5 years**	Paper Electronic		<input type="checkbox"/>
6210	Budget work papers	5 years	Paper Electronic		<input type="checkbox"/>
6211	Vouchers, invoices, purchase orders	10 years**	Paper Electronic		<input type="checkbox"/>
6212	State program files: aux services, DPPF, adult vocational, excess lottery, data processing, public/private grants, etc	10 years**	Paper Electronic		<input type="checkbox"/>
6213	Federal program files: Title I, II, IV-B, IV-C, VI-B, drug free	10 years**	Paper Electronic		<input type="checkbox"/>
6214	Travel expense vouchers	10 years**	Paper Electronic		<input type="checkbox"/>
6215	Tax anticipation notes (records borrowing against future tax collections)	10 years**	Paper Electronic		<input type="checkbox"/>
6216	State reimbursement settlement sheets	5 years**	Paper Electronic		<input type="checkbox"/>
6217	Unemployment claims	5 years	Paper Electronic		<input type="checkbox"/>
6218	Employee bonds, board member bonds	5 years	Paper Electronic		<input type="checkbox"/>

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6219	Certificates of estimated resources	15 years after expiration	Paper Electronic		<input type="checkbox"/>
6220	Appropriation resolutions	5 years	Paper Electronic		<input type="checkbox"/>
6222	Tax apportionments	5 years	Paper Electronic		<input type="checkbox"/>
6301	Canceled checks and bank statements	4 years**	Paper Electronic		<input type="checkbox"/>
6302	Publication notices	4 years**	Paper Electronic		<input type="checkbox"/>
6303	Tuition fees and payments	4 years**	Paper Electronic		<input type="checkbox"/>
6304	School finance monthly statements	4 years**	Paper Electronic		<input type="checkbox"/>
6305	Investment records	4 years**	Paper Electronic		<input type="checkbox"/>
6306	Travel expense reports	10 years**	Paper Electronic		<input type="checkbox"/>
6307	State sales tax reports	4 years**	Paper Electronic		<input type="checkbox"/>
6308	Student activity fund (pay-ins, pay-outs, receipts/deposits, reports)	4 years**	Paper Electronic		<input type="checkbox"/>
6309	Check registers	4 years**	Paper Electronic		<input type="checkbox"/>
6310	Deposit slips/cash proofs	4 years**	Paper Electronic		<input type="checkbox"/>
6313	Receipt Books	4 years**	Paper Electronic		<input type="checkbox"/>
6314	Extra trip records	4 years**	Paper Electronic		<input type="checkbox"/>
6315	Monthly financial reports	4 years**	Paper Electronic		<input type="checkbox"/>

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6316	Accounting Data	4 years**	Paper Electronic		<input type="checkbox"/>
6317	Service Contracts	4 years**	Paper Electronic		<input type="checkbox"/>
6318	State subsidy reports: applications for pupil transportation, special education	3 years**	Paper Electronic		<input type="checkbox"/>
6319	Delivery/packing slips	1 year**	Paper Electronic		<input type="checkbox"/>
6401	Requisitions	1 year*	Paper Electronic		<input type="checkbox"/>
7000	PAYROLL				
7001	Payroll ledgers: biweekly payroll reports, quarterly payroll reports	Permanent	Paper Electronic		<input type="checkbox"/>
7102	Earnings registers by staff member and by calendar year	Permanent	Paper Electronic		<input type="checkbox"/>
7103	Monthly payroll reports, leave usage, accumulations, retirement services	Permanent	Paper Electronic		<input type="checkbox"/>
7201	Bureau of employment service quarterly reports	7 years	Paper Electronic		<input type="checkbox"/>
7301	W-2's, W-4's employer copy	6 years and current**	Paper Electronic		<input type="checkbox"/>
7302	Federal income tax (quarterly/annual)	6 years and current**	Paper Electronic		<input type="checkbox"/>
7303	Ohio income tax (monthly/annual)	6 years and current**	Paper Electronic		<input type="checkbox"/>
7304	City income tax (monthly/annual)	6 years and current**	Paper Electronic		<input type="checkbox"/>
7305	School income tax (monthly/annual)	6 years and current**	Paper Electronic		<input type="checkbox"/>
7306	Payroll reports: reports used for each payroll, computer generated	4 years**	Paper Electronic		<input type="checkbox"/>
7307	Payroll update listing	4 years**	Paper Electronic		<input type="checkbox"/>

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7308	Payroll calculations	4 years**	Paper Electronic		<input type="checkbox"/>
7309	STRS and SERS waivers	Permanent	Paper Electronic		<input type="checkbox"/>
7310	SERS reports	4 years**	Paper Electronic		<input type="checkbox"/>
7311	STRS reports	4 years**	Paper Electronic		<input type="checkbox"/>
7312	Annuity reports	4 years**	Paper Electronic		<input type="checkbox"/>
7313	Benefit folders/reports	4 years**	Paper Electronic		<input type="checkbox"/>
7314	Employee requests and authorization of leaves	4 years**	Paper Electronic		<input type="checkbox"/>
7315	Deduction reports	4 years**	Paper Electronic		<input type="checkbox"/>
7316	Employee vacation, sick leave records	4 years**	Paper Electronic		<input type="checkbox"/>
7317	Time sheets	6 years**	Paper Electronic		<input type="checkbox"/>
7318	Overtime authorization	6 years**	Paper Electronic		<input type="checkbox"/>
7319	Employee insurance bills	4 years**	Paper Electronic		<input type="checkbox"/>
7323	Paycheck register	4 years**	Paper Electronic		<input type="checkbox"/>
7324	Payroll bank statement	4 years**	Paper Electronic		<input type="checkbox"/>
7401	Deduction authorization	Until superseded or employee terminated	Paper Electronic		<input type="checkbox"/>

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8000	REPORTS				
8201	State audit reports	5 years	Paper Electronic		<input type="checkbox"/>
8202	4205 reports	5 years	Paper Electronic		<input type="checkbox"/>
8204	School finance reports – annual	5 years	Paper Electronic		<input type="checkbox"/>
8205	Special education reports	7 years	Paper Electronic		<input type="checkbox"/>
8206	Vocational education reports	5 years	Paper Electronic		<input type="checkbox"/>
8207	Ohio common core data reports	5 years	Paper Electronic		<input type="checkbox"/>
8208	Drivers education reports	5 years	Paper Electronic		<input type="checkbox"/>
8209	ODE reports	5 years	Paper Electronic		<input type="checkbox"/>
8211	Civil rights reports	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
8212	Title IX reports	10 years	Paper Electronic		<input checked="" type="checkbox"/>
8213	SM-1 & SM-2 reports	10 years	Paper Electronic		<input checked="" type="checkbox"/>
8214	State minimum standards	10 years	Paper Electronic		<input checked="" type="checkbox"/>
8301	Personnel state reports (SF-1 and CS-1)	4 years**	Paper Electronic		<input type="checkbox"/>
8302	Worker comp wage reports	5 years	Paper Electronic		<input type="checkbox"/>
8303	Bank Balance Certification	5 years	Paper Electronic		<input type="checkbox"/>
8304	Transportation Reports	4 years**	Paper Electronic		<input type="checkbox"/>

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9000	OTHER				
9101	Personnel Directory	10 years	Paper Electronic		<input type="checkbox"/>
9102	Enrollment record (by grade and building)	Permanent	Paper Electronic		<input checked="" type="checkbox"/>
9202	School Calendars	5 years	Paper Electronic		<input type="checkbox"/>
9203	Building/boiler/maintenance records	2 years*	Paper Electronic		<input type="checkbox"/>
9402	Employee handbooks	Until superseded	Paper Electronic		<input type="checkbox"/>
9403	Directives, standards, laws for local, state and federal governmental agencies	Until superseded	Paper Electronic		<input type="checkbox"/>
9404	Attendance records	Until superseded	Paper Electronic		<input type="checkbox"/>
9405	Security camera video files	3 months	Electronic		<input type="checkbox"/>
	*after end of fiscal year **Provided audited				<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.			<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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