

RECORD RETENTION SCHEDULE

RECORD RETENTION AND DESTRUCTION:

DISTRICT SERIES:

- 1000 - Board and Administrative Records
- 2000 - Employee Records
- 5000 - Administrative Offices
- 6000 - Financial Records
- 8000 - Reports
- 9000 - Other
- 9600 - Legal
- 9700 - Computer Operations and Technical Support

Definitions: "After end of fiscal year" means the number of years specified plus the current year. "Provided Audited" means the record series has been audited by the Auditor of State and the audit report released.

SMF DISTRICT - 1000 Board and Administrative Records

Schedule Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
1101	Board Minutes	SMF DISTRICT Governing Board meeting minutes (Treasurer)	Permanent	
1101.1	Audio Tapes	(Treasurer)	2 Years	
1102	Blueprints, Plans, Maps	Blue Prints, Plans, Maps of Property owned (Business Office and Secretary)	Permanent	
1103	Deeds, Easements, Leases	Deeds, Easements, Leases of property (Treasurer)	Permanent	
1104	Board Policy Books and Other Adopted Policies	Publications produced by an agency detailing operations, regulations and/or procedures of an agency, e.g. SMF DISTRICT policies and procedures manual; SMF DISTRICT Constitution and bylaws. Records of data processing policies including those covering access, security, systems development, disaster	1 Year after superseded	

		recovery, records retention and disposition, and data ownership. i.e. All SMF DISTRICT policies. (Superintendent and Secretary)	
1104.1	Organizational Charts		1 Year after superseded
1104.2	Customer Contracts/Agreements	Annual Service contract with customers (School Districts) and annual service fee schedules	7 Years
1104.3	Service Provider Contracts/Agreements	Annual Service provider contracts with Customers and/or outside agencies (SSEM, E-Rate)	7 Years (Required by federal E-Rate program)
1105	Administrative Regulations	(Superintendent and Secretary)	1 Year after superseded
1106	Court Decisions	(Treasurer)	2 Years
1107	Claims and Litigation	(Treasurer)	2 Years
1201	Elections	(Treasurer)	10 Years
1202	Record Disposal Forms	All filed RC-1 and RC-3 Forms (Treasurer)	10 Years
1203	Bargaining Agreements	(Treasurer)	10 Years after expiration
1204	Budget Policy Files	(Treasurer)	5 Years
1301	Worker's Compensation Claims	(Treasurer)	10 Years after Financial Payment made
1302	Bank Depository Agreements	(Treasurer)	4 Years after completion
1303	Organization Reports	(Treasurer)	2 Years**
1303.1	Information Resources Management and Data Processing Services Plans	Agency IT Plans, Data processing service plans, Continuous Improvement plans and related records used to plan for information systems development, technology acquisitions, data processing services provision or related areas.	5 Years
1303.2	Organization Publications	Reports or publications generated for external audiences: SMF DISTRICT newsletters, periodic reports on agency activities or operations of SMF DISTRICT	2 Years
1305	Board Meeting Agendas	(Treasurer)	1 Calendar Year**
1401	Adopted Courses of Study	(Superintendent and Secretary)	Until superseded
1402	Adopted Special Education Programs	(Superintendent and Secretary)	Until superseded
1403	Adopted Special Programs	(Superintendent and Secretary)	Until superseded

*After end of fiscal year

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SMF DISTRICT - 2000 Employee Records

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
2101	Certified Active Employees	(Asst. Supt., Personnel Secretary)	Permanent	
2102	Classified Active Employees	Employee files include: employment applications, resumes, evaluations, personnel actions, absence certification, transcripts, professional development plans and any other documents which become part of the file. (Note: Permanent employee files are responsibility of Fiscal Agent.) (Asst. Supt., Personnel Secretary)	Permanent	
2103	Certificated Inactive Employees	(Asst. Supt., Personnel Secretary)	Permanent***	
2104	Classified Inactive Employees	(Asst. Supt., Personnel Secretary)	Permanent***	
2105	Civil Rights, Civil Services and Disciplinary Reports	(Asst. Supt., Personnel Secretary)	Permanent**	
2107	Retirement Letters	(Asst. Supt., Personnel Secretary)	Permanent***	
2108	Substitute Records	(Asst. Supt., Personnel Secretary)	10 Years	
2301	Employee Contracts	(Treasurer)	4 Years after termination from employment	
2302	Professional Conference Applications	Employee training, tuition reimbursement, CEU's, and records of participation in professional development activities (Asst. Supt., Personnel Secretary)	2 Years**	
2303	Irregular Employee Contracts (Substitutes, etc.)	(Treasurer)	4 Years after contract expires	
2304	Unemployment Claims	(Treasurer)	5 Years	
2305	Unemployment	(Treasurer)	5 Years	
2306	Applications (not hired)	Vacancy Postings and applications, resumes and interview questions from applicants not hired (Asst. Supt., Personnel Secretary)	2 Years**	
2307	Schedules of Employees	Salary Schedules of employees	Fiscal Year Plus 2 years	
2308	Student Teacher Helper Applications	(Asst. Supt., Personnel Secretary)	2 Years	
2309	Teacher Personnel Reports (internal)	(Asst. Supt., Personnel Secretary)	Fiscal Year Plus 1 year	
2310	I-9 Immigration Verification Forms	(Asst. Supt., Personnel Secretary)	Termination of employment plus 12 years	
2401	Job Descriptions Employee	(Asst. Supt., Personnel Secretary)	Retain 2 years after superseded or Termination of	

employment

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SMF DISTRICT - 3000 Student Records

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
3101	Student Record Folders	Enrollment/Withdrawal Information; Grades/Transcripts; Activities Records; Individual Test Results, Standardized, Competency/Proficiency Aptitude; Intervention Records; Foreign Exchange Records; Suspensions/Expulsions; Home Schooled Student Records (Building Secretary)	Permanent**	
3102	Office Record Card (K-9)	(Building Secretary)	Permanent***	
3103	Cosmetology Records (Vocational)	(Voc. Secretary)	Permanent***	
3201	Health/Medical Records	Health/Medical Records; Visual Screening; Hearing Screening; Immunization Records (Nurse/Building Secretary)	7 Years after graduation	
3202	Discipline Records	Letters to Parents; Office Discipline (Special Ed. Secretary/Nurse) (Building Secretary)	1 Year after student leaves school	
3203	Psychological Records (Restricted)	(Building Secretary)	Permanent***	
3204	Child Abuse/Neglect	Referral Letters (Building Secretary)	Through Graduation	
3301	Teacher Grade Books/Records	(Building Secretary)	3 Years**	
3302	Pre-School Screening Profiles	(Building Secretary)	3 Years	
3303	Age and Schooling Records (Work Permits)	(Building Secretary)	3 Years	
3304	Accident Reports	(Nurse/Building Secretary)	5 Years provided no action pending	
3305	Individual Educational Plan (IEP)	(Building Secretary; Special Ed. Secretary)	Permanent	
3306	Free/Reduced Price Lunch Application	(Building Secretary)	4 Years	
3401	Emergency Information	(Building Secretary)	Until Superseded	

SMF DISTRICT - 4000 Building Records

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
4202	Tornado and Fire Drill Records	(Building Secretary)	1 Year*	
4203	Building Health Inspections	(Building Secretary)	2 Years*	
4301	Student Activity Records	Pay-in Forms; Pay-out Forms; Account Forms/Dist.; Budget Forms; Requisitions; Purchase Orders; Ticket Sale Reports (Building Secretary)	2 Years**	
4302	Receipts/Deposit Slips	(Building Secretary)	4 Years**	
4303	Budget/Appropriation Records	(Building Secretary)	4 Years**	
4304	Requisitions/Purchase Orders	(Building Secretary)	10 Years**	
4401	Textbook Inventories	(Building Secretary)	Until superseded	
4402	Supplies Inventories	(Building Secretary)	Until superseded	
4403	Student Handbooks	(Building Secretary)	Until superseded	

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SMF DISTRICT - 5000 Central Departmental Records

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
Administrative Offices				
5201	School Calendars	(Supt. Secretary)	5 Years	
5301	Repair, Installation and Maintenance Records	(Business Office and Secretary)	4 Years**	
5302	Prevailing Wage Records	(Business Office and Secretary)	4 Years**	
5303	Rental Information	Use of Facilities (Business Office and Secretary)	4 Years**	
5304	Work Orders	(Business Office and Secretary)	4 Years**	
5305	Environmental Reports and Data	Asbestos, etc. (Business Office and Secretary)	4 Years**	
5306	Vandalism Reports	(Business Office and Secretary)	4 Years	
5307	Student Activity Purposes Clauses	(Business Office and Secretary)	4 Years**	
5308	Sales Potential Forms	Student Activities (Business Office and Secretary)	4 Years**	
5309	Bids and Specifications (unsuccessful)	All bidding documents, RFP's or similar documents (purchasing, construction, personnel services...)	1 Year**	

5310	Bids and Specifications (successful)	(Business Office and Secretary) All bidding documents, RFP's or similar documents (purchasing, construction, personnel services...) (Business Office and Secretary)	4 Years after completion of Project**
5311	Contractor Files (Resolutions, additions, drawings, etc.)	(Business Office and Secretary)	Until project complete, if no action pending**
5401	Preventative Maintenance Reports	(Business Office and Secretary)	Fiscal Year plus 2 years
5402	Warranty/Guarantee	(Business Office and Secretary)	Life/Warranty of Equipment
5403	Plant and Equipment Inventory	Documents or programs used to complete equipment inventory reports for anything considered of value (Business Office and Secretary)	Until superseded
5403.1	Records Inventory	Used for conducting an inventory of an agency's record series. Requests vital information to be used in determining the retention period and disposition of a record (To Be stored with RC-1 and RC-3 Forms)	10 Years. No RC-3 filing required.
5404	Textbook/Workbook Inventory	(Curriculum Dir. and Secretary)	Until superseded**
5405	Supplies Inventory	(Business Office and Secretary)	Until superseded**

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SMF DISTRICT - 5000 Central Departmental Records

Schedule Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
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Special Education Department

5221	Special Education Tutoring Reports	(Special Ed. Secretary)	10 Years	
5222	Individual Educational Plan (IEP)	(Special Ed. Secretary)	7 Years	
5223	Psychological Records (Restricted)	(Special Ed. Secretary)	Permanent***	

Transportation Department

5340	Driver Physical	(Transportation Secretary)	2 Years after termination	
5341	Fuel Consumption Data	(Transportation Secretary)	4 Years**	
5342	Transportation	(Transportation Secretary)	4 Years**	

	Records		
5343	Field Trip Forms and Volunteer Driver Forms	(Transportation Secretary)	Fiscal Year Plus 2 years
5441	Accident Reports	(Transportation Secretary)	3 Years provided no action pending
5442	Vehicle Registration	(Business Office and Secretary)	Life of Vehicle
5443	Vehicle License	(Business Office and Secretary)	1 Year after termination
5445	Driver Certifications	(Transportation Secretary)	1 Year after termination
5446	Supplies Inventory	(Transportation Secretary)	Until superseded**
5447	Vehicle Defect Report	(Transportation Secretary)	Life of Vehicle

Food Service Department

5561	Food Service Records	Menus; Food Production; Milk Sold; Students Served (Cafeteria Supervisor)	4 Years**
5562	Lunchroom Records	Cash Register Tapes; Cashier's Daily Reports (Cafeteria Supervisor)	4 Years**
5563	Lunchroom Reports	Free and Reduced (Cafeteria Supervisor)	4 Years**
5564	Inventories	(Cafeteria Supervisor)	Until superseded**
5565	Lunchroom License	(Cafeteria Supervisor)	1 Year after expiration

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SMF DISTRICT - 6000 Financial Records

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
6101	Annual Financial Reports	Appropriation Ledgers; Budget Ledgers; Revenue Journals; Vendor Listing, Check Register; Purchase Order Listing; Invoice List; Account Reports; Financial Summary; Detail Reports (Treasurer)	5 Years**	
6102	Activity Fund Cash Journal and Ledger	(Treasurer)	5 Years**	
6103	Bond Register	(Treasurer)	20 Years after issue expires	
6104	Securities	(Treasurer)	Permanent***	
6201	Investment Ledger	(Treasurer)	5 Years**	

6202	Foundation Distribution	(Treasurer)	5 Years**
6203	Tax Settlements (Semi-Annual) and Advances	(Treasurer)	5 Years**
6204	Budgets (Annual)	(Treasurer)	5 Years**
6205	Insurance Policies	(Treasurer)	15 Years after expiration, provided all claims settled
6206	Contracts	(Treasurer)	15 Years after expiration
6207	Bonds and Coupons	(Treasurer)	Until redeemed**
6208	Accounts Payable Ledgers	(Treasurer)	5 Years**
6209	Accounts Receivable Ledgers	Bills to districts for services rendered, E-Rate (Treasurer)	5 Years**
6210	Budget Work Papers	Worksheets used for proposed budgets and related documents (Treasurer)	5 Years**
6211	Vouchers, Invoices and Purchase Orders	(Treasurer)	10 Years**
6212	State Program Files	Aux, Services; DPPP; Adult Vocational; Excess Lottery; Data Processing; Public/Private Grants, etc. (Treasurer)	10 Years**
6213	Federal Program Files	Title I, II, III, IV-B, IV-C, & VI-B; Chapter 1, 2; Drug Free, etc. (Treasurer)	10 Years**
6214	Travel Expense Vouchers	(Treasurer)	10 Years**
6215	Tax Anticipation Notes	Records borrowing against future tax collections (Treasurer)	10 Years**
6216	State Reimbursement Settlement Sheets	(Treasurer)	5 Years**
6217	Unemployment Claims	(Treasurer)	5 Years
6218	Employee Bonds, Board Member Bonds	(Treasurer)	5 Years
6219	Certificate of Estimated Resources	(Treasurer)	15 Years after expiration
6220	Appropriation Resolutions	(Treasurer)	5 Years
6222	Tax Apportionments	Semi-Annual (Treasurer)	5 Years

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SMF DISTRICT - 6000 Financial Records

Schedule Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
6301	Cancelled Checks and Bank Settlements	(Treasurer)	4 Years**	
6302	Publication Notice	(Treasurer)	4 Years**	
6303	Tuition Fees and Payments	(Treasurer)	4 Years**	
6304	School Finance (S.F.) Monthly Statements	(Treasurer)	4 Years**	
6305	Investment Records	May include individual record of investments, bank confirmations, wire transfers, copy of CD, etc. (Treasurer)	4 Years**	
6306	Travel Expense Reports	(Treasurer)	10 Years**	
6307	State Sales Tax Reports	(Treasurer)	4 Years**	
6308	Student Activity Fund	Pay-ins, Pay-outs, receipts/deposits, reports (Treasurer)	4 Years**	
6309	Check Registers	(Treasurer)	4 Years**	
6310	Deposit Slips/Cash Proofs	(Treasurer)	4 Years**	
6311	Bids and Specifications (Unsuccessful)	(Treasurer)	1 Year**	
6312	Bids and Specifications (Successful)	(Treasurer)	4 Years after completion of project*	
6313	Receipt Books	(Treasurer)	4 Years**	
6314	Extra Trip Records	(Treasurer)	4 Years**	
6315	Monthly Financial Reports	(Treasurer)	4 Years**	
6316	Accounting Data	(Treasurer)	4 Years**	
6317	Service Contracts/ License Agreements	Contract encumbrances, procurements, complaint to vendors, related contract documents: maintenance contracts for data processing equipment, software licensing, membership agreements and related records including copies of contracts, service histories and work orders (Treasurer)	4 Years**	
6318	State Subsidy Reports	Applications for driver education, pupil transportation, special education, etc. (Treasurer)	3 Years**	
6319	Delivery/Packing Slips	Delivery slips and packing slips, UPS logs. (Documents related to purchase of Goods or services.) (Treasurer)	1 Year**	
6401	Requisitions	(Treasurer)	1 Year**	

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SMF DISTRICT - 7000 Payroll Related

Schedule Record Number	Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
7001	Payroll Ledgers	Bi-Weekly Payroll Reports, Quarterly Payroll Reports (Treasurer)	Permanent***	
7102	Earnings Registers	By Staff Member By Calendar Year (Treasurer)	Permanent***	
7103	Monthly Payroll Reports	Leave usage and Accumulation, Retirement service, etc. (Treasurer)	Permanent***	
7201	Bureau of Employment Service Quarterly Reports	(Treasurer)	7 Years	
7301	W-2's, W-4's	Employer Copy (Treasurer)	6 Years and Current**	
7302	Federal Income Tax	Quarterly/Annual (Treasurer)	6 Years and Current**	
7303	Ohio Income Tax	Monthly/Annual (Treasurer)	6 Years and Current	
7304	City Income Tax	Monthly/Annual (Treasurer)	6 Years and Current**	
7305	School Income Tax	Monthly/Annual (Treasurer)	6 Years and Current**	
7306	Payroll Reports	Reports used for each payroll-computer generated (Treasurer)	4 Years**	
7307	Payroll Update Listings	(Treasurer)	4 Years**	
7308	Payroll Calculations	(Treasurer)	4 Years**	
7309	State Teachers System and School Employees Retirement System Waivers	(Treasurer)	Permanent**	
7310	State Employees Retirement System (SERS) Reports	(Treasurer)	4 Years**	
7311	State Teachers Retirement System (STRS) Reports	(Treasurer)	4 Years**	
7312	Annuity Reports	(Treasurer)	4 Years**	
7313	Benefit Folder/Reports	(Treasurer)	4 Years**	
7314	Employee Request and/or Authorization for Leave Forms (Sick, Vacation, Personal, or other leave)	(Treasurer)	4 Years**	
7315	Deduction Reports	Voluntary Payroll Deductions (Treasurer)	4 Years**	
7316	Employee	(Treasurer)	4 Years**	

	Vacation/Sick Leave Records		
7317	Time Sheets	(Treasurer)	6 Years**
7318	Overtime Authorization	(Treasurer)	6 Years
7319	Employee Insurance Bills	Medical, Dental, Life (Treasurer)	4 Years**
7323	Paycheck Register	(Treasurer)	4 Years**
7324	Payroll Bank Statement	(Treasurer)	4 Years**
7401	Deduction Authorization	(Treasurer)	Until superseded or employee terminated

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SMF DISTRICT - 8000 Reports

Schedule Record Number	Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
8201	State Audit Reports	Copies of Audit reports issued by the Auditor of State or federal government (Treasurer)	5 Years	
8202	#59, #659 and #4502	(Treasurer)	5 Years	
8203	#25 and #625	(Treasurer)	5 Years	
8204	School Finance (S.F.) Reports-annual	(Treasurer)	5 Years	
8205	Special Education (S.E.) Reports-annual	(Sp. Ed. Secretary; Supt. Secretary)	7 Years	
8206	Vocation Education (V.E.) Reports-annual	(Voc. Secretary; Supt. Secretary)	5 Years	
8207	Ohio Common Core Data (OCCD) Reports	(Supt. Secretary)	5 Years	
8208	Drivers Education Reports	(Treasurer)	5 Years	
8209	Ohio Department of Education (ODE) Reports	(Building Secretary)	5 Years	
8211	Civil Rights Reports	(Supt. Secretary)	Permanent***	
8212	Title IX Reports	(Supt. Secretary)	10 Years	
8213	SM-1 & SM-2 (Annual and Quarterly)	(Treasurer)	10 Years	
8214	State Minimum Standards	(Supt. Secretary)	10 Years	
8301	Personnel State	(Personnel Secretary)	4 Years**	

	Reports (Current SF-1, CS-1)		
8302	Worker's Comp Wage Reports (Co. Auditor)	(Treasurer)	5 Years
8303	Bank Balance Certification (Co. Auditor)	(Treasurer)	5 Years
8304	Transportation Reports	(Transportation Secretary)	4 Years**

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SMF DISTRICT - 9000 Other

Schedule Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
OTHER				
9101.1	Personnel Directory	Includes mailing lists, directories, rosters and registers compiled by an agency. E.g. UMP and Exchange E-mail lists. (Personnel Secretary)	10 Years	
9102	Enrollment Record (by grade and building)	(Supt. Secretary)	Permanent***	
9202	School Calendars	(Supt. Secretary)	5 Years	
9203	Building, Boiler, Maintenance Reports	(Business Office and Secretary)	2 Years*	
9402	Employee Handbooks	Manuals produced by an agency for internal personnel training (Supt. Secretary)	Until superseded	
9403	Directives, Standards, Laws for Local, State, and Federal Governmental Agencies	(All Secretaries)	Until superseded	
9404	Attendance Records		Until superseded	

SMF DISTRICT - 9600 Legal

Schedule Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
9601	Attorney Correspondence	Legal opinions, attorney correspondence, formal and informal opinions issued to state agencies with all pertinent material attached thereto.	Retain until no longer of administrative or legal value. No RC-3 filing	

9602	Permits, Certifications	All documents relating to application and grant or denial of an administrative permit, etc. (SMF DISTRICT Permit)	required. Retain 1 year after final expiration, including all renewals, or 1 year after denial.
9603	Public Records Requests	All documents relating to a public records request.	Retain until no longer of administrative or legal value. No RC-3 filing required.

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SMF DISTRICT - 9700 Computer Operations and Technical Support

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
9701	Data Processing Operation Procedures	Records of procedures for data entry, the operation of computer equipment, production control, tape library, system backup, and other aspects of a data processing operation.	Retain until superseded, obsolete or replaced. No RC-3 filing required.	
9702	Data System Specifications	Records necessary for using the system; user guides, system or sub-system definitions, system specifications, system flowcharts, program descriptions and documentation.	Retain until superseded, obsolete or replaced. No RC-3 filing required.	
9703	Technical Program Documentation	Copy of program code, program maintenance log, system change notices, original design documents and other records that document computer programs and modifications.	Retain until superseded, obsolete or replaced. No RC-3 filing required.	
9704	Data Processing Hardware Documentation	Records documenting the use, operation, and maintenance of an agency's data processing equipment including operating manuals, hardware/operating system requirements, hardware configurations, and equipment control systems.	Retain until superseded, obsolete or replaced. No RC-3 filing required.	
9705	System Backup Files - E-Mail	Copies or Tapes of E-Mail databases and transaction logs needed to restore a system in case of a disaster or inadvertent destruction.	Retain backup tapes for 14 days. No RC-3 filing required.	
9705.1	System Backup Files - SQL	Copies or Tapes of SQL databases and transaction logs needed to restore a system in case of a disaster or inadvertent destruction.	Retain backup tapes for 14 days. Retain online copies until superseded, obsolete or replaced. No	

9705.2	System Backup Files/Computer Usage Files	Copies or Tapes of all other (excluding E-Mail or SQL) master files or databases, application software, logs, directories and other records needed to restore a system in case of a disaster or inadvertent destruction.	RC-3 filing required Retain backup tapes for 14 days. Retain online copies until superseded, obsolete or replaced. No RC-3 filing required
9705.3	SMF Individual E-Mail & Voice Data Accounts	Electronic or textual records created in the normal course of business (School Records Officer/Treasurer).	Retain E-Mail for 14 days. Retain voice mail for 2 days. No RC-3 filing required.

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SMF DISTRICT - 9700 Computer Operations and Technical Support

Schedule Record Number	Record Title	Description and Custodian	Retention Period	For use by Auditor of State or OHS-LGRP
9706	System Security Access Records	Electronic or textual records created to control or monitor access to a system and its data created for security purposes, including but not limited to security logs.	Retain for 14 days. No RC-3 filing required.	
9706.1	System User Authorization Records	Electronic or textual records created to control and record user account authorization requests.	Retain until 14 days after account is deleted. No RC-3 filing required.	
9708	Training Materials, Presentations	Records relating to training documentation, presentations.	Retain until no longer of administrative value to agency. No RC-3 filing required.	
9709	Test Database/Files	Routine or benchmark data sets, related documentation and test results constructed or used to test or develop a system.	Retain until no longer of administrative value to agency. No RC-3 filing required.	
9710	Service/Project/Committee Files	Routine files to track work within service area, project or committee. Includes notes from meetings, correspondence, documentation, procedures, guidelines and work assignments.	Retain until no longer of administrative value to agency. No RC-3 filing required.	

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