



2020-2021

PUBLIC RECORDS POLICY

Ohio Public Records Law grants access to government records to the public, including school districts records meeting the definition of a public record under the law. Our school will ensure public records are available for inspection by anyone within a reasonable amount of time during normal business hours with the exception of holidays, emergency or scheduled school closings. A designated employee(s) will attend public records training annually or semi-annually as needed. Lastly, this policy will be included in the parent-student handbook as well as office policy manual annually.

PUBLIC RECORDS PROTOCOL

Any individual, corporation or governmental agency may make a public records request to the designated personnel member. All requests must be submitted in writing via U.S. Mail or facsimile or e-mail to ensure accuracy and clarity for the designated employee to identify, retrieve and review the records requested. If the request is not clear, the school may deny the request and will inform the requestor. If the request is clear and routine i.e. less than 20 pages of meeting minutes, budgets, salary information, forms and applications, personnel rosters etc...the designated personnel member will advise the requestor of the fee to copy the records as well as the fee for mailing per U.S. mail. All records request will be mailed and all fees must be paid in advance of copying and submission of the requested records. The fee for copying is \$.15 cents per page and the mailing fee will be estimated based on standard U.S. postal service mailing fees. If the requestor, is unable to, refuses to, fails to or is unwilling to submit all fees via a money order made payable to the school in advance, the records request will be denied. Provided the fees are paid, the designated personnel member will copy and prepare the records in a reasonable amount of time. i.e. within 3-5 business days taking into consideration the volume of the records requested, the location of the records and the necessity for any legal review. Requestors should allow an additional 1-2 business days for delivery via U.S. postal service. Any information, exempt from the public records law, will not be included. The requestor will be notified of any exempt information, is requested. All requests for non-routine i.e. exceeding 20 pages or requiring legal review will be notified of the estimated time to complete the records request, as well as the estimated fees for copying and mailing, as well as any legal notification if applicable for any exempt records.

RECORDS RETENTION

The orderly acquisition, storage and retention of school records is essential for the overall efficient and effective operation of WINGS Academy (the "Academy"). The Academy's Governing Authority (the "Board") hereby establishes a records commission to govern matters pertaining to school records, their retention and disposal in accordance with Ohio Revised Code ("ORC") §149.41.

The records commission shall consist of the Board President, Designated Fiscal Officer (or designee), and Superintendent. The Superintendent shall serve as chairman/secretary of the records commission. The members of this commission shall appoint one or more records officers to carry out the necessary work associated with maintenance of records.

The records commission shall meet at least once annually to review certificates of records disposal forms (RC-3) as submitted by the records officer(s). Upon the approval of the commission, such records may be disposed of, pursuant to the following standards:

1. Procedures to dispose of records according to the Academy’s approved schedule of records retention and disposition (RC-2) will be initiated annually.
2. The records officer(s) shall list those eligible, disposable records on the certificate of records disposal (RC-3), in accordance with the Academy’s approved schedule;
3. The records commission shall review the certificates of records disposal forms as submitted, annually;
4. Upon the commission’s approval, the certificates (RC-3) will be forwarded as follows:
 - (a) Original -Forward the original to the Ohio Historical Society,
 - (b) Copies -Keep one copy for the Academy’s records commission files, and
 - (c) The Ohio Historical Society will send a copy to the State Auditor’s office on the Academy’s behalf.
5. Records shall be destroyed only as directed by the records secretary;
6. The records commission shall develop the necessary regulations and record retention schedules to carry out their purpose.

RECORDS RETENTION AND DISPOSITION SCHEDULE

BOARD AND ADMINISTRATIVE RECORDS		EMPLOYEE RECORDS	
Minutes	Perm	Active Employees	Perm
Audio Tapes	2 yrs	Inactive Employees	Perm
Blue Prints, Plans; Maps	Perm	Civil Rights, Civil Services	Perm
Deeds, Easements; Leases	Perm	Disciplinary Reports	Perm
Board Policies and Books	1 yr after superseded	Retirement Letters	Perm
Administrative Regulations	1 yr after superseded	Substitute Records	25 yrs
Court Decisions	Perm	Employee Contracts	4 yrs after termination
Claims and Litigation	Perm	Professional Conference Applications	2 yrs
Elections	10 yrs	Unemployment Claims	5 yrs
Records Disposal Forms	10 yrs	Applicants Not Hired	2 years
Bargaining Agreements	10 yrs after expiration	Schedule of Employees	fiscal year plus 2 yrs
Budget Policy Files	5 yrs	Job Descriptions	retain until superseded
Workers Compensation Claims	10 yrs after payment made	Office Policy Manual	Until superseded
Bank Depository Agreements	4 yrs after completion	FOOD SERVICE DEAPARTMENT	
Organization Reports	2 years after audit	Production Records	4 yrs, after audit
Board Meeting Notes	1 yr	Lunchrooms Records	4 yrs, after audit
Agendas	1 yr after provided for	Inventories	Until superseded

Adopted Courses of Study	audit Until superseded	License	1 yr after exp.
Adopted Special Programs	Until superseded		
BUILDING RECORDS		STUDENTS RECORDS	
Tornado and Fire Drills	1 yr, after end of fiscal year	Student Record Files	10 yrs
ODH Safety Inspections	2 yrs, after end of fiscal year	Office Records	Perm
Purchase Orders	10 yrs after audit	Health/Medical Records	7 yrs after withdrawal 1 yr after student withdraws
Inventories	Until superseded	Discipline Records	Perm
Student Handbooks	Until superseded	Special Education Files	3 yrs
School Calendars	5 yrs	Teacher Grade Books	3 yrs
Maintenance Records	4 yrs, after audit	Screenings	3 yrs
Lease	4 yrs, after audit	Accident Reports	4 yrs
Work Orders	4 yrs, after audit	Free/Reduced Lunch Applications	Until superseded
Bids - Unsuccessful	1 yr, after audit	Emergency Information	
Bis - Successful	4 yrs, after project complete	PAYROLL RECORDS	
Contractor Files	Until project complete as indicated on equipment	Payroll Ledgers	Perm
Warranties	Until superseded	Earnings Register	Perm
Equipment	Until superseded	Monthly Payroll Reports	Perm
Textbook	Until superseded	Bureau of Employment	7 yrs
Office Supplies	Until superseded	W-2's and W-4's	6 yrs and current
FINANCIAL RECORDS		Federal Income Tax	6 yrs and current
Annual Reports	5 yrs	Ohio Income Tax	6 yrs and current
Bond Register	20 yrs, after expires	City Income Tax	6 yrs and current
Securities	Perm	School Income Tax	6 yrs and current
Investment Ledger	5 yrs	Payroll Reports	4 yrs, after audit
Foundation Distribution	5 yrs	Payroll Update Listing	4 yrs, after audit
Tax Settlements	5 yrs	Payroll Calculations	4 yrs, after audit
Annual Budget	5 yrs	STRS and SERS Waivers	Perm
Insurance Policies	15 yrs, after exp	STRS and SERS Reports	4 yrs, after audit
Contracts	15 yrs, after exp	Annuity Reports	4 yrs, after audit
Bonds - employee; board	5 yrs	Benefit Folders	4 yrs, after audit
Accounts Payable	5 yrs	Employee Time Off Request	4 yrs, after audit
Accounts Receivable	5 yrs	Deduction Reports	4 yrs, after audit
Vouchers, Invoices	10 yrs	Timesheets	6 yrs, after audit
Purchase Orders	10 yrs	Overtime Authorization	6 yrs
State Program Files	10 yrs	Employee Insurance Bills	4 yrs, after audit
Federal Program Files	10 yrs	Paycheck Register	4 yrs, after audit
Travel Expense Vouchers	10 yrs	Payroll Bank Statements	4 yrs, after audit
Tax Anticipation Notes	10 yrs	Deduction Authorization	Until superseded or term.
State Reimbursement Reports	5 yrs	Personnel Directory	10 yrs
Cancelled Checks	4 yrs, after audit	REPORTS	

Bank Settlements	4 yrs,after audit	State Audit Reports	5 yrs
Publication Notice	4 yrs, after audit	ODE Reports	5 yrs
School Finance Monthly State	4 yrs, after audit	Civil Rights Reports	Perm
State Sales Tax Reports	4 yrs,after audit	Title IX Reports	10 yrs
Check Registers	4 yrs,after audit	State Minimum Standards	10 yrs
Deposits Slips/Cash Proofs	4 yrs,after audit	Ohio Common Core Data Reports	5 yrs
Receipt Books	4 yrs,after audit	Special Education Reports	7 yrs
Accounting Data	4 yrs,after audit	Personnel State Reports	4 yrs, after audit
Service Contracts	4 yrs,after audit	Worker's Comp Wage	5 yrs
State Subsidy Reports	3 yrs, after audit	Bank Balance Certification	5 yrs
Delivery/Packing Slips	1 yr, after audit	Transportation Reports	4 yrs, after audit
Requisitions	1 yr, afte end of fiscal year	Personnel Directory Report	10 yrs