

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name School District Records Retention Disposal	
Procedure No. 6900-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6900 School District Records Retention Disposal	Last Reviewed: 11/5/2014

1. Background

Describe relevant background to the implementation of the policy.
Govern matters pertaining to district records, their retention and disposal.

2. Responsibilities

Title: District Records Commission/Treasurer	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<p><i>Describe responsibilities:</i> The Treasurer shall serve as Chairman/Secretary of the District Records Commission. The members of this Commission shall appoint necessary Records Officers through the district to carry out the necessary work associated with district records.</p> <p>The District Records Commission shall meet at least once annually after the filling of the annual financial audit to review the certificates of records disposal as submitted by the Records Officers. Upon the approval of the Commission, the Board of Education and the Ohio Historical Society Network Specialist, the District Records Secretary shall direct the destruction of appropriate records.</p> <p>The District Records Commission shall develop the necessary administrative procedures and record retention schedules to carry out its purpose.</p>	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. Appoint necessary Records Officers throughout the district to carry out the necessary work associated with district records.
2. Record Officers will use the District Records Retention and Disposition Sheet for guidelines.
3. Records Officers will list eligible records on the Box Detail Sheet to record folders in each of the boxes.
4. Include on the Box Detail Sheet, the Box ID number, which is the bar code number provided to you prior to pickup from vendor.
5. Make a copy of your records spreadsheet and include a copy inside each box being sent to storage.
6. Call Purchasing Department/Vendor for pickup date.
7. Email vendor with the number of storage boxes going off site.
8. Have all boxes going off site clearly labeled and in a central location for pickup.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.RC-2 Schedule of Records Retention and Disposition Sheet	Establish the general Schedule of Records Retention and Disposition to be used by the district.	10/16/2003
2.Box Detail Sheet	Sheet that provides the box contents that is used for easy retrieval.	

6. Additional Information

Describe any additional information relevant to the implementation of the policy.