

Twinsburg City School District
District Records Commission Meeting
Monday, August 8, 2022
Twinsburg Board of Education Office ~ 4:15 p.m.

Meeting Minutes

In Attendance: Mark Curtis (Board of Education), Kathi Powers (Superintendent), Julia Rozsnyai (Treasurer) and Sue Vasiliauskas(District Records Clerk)

Meeting was called to order at 4:30 p.m.

Review of the Records Retention Schedule (RC-2) – Part 1 as Authorized by the Ohio History Connection – State Archives, September 29, 2021

Review of proposed records to be disposed

- As documented on Records Retention attachment

Motion to dispose of records noted on the Records Retention attachment.

Motion – Mr. Curtis

Motion Seconded by Mrs. Powers

Approved, 4-0

Meeting was adjourned at 4:36 p.m

Minutes approved on December 12, 2023

Record Retention - Boxes identified for potential disposals

Description	Schedule #	Dates
Worker's Compensation Claims	1122	1992 and prior
Latchkey Reports - Wilcox	1134	08/1999-06/2000
Latchkey Reports - Wilcox	1135	08/1999-06/2000
Student Withdrawals - Bissell	3306	01/1976-12/2003
Community Service - THS	3308	01/2017-12/2017
Discipline Records - Expulsions	3310	01/1999-12/2000
Discipline Records - Expulsions	3310	07/2002-06/2005
Daily Attendance Reports - THS	3314	08/1997-06/1998
Daily Attendance Reports - THS	3314	08/2000-6/2001
Daily Attendance Reports - THS	3314	08/2002-06/2003
Daily Attendance Reports - THS	3314	01/2006-06/2006
Daily Attendance Reports - THS	3314	01/2008-06/2008
Daily Attendance Reports - THS	3314	08/2009-12/2009
Daily Attendance Reports - THS	3314	08/2013-09/2013
Daily Attendance Reports - THS	3314	10/2014-12/2014
Daily Attendance Reports - THS	3314	08/2016-12/2016
Daily Attendance Reports - THS	3314	08/2018-06/2019
Daily Attendance Reports - THS	3314	08/2019-05/2020
Daily Attendance - RBC	3314	08/2014-06/2015
Daily Attendance - RBC	3314	08/2015-06/2016
Daily Attendance - RBC	3314	08/2016-06/2017
Daily Attendance - RBC	3314	08/2017-06/2018
Daily Attendance - RBC	3314	08/2018-06/2019
Daily Attendance - Dodge	3314	08/2009-06/2010
Daily Attendance - Dodge	3314	08/2013-06/2014
Daily Attendance - Dodge	3314	08/2016-06/2017
Daily Attendance - Dodge	3314	08/2018-06/2019
Expired Athletic Physical Forms	3332	2018 and prior
Student Activity Funds - Ledger/Folder - THS	4409	08/2004-06/2015
THS Student Activity Reports - PO's	4409	01/2001-12/2008
THS Deposits	4410	07/2013-7/2015
Dodge Deposits (Receipt/deposit slips)	4410	07/2012-06/2013
THS Purchase Orders	4412	07/2013-06/2014
Dodge Purchase Orders	4412	07/2009-06/20010
Budget year end reports	6602	07/1998-06/1999
Central Office POs/Invoices/Vouchers	6616	1/1995-12/1999
Bank Reconciliation Support	6627	1/2011-12/2011
Bank Reconciliation Support	6627	1/2013-12/2013
Bank Reconciliation Support	6627	01/207-12/2017
Cancelled Checks (ATHLETIC DEPT)	6627	1/2002-12/2002
Cancelled Checks (Payroll)	6627	1/2004-12/2004
Board Pay-Ins (Stud Act Funds)	6635	07/1995-06/1996
Student Activity Funds - Pay in Forms/Receipts	6635	7/1995-06/1996

Check Registers	6636	7/1994-6/1995
Receipt Documentation	6637	01/2001-12/2001
Cash Proofs (receipts)	6637	Feb-17
Monthly Financial Reports (monthly postings)	6640	07/2006-06/2007
Bureau of Employment Service Qtrly Rpts	7705	01/1999-12/1999
Federal Income Tax (payroll taxes)	7707	2009-2011
State Income Tax (payroll taxes)	7708	2009-2011
City Income Tax (payroll taxes)	7709	2009-2011
Payroll Deduction Reports	7711	07/1997-06/1998
Payroll Distribution Reports	7711	07/2003-06/2005
Payroll Distribution Reports	7711	07/2006-06/2007
SERS - Record of SERS Withholding Monthly	7715	07/2007-06/2008
STRS - Record of STRS Withholding Monthly	7716	07/2007-06/2008
Personal Leave/Vacation Day Records - THS	7721	1/2002-12/2002