



## Tri-Village Local Schools

*Darke County*

### SPECIAL AGENDA MINUTES

District Records Commission Meeting –

December 18, 2023, 6:15 p.m.  
Board Office, New Madison, Ohio

Call to Order by the Board President

- Roll Call – Mr. Schlechty, Mr. Sagester, Mrs. Chowning

1. Motion by Sagester and seconded by Schlechty to approve the list of dispositions on November 17, 2023.

|                                                       |                       |
|-------------------------------------------------------|-----------------------|
| President Schlechty declared the motion               | <u>3 Yeas, 0 Nays</u> |
| President Schlechty declared the meeting adjourned at | <u>6:16 p.m.</u>      |

Mr. Tom Schlechty, Board President

Mrs. Kimberly Chowning, Treasurer

**Record Retention Schedule**  
**November 17, 2023**

**Schedule**

| <b>Number</b> | <b>Record Title</b>                                       | <b>Years Disposed</b> |
|---------------|-----------------------------------------------------------|-----------------------|
| 1108          | Bargaining Agreements                                     | 2012-2013 and Prior   |
| 1112          | Board Meeting Notes (handwritten notes)                   | 2021-2022 and Prior   |
| 1113          | Board Agendas                                             | 2021-2022 and Prior   |
| 1115          | Board Policy Books and Other Adopted Policies (NEOLA)     | 2021-2022 and Prior   |
| 1118          | School Calendars                                          | 2017-2018 and Prior   |
| 2108          | Applications (not hired)                                  | 2020-2021 and Prior   |
| 3118          | Student Forms                                             | 2018-2019             |
| 3126          | Free & Reduced Lunches                                    | 2018-2019 and Prior   |
| 3127          | Work Permits                                              | 2019-2020 and Prior   |
| 3129          | Open Enrollment                                           | 2017-2018 and Prior   |
| 4103          | Student Activity Funds                                    | 2012-2020             |
| 4104          | Receipt and Deposit Slips turned into Office              | 2018-2019 and Prior   |
| 4109          | Handbooks                                                 | 2010-2020             |
| 5102          | Facility Use Agreements                                   | 2016-2020             |
| 5111          | EIS Reports                                               | 2015-2020             |
| 5111          | Fixed Asset Addition/Deletion Sheets                      | 2003-2010             |
| 5111          | Industrial Appraisal Reports                              | 1989-2012             |
| 5113          | Boiler Inspections and Certificate of Operations          | 1993-2019             |
| 5114          | Elevator Inspections and Certificate of Operations        | 1993-2019             |
| 5125          | T1 Reports                                                | 2009-2016             |
| 5125          | T2 Reports                                                | 2010-2016             |
| 5129          | Food Service Records                                      | 2006, 2009, 2010      |
| 5130          | Lunchroom Records (Daily production sheets) (Binder)      | 2006-2018             |
| 5131          | Lunchroom Reports (App Free and Reduced) Direct Cert Info | 1994-2018             |
| 6104          | Tax Settlement Sheets                                     | 2009-2016             |
| 6112          | Vouchers, Invoices, and Purchase Orders (Exproc)          | 2005-2011             |
| 6112          | MCESC Therapy Services                                    | 2004-2011             |
| 6112          | MD Unit Costs                                             | 2004-2011             |
| 6112          | MD Transportation Costs                                   | 2004-2001             |
| 6112          | SED Transportation Costs                                  | 2004-2011             |
| 6114          | Fundraisers/Sales Potential Forms                         | 2010-2016             |
| 6119          | Certificate of Estimated Resources                        | 2005-2007             |
| 6120          | Appropriation Resolutions (Permanent & Amended)           | 2010-2015             |
| 6120          | 412 Certificates/Appropriation Transfers                  | 1997-1998, 2010-2015  |
| 6122          | Bank Statements/Cancelled Checks (FSB)                    | 2011-2017             |
| 6122          | Bank Statement/MD                                         | 2009-2018             |
| 6122          | Bank Statements - Payroll                                 | 2009-2018             |
| 6122          | Bank Statements - Star Ohio                               | 2009-2017             |
| 6122          | Bank Statements - School Foundation                       | 2010-2018             |
| 6122          | Bank Statements - US Bank                                 | 2017-2018             |
| 6122          | Bank Statements - OASBO Pool                              | 2005                  |
| 6122          | Bank Statements - National City                           | 2002-2004             |
| 6123          | Publications                                              | 1985-2015             |
| 6124          | Student Fees                                              | 2010-2013             |

|                                                  |                     |
|--------------------------------------------------|---------------------|
| 6125 School Foundation Monthly Statements        | 2009-2016           |
| 6131 Receipts                                    | 2010-2018           |
| 6131 School Income Tax Receipts                  | 1996-2018           |
| 6140 Receipt Books                               | 2008-2018           |
| 6140 Receipt Books Written by Building Secretary | 2018-2019 and Prior |
| 6140 Student/Activity Receipts                   | 2008 - 2020         |
| 7004 OBES Quarterly Reports                      | 2007-2015           |
| 7006 Federal Income Tax                          | 2008-2015           |
| 7007 Ohio Income Tax                             | 2008-2015           |
| 7007 Indiana Income Tax                          | 2008-2015           |
| 7007 Englewood City                              | 2009-2016           |
| 7007 Greenville City Income Tax                  | 2009 - 2015         |
| 7007 Medicare                                    | 2010-2015           |
| 7007 Tipp City                                   | 2009-2015           |
| 7007 Village of Arcanum                          | 2008-2016           |
| 7007 Village of New Madison Income Tax           | 2008-2016           |
| 7007 Village of Versailles                       | 2013, 2016          |
| Ansonia                                          | 1990-1991           |
| Bexley City                                      | 1999-2000           |
| Covington                                        | 1991                |
| Lewisburg                                        | 1991-1996           |
| Oxford                                           | 2018                |
| 7009 School Income Tax                           | 2006-2015           |
| 7017 Payroll Deduction Reports                   |                     |
| Aflac                                            | 2009-2015           |
| American Fidelity                                | 2013-2016           |
| Child Support                                    | 2012-2013           |
| Conseco                                          | 2009-2016           |
| 403b Deferred Compensation                       | 2009-2011           |
| 457 Deferred Compensation                        | 2004-2007           |
| MetLife                                          | 2009-2015           |
| Washington National Ins Co                       | 2016-2018           |
| VOYA                                             | 2011-2016           |
| OAPSE                                            | 2012-2018           |
| OASSA Dues                                       | 1989-2004           |
| Ohio Deferred Compensation                       | 2007-2018           |
| TVEA                                             | 2014-2018           |
| 7018 Employee Vacation/Sick Leave Records        | 2009-2017           |
| 7020 Employee Insurance Bills                    |                     |
| Health                                           | 2008-2016           |
| Dental                                           | 2008-2016           |
| Vision                                           | 2008-2016           |
| Life                                             | 2008-2016           |
| 9001 ERATE Funding                               | 2009-2011           |