

Ohio History Connection  
 State Archives of Ohio  
 Local Government Records Program  
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 www.ohiohistory.org/lgr

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 1**

See instructions before completing this form. Must be submitted with PART 2

Northwest Local School District		Elizabeth Whitt	513 923-1000	Records Storage
(Local Government Entity)	(Unit)	(Contact Person)	(Telephone Number)	(Location of Records)
3240 Banning Road	Cincinnati		45239 Hamilton	
(Address)	(City)		(Zip Code) (County)	(Date Sent to LGRP)

I hereby certify that the records listed on this RC-3 and attachments are being disposed of according to the time periods stated on the **approved Records Retention Schedules (RC-2)** listed below. No record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. In addition, microfilm created in place of any original record listed on this RC-3 will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies. It is a responsibility of the local government to ensure the preservation and accessibility of any records retained in electronic format.

<i>Elizabeth Whitt</i>	Assistant Treasurer	513 923-1000
(Signature of Responsible Official)	(Title)	(Telephone number)
To have this form returned to the Records Commission electronically, include an email address:		ewhitt@nwlsd.org

**CERTIFICATE OF RECORDS DISPOSAL (RC-3) – Part 2**

See instructions before completing this form. Must be submitted with PART 1

Northwest Local School District	
(Political Subdivision Name)	(Unit)

(1) Records Series Title	(2) Authorization for Disposal		(3) Media Type To be destroyed	(4) Media Type To be retained (if any)	(5) Inclusive Dates of Records		(6) Proposed destruction date (15 business days from receipt by LGRP)	(7) For LGRP use
	Schedule Number	RC-2 Approval Date			From	To		
Board Meeting Notes	103	8/23/2022	Paper		7/1/2023	6/30/2024	7/1/2025	
Board Meeting Agenda's	104	8/23/2022	Paper		7/1/2021	6/30/2022	7/1/2025	
Public Records Requests	131	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Visitor Logs	133	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Legal Advertisements/Notices	138	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Drug Test Records	205	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Termed Employee Contracts	207	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Applications not hired	212	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Registration/Withdraw	306	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Activity Records	307A	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Liability Waivers	307B	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Student Athletic Files	307C	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Student Work Permits	308B	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Student Discipline	309	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Student Intervention	310	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Gifted Records	312	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	

Attendance Sheets	313	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Cum Photo	314	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Curriculum Requests	315	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Permission slips Internet	316	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Student Acceptable use	317	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Custody documents	323	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Teacher Grade Books	326	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Preschool Screening	327	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Transfer Records	329	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Emergency Contact forms	330	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Health/Medical Records	331	8/23/2022	Paper & Electronic		7/1/2013	6/30/2014	7/1/2025	
Health Logs	332	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Free & Reduced Applications	333	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Special Ed Tutoring	334	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Psych records	335	8/23/2022	Paper & Electronic		7/1/2013	6/30/2014	7/1/2025	
ETR	336	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
IEP	337	8/23/2022	Paper & Electronic		7/1/2014	6/30/2019	7/1/2025	<input checked="" type="checkbox"/>
504/ADA Plan	338	8/23/2022	Paper & Electronic		7/1/2014	6/30/2019	7/1/2025	
E-Rate Applications	402	8/23/2022	Paper & Electronic		7/1/2009	6/30/2019	7/1/2025	
Bldg Student Activity Records	409	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Bldg Receipts/Deposit slips	410	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Bldg Reqs & PO's	412	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Student Handbooks	414	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
School Calendars	501	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Personnel Directories	502	8/23/2022	Paper & Electronic		7/1/2013	6/30/2014	7/1/2025	
Rental Information	508	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Work Orders	509	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Student Activity purpose statements	512	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Sales Potentials	513	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Fundraising	514	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Bids (Unsuccessful)	515	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Bids (successful)	516	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Driver Physicals	518	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Daily Bus Schedule	519	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Fuel Consumption	520	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Transportation Records	521	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Field Trips Forms	522	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
Preventive Maintenance Reports	523	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025	
W-9 & 1099	526	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Accident Reports	527	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Vehicle License	529	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Driver Certification	531	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Student bus conduct reports	535	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Food Svc Financial Info	538	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Food Svc Daily Cashier Report	539	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Free & Reduced Applications	540	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Food Svc Inventory	541	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025	
Food Svc License	542	8/23/2022	Paper & Electronic		7/1/2023	6/30/2024	7/1/2025	
Food Svc Vendor Contract	543	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Food Schedule	544	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025	
Audit Reports	601	8/23/2022	Paper & Electronic		7/1/2020	6/30/2021	7/1/2025	
Annual Financials	602	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Investment reports	606	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Tax Settlements & Advances	608	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Annual Tax Budget	609	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Budget Work Papers	610	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025	
Insurance Policies	611	8/23/2022	Paper & Electronic		7/1/2008	6/30/2009	7/1/2025	
Contracts	612	8/23/2022	Paper & Electronic		7/1/2008	6/30/2009	7/1/2025	

Accounts payable Ledgers	614	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
Accounts Receivable Ledgers	615	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
Po Packets	616	8/23/2022	Paper & Electronic		7/1/2013	6/30/2014	7/1/2025
Auxiliary Svc Files	617	8/23/2022	Paper & Electronic		7/1/2013	6/30/2014	7/1/2025
Federal Programs Files	618	8/23/2022	Paper & Electronic		7/1/2013	6/30/2014	7/1/2025
Unemployment claims	622	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
Staff/Board Bonds	623	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
Certificate of Estimated Resource	624	8/23/2022	Paper & Electronic		7/1/2008	6/30/2009	7/1/2025
Appropriation Resolutions	625	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
Tax Settlement sheets	626	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
Bank Statements & Cleared check	627	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Publication Notices	628	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Tuition/Fee Payements	629	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Investment records	632	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Student Activity Records	635	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Check Registers	636	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Deposit Slips	637	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Receipt Paperwork	638	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Monthly Financials	640	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
NSF documentation	646	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
ODJFS Reports	705	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
W-2's & W-4's	706	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025
IRS 941's	707	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025
Ohio Tax IT-4	708	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025
City Income Tax	709	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025
School Income Tax	710	8/23/2022	Paper & Electronic		7/1/2018	6/30/2019	7/1/2025
Payroll Reports	711	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Payroll Calculations	713	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
SERS Monthly reports	715	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
STRS Monthly reports	716	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Annuity reports	717	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Benefit reports	718	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Leave Forms	719	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Deduction reports	720	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Leave Reports	721	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Time Sheets	722	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Insurance bills	724	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Payroll Register	725	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Deduction authorization	727	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
court order garnish	728	8/23/2022	Paper & Electronic		7/1/2019	6/30/2020	7/1/2025
Audit & Financial reports	801	8/23/2022	Paper & Electronic		7/1/2017	6/30/2018	7/1/2025
EMIS Records	816	8/23/2022	Paper & Electronic		7/1/2012	6/30/2013	7/1/2025
General Correspondence	903	8/23/2022	Paper & Electronic		7/1/2021	6/30/2022	7/1/2025