

SOUTHERN LOCAL SCHOOL DISTRICT

Records Retention Meeting

January 13, 2026 / 6:00 p.m. / Williams Building

I. Call to Order

Cole _____, Hart _____, Pastore _____, Shagnot _____, Weston _____

Discuss the records retention policy for the Southern Local School District.

Records Retention Policy

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

II. Adjournment

Vote: Cole _____, Hart _____, Pastore _____, Shagnot _____, Weston _____