

DATA AND RECORDS RETENTION

All records¹ are the property of the District and are not removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by law or under the rules adopted by the District Records Commission. Such records shall be delivered by outgoing officials and employees to their successors and shall not be otherwise removed, transferred or destroyed unlawfully.

The District Records Commission is composed of the Board Chairperson, the Chief Financial Officer and the Chief Executive Officer or their designees. The Commission meets at least once every 12 months.

The functions of the Commission are to review applications for one-time records disposal and schedules of records retention and disposition submitted by any employee of the District. Records may be disposed of by the District pursuant to the procedure outlined below. The Commission may at any time review any schedule it has previously approved and may revise that schedule.

The Chief Executive Officer designates a "Records Officer" in each department/building who is responsible for all aspects of records retention within that department/building.

When District records have been approved for disposal, the Records Commission sends a list of such records to the Auditor of State. If he/she disapproves the action by the Commission, in whole or in part, he/she so informs the Commission within a period of 60 days, and these records are not destroyed. Before public records are disposed of, the Ohio Historical Society is informed and given the opportunity for a period of 60 days to select for its custody such public records as it considers to be of continuing historical value.²

[Adoption date: May 22, 2001]

LEGAL REFERENCES

ORC 9.01; 149.35; 149.41; 149.43; 3313.29; 3319.311; 3319.321; 3701.028; 3729.46
Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Auditor of State Form RC-2 (12/22/94)

CROSS REFERENCES

DI, Fiscal Accounting and Reporting

¹ Records include documents, devices or items, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of the District which serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District. ORC §149.011

² The Historical Society may not review or select for its custody the records set forth in ORC §149.41(A) and (B) .

NOTE: THIS IS A REQUIRED POLICY