Book

Policy Manual

Section

8000 Operations

Title

RECORDS RETENTION AND DISPOSAL

Code

po8310.01

Status

Active

Adopted

April 16, 2019

8310.01 -**RECORDS RETENTION AND DISPOSAL**

The Board of Education establishes a Records Commission to govern matters pertaining to district records and their retention and disposal in accordance with Section 149.41 of the Ohio Revised Code. The Commission is responsible for creating and approving a Retention (RC-2) Schedule, which lists the type of documents the District must retain and for how long. The Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every twelve (12) months.

The Superintendent designates a "Records Officer" in each department/building who is responsible for all aspects of records retention, including electronic communications within that department/building. Records Officers are responsible for activating the disposal process whenever disposal is timely according to the RC-2 Schedule. This includes completing the RC-3 Form, or certificate of disposal, which gives notice as to when records are to be disposed. The RC-3 Form is sent to the Commission for its approval.

Upon the Commission’s approval, the RC-3 Form shall be sent to the Ohio History Connection - State Archives for its review. After fifteen (15) business days, the records shall be disposed of according to the RC-2 Schedule, unless OHC has notified you that disposal of the records is inappropriate.

When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition (RC-2), the applications and/or schedules are sent to the Ohio History Connection - State Archives (OHC) for review. The OHC will review the application or schedule within a period of 60 days. During this time, the OHC may select for its custody any records it considers to be of continuing historical value. The OHC will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHC has completed their review, OHC will forward the applications and/or schedules to the Auditor of State for their approval or disapproval.

The Auditor of State must approve or disapprove the application and/or schedule within sixty (60) days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHC of the disposal of only the records that OHC has requested to see. OHC is given the opportunity for a period of fifteen (15) days to select for its custody such public records as it considers to be of continuing historical value.

Ohio History Connection - State Archives Electronic Communications

Electronic Communications sent or received by District employees may be considered a public record subject to public disclosure or inspection under Ohio's Public Records Act (Sunshine Law).

All District electronic communication is monitored in accordance with the attached regulation to ensure that all public electronic mail records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

Legal

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

R.C. 9.01

R.C. 149.35; 149.41; 149.43

R.C. 3313.29, 3319.321, 3701.028

Auditor of State Form RC-2