

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 President, the Treasurer and the Superintendent and meets at least once every 12 months.

The function of the commission is to review applications for one-time disposal of obsolete records 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, in accordance with State law.

The Superintendent designates a Records Officer in each department/building who is responsible for all aspects of records retention, including electronic mail, within that department/building.

When the District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the applications and/or schedules are sent to the Ohio Historical Society (OHS) for review. The OHS will review the application or schedule within a period of 60 days. During this time, the OHS may select for its custody any records it considers to be of continuing historical value. The OHS 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 OHS has completed their review, OHS 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 60 days.

Before public records are disposed of pursuant to an approved schedule, the District must inform OHS of the disposal of only the records that OHS has requested to see. OHS is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value.²

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

Adoption date: December 15, 2015

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
ORC 9.01
149.011; 149.35; 149.381; 149.41; 149.43
3313.29
3319.321
3701.028
Ohio Historical Society Form RC-1
Ohio Historical Society Form RC-2
Ohio Historical Society Form RC-3

CROSS REFS.: DI, Fiscal Accounting and Reporting
GBL, Personnel Records
JO, Student Records
KBA, Public's Right to Know

¹Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code Section (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District, RC 149.011.

²The Historical Society may not review or select for its custody the records set forth in RC 149.381(E).