

Book	Administrative Guideline Manual
Section	8000 Operations
Title	RECORDS RETENTION AND DISPOSAL
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8310E - **RECORDS RETENTION AND DISPOSAL**

The President of the Board of Education, the Superintendent, and the Treasurer serve as the District Records Commission. The Commission shall meet as needed, at least annually, 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 Commission as outlined below. The Commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

Ohio law states that "any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Revised Code, created or received by, or coming under the jurisdiction of any public office of the State or its political subdivisions which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office" is a record. R.C. 149.011(G)

Recommended Procedure

To properly dispose of records that are no longer required for the current operation of the School District, are of no further administrative, legal or fiscal value to the School District or its citizens, and are not required to be retained by any statute or regulation, the following steps are to be followed by the Commission and all employees:

- A. Review the "Records Retention Schedule" in AG 8310A - Public Records to determine documents eligible to be destroyed. Place common records into boxes and clearly mark the box as to contents and dates.
- B. Prepare an "Application for One-Time Records Disposal" – RC-1 or "Schedule of Records Retention and Disposition" – RC-2 (Ohio History Connection).
- C. The building principal or other department head must approve the application.
- D. Submit the application to the Treasurer and retain one (1) copy of the application.
- E. Wait! Do not destroy records until you receive authorization to do so by the District Records Commission. The disposal application must first be reviewed by the District Records Commission, and then submitted to the Ohio History Connection ("OHC") and the Auditor of the State of Ohio. The OHC shall review the application or schedule of records retention and disposition within sixty (60) days of its receipt of it, and shall then forward the application or schedule to the Auditor. The Auditor shall approve or disapprove the application or schedule within sixty (60) days after receipt of it.
- F. Prepare a "Certificate of Records Disposal"- RC-3 – when required to do so by the OHC as indicated on the approved "Schedule of Records Retention and Disposition" - RC-2 (Ohio History Connection).
- G. Have the disposal certificate signed by the building principal or other department head.

- H. Submit the certificate to the Treasurer and retain one (1) copy.
- I. Wait! The OHC has fifteen (15) business days to select for its custody any public records it considers to be of continuing historical value. The OHC may not review or select any confidential records the release of which is prohibited by State or Federal law, including, but not limited to records containing personally identifiable information concerning any student, other than directory information. (See Policy 8330 and AG 8330) without the written consent of the student's parent or the student if eighteen (18) or older.
- J. Dispose of records upon receipt of, and in accordance with, the instructions of the District Records Commission.

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Legal R.C. 149.381, 149.41, 149.43, 2151.86, 3319.321
 20 U.S.C. 1232g
 42 U.S.C. 12101