



Book	Administrative Guideline Manual
Section	8000 Operations
Title	RECORDS RETENTION AND DISPOSAL
Code	ag8310E
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8310E - **RECORDS RETENTION AND DISPOSAL**

The President of the Board, 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, the following steps are to be followed:

- A. Review the "Records Retention Schedule" in AG 8310 - Public Records to determine documents 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".
- 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. The disposal application must first be reviewed by the District Records Commission, the Ohio Historical Society, and the Auditor of the State of Ohio.
- F. Dispose of records upon receipt of, and in accordance with, the instructions of the District Records Commission. Proper disposal may include destruction (fire or shred), transfer to the Ohio Historical Society, transfer to the local historical museum, transfer to the State Auditor, or retain the records on file.
- G. Prepare a "Certificate of Records Disposal".
- H. Have the disposal certificate signed by the building principal or other department head.
- I. Submit the certificate to the Treasurer and retain one (1) copy.

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