



Book	Policy Manual
Section	SECTION E: SUPPORT SERVICES
Title	Data and Records Retention
Code	EHA
Status	Active
Adopted	October 25, 2004

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 Educational Service District Commission (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 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.

When District records have been approved for disposal, the 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

LEGAL REFS.:

Family Educational Rights and Privacy Act; 20 USC 1232g et seq.
Auditor of State Form RC-2
ORC 9.01; 149.35; 149.41; 149.43; 3313.29; 3319.321; 3701.028

¹Records include any 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 Section 149.011

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

Cross References	DI - Fiscal Accounting and Reporting
	GBL - Personnel Records
	JO - Student Records
	KBA - Public's Right to Know