

3358:11-4-13 Records retention policy.

- (A) Purpose. In accordance with section 149.33 of the Revised Code, commonly known as the Ohio public records act, the board of trustees of Owens community college has full responsibility for establishing and administering a records program for Owens community college, applying efficient and economical methods to the creation, maintenance, retention, preservation, and disposition of records of Owens community college.
- (B) In accordance with the Revised Code, a record is defined as: any document, device or item that is 1) stored on a fixed medium, i.e., paper, computer, film; 2) created, received, or sent under the jurisdiction of a public office, and; 3) documents the organization, functions, policies, procedures, operations or other activities of the office.
- (C) The office of the executive vice president/chief financial officer is responsible for administering the college records retention program. Each vice president or other officer having custody of college records is responsible for consulting with the executive vice president/chief financial officer or designee to establish and ensure compliance with an on-going records retention schedule specific to that office. The complete records retention schedule shall be maintained by the office of the executive vice president/chief financial officer as the Owens community college records retention manual and may be revised as necessary.
- (D) College records shall be retained for such period as is required by the retention schedules, and may be disposed of only in accordance with disposition instructions included in the Owens community college records retention manual or as further developed by the office of the executive vice president/chief financial officer. When records are destroyed in accordance with a records retention schedule, a certificate of records disposal must be filed with the office of the executive vice president/chief financial officer.
- (E) As stated in section 149.351 of the Revised Code, all records are the property of the college, and shall not be removed, destroyed, mutilated, transferred, or otherwise damaged or disposed of except in accordance with the records retention program of the college as outlined above.

3358:11-4-13

2

Effective date: 11/20/2010

Patricia M. Jezak
Certification

11/9/2010
Date

Promulgated under:	111.15
Statutory authority:	3358.08
Rule amplifies:	3358.08
Prior effective dates:	10/17/2005