

DATA MANAGEMENT

The orderly acquisition, storage and retention of school district records and reports are essential for the overall efficient and effective operation of the District. The Milford Board of Education establishes a District records commission to govern matters pertaining to District records, their retention and disposal.

The records commission shall consist of the Board President, the Treasurer and the Superintendent. The Treasurer shall serve as chairman/secretary of the District records commission. The members of this commission shall appoint necessary records officers through the District to carry out the necessary work associated with District records.

The District records commission shall develop a schedule of record retention and disposal (RC-2). Said schedule shall be approved by the Ohio Historical Society and the Auditor of State's office.

The District records commission shall meet at least once annually to review the certificates of records disposal as submitted by the records officers. Upon the approval of the commission, such records may be disposed of, pursuant to established Milford School District procedures.

[Adoption date: May 18, 1995]

[Re-adoption date: August 21, 2014]

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