

PROCEDURES FOR RECORDS DISPOSAL REGULATIONS

The Milford Exempted Village School District records commission shall consist of the Board President, the Treasurer and the Superintendent. The Treasurer shall serve as chairman/secretary of the records commission.

1. The District records commission designates the following as records officers for the Milford School District: building principals, administrative assistant central office, maintenance coordinator, director of transportation, director of food service, director of human resources, director of curriculum and instruction.
2. No later than June 1 of each year, the process will be initiated to dispose of records according to the approved (RC-2) schedule of records retention and disposition.
3. Records officers will list those eligible, disposable records on the certificate of records disposal (RC-3), per the adopted schedule, and forward to the District records commission secretary.
4. The records commission shall review the certificates of records disposal as submitted. Minutes shall be kept.
5. Upon the commission's approval, the certificates (RC-3) will be forwarded as follows:

Original - Ohio Historical Society Network Specialist designated for the Milford School District. The historical society will send a copy to the Auditor of State's office on behalf of the District.

Copy - Records Commission files

6. Fifteen days must have elapsed after forwarding to the Ohio Historical Society before destroying records.
7. A copy of the record officer's certificate of records (RC-3) disposal form should be maintained for their records.