

DATA AND RECORDS RETENTION

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 District Records 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 District Records Commission is composed of the Board President, the Treasurer and the Superintendent and meets at least once every 12 months.

The function of the commission is to review for one-time disposal of obsolete records 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, in accordance with the State law.

The Superintendent designates a Records Officer in each department/building who is responsible for all aspects of records retention, including electronic mail, within those departments/buildings.

When District Records Commission has approved an application for one-time disposal of obsolete records, or any schedule of records retention and disposition, the application and/or schedules are sent to the Ohio History Connection (OHCS) for review. During this time, the OHCS may select for its custody any records it considers to be of continuing historical value. The OHCS will denote upon any schedule of records retention, and disposal, the records for which they will require a certificate of records disposal prior to their disposal. After the OHCS has completed their review, OHCS will forward the applications and/or schedules to the Auditor of State for their approval or disapproval. The Auditor of State must approve or disapprove the application and/or schedule within 60 days.

Before public records are disposed of pursuant to an approved schedule, the district must inform OHCS of the disposal of only the records that OHCS has requested to see. The OHCS is given the opportunity for a period of 15 days to select for its custody such public records as it considers to be of continuing historical value².

Electronic Mail

Electronic mail sent or received by the Board and/or District employees and social media content may be considered a public record subject to disclosure or inspection under the Open Meetings Act (Sunshine Law). If the electronic mail or social media content is the District's official

record and meets the definition of a record as defined by State law, then the information must be retained in accordance with the District record retentions schedule.

All Board and District electronic mail communications and social media content are monitored in accordance with the attached regulation to ensure that all electronic mail and social media records are retained, archived and destroyed in compliance with State law.

District employees are subject to disciplinary action for violation of this policy and regulation.

[Adoption date: October 15, 1998]
[Re-adoption date: November 17, 2011]
[Re-adoption date: February 16, 2012]
[Re-adoption date: August 21, 2014]
[Re-adoption date: August 18, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC 1232g et seq.

ORC 9.01
149.011; 149.35; 149.381; 149.41; 149.43
3313.29
3319.321
3701.028

Ohio History Connection Form RC-1
Ohio History Connection Form RC-2
Ohio History Connection Form RC-3

CROSS REFS.: DI, Fiscal Accounting and Reporting

GBL, Personnel Records
JO, Student Records
KBA, Public's Right to Know

¹ Records include any document, device or item, regardless of physical form or characteristic, including an electronic record (as defined in Ohio Revised Code (RC) 1306.01), created or received by or coming under the jurisdiction of the District that serves to document the organization, functions, policies, decisions, procedures, operations or other activities of the District RC 149.011.

² The Ohio History Connection may not review or select for its custody the records set forth in RC 149.381(E).