

10.04 RECORDS RETENTION AND DISPOSAL

The orderly acquisition, storage, and retention of the School District records is essential for the overall efficient and effective operations of the District. The Board of Education established a District Records Commission to govern matters pertaining to District records, their retention and disposal in accordance with O.R.C. Section 149.41.

The Records Commission shall consist of the Board President, Treasurer and Superintendent. The Treasurer shall serve as Chairperson/Secretary of the District Records Commission.

The District Records Commission shall meet at least once annually to review any updates to the records retention schedule and any disposal of records that require one-time approval as determined by the Ohio Historical Society and the Auditor of State. Records retention schedules and disposal will follow the following procedures:

- A. Records retention schedules will be approved by the District's Records Commission
- B. Approved record retention schedules will be submitted to the Ohio Historical Society and the Auditor of State for approval pursuant to O.R.C 149.381
- C. Records shall be destroyed in accordance with the approved records retention schedule and only as directed by the District Records Commission Secretary
- D. The District Records Commission shall develop the necessary regulations and record retention schedules to carry out its purpose

Board Approved December 17, 2020