

#### 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 operation of the District. The Board of Education establishes a district records commission to govern matters pertaining to District records, their retention and disposal in accordance with O.R.C. §§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 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 meet at least once annually to review certificates of records disposal forms as submitted by the records officers. Upon the approval of the commission, such records may be disposed of, pursuant to the following standards:

- A. Procedures to dispose of records according to the School District's approved schedule of records retention and disposition will be initiated annually.
- B. Records officers will list those eligible, disposable records on the certificate of records disposal in accordance with the District's approved schedule.
- C. The records commission shall review the certificates of records disposal forms as submitted, annually.
- D. Upon the commission's approval, the certificates will be forwarded as follows:
  - Original
    - Forward the original to the Ohio Historical Society Network Specialist for Muskingum County.
  - Copies
    - Keep one copy for the Record Commission files.
    - The Ohio Historical Society Records Specialist will send a copy to the State Auditor's Office on the District's behalf.
- E. Records shall be destroyed only as directed by the district records secretary. Prior to disposal, the records secretary also shall submit any required certificate of records disposal to the Ohio Historical Society pursuant to O.R.C. 149.381.
- F. The district records commission shall develop the necessary regulations and record retention schedules to carry out its purpose.

Board Approved August 16, 2011

