

RESOLUTION F07-12

RECORDS MANAGEMENT, RETENTION, AND DISPOSAL POLICY 5.34

WHEREAS, Ohio Revised Code, Section 149.33, enacted in 1992, states that “the boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering records programs for their respective institutions” and further states that “the boards shall apply efficient and economical management methods to the creation, utilization, maintenance, retention, preservation, and disposition of the records of their respective institutions”; and

WHEREAS, the SSU Board of Trustees had previously adopted resolutions 38-93 and 54-94, which charged the President to make appropriate personnel assignments to develop and oversee a records management system and establish a “records commission”; and

WHEREAS, a manual was developed by the Inter-University Council in 1992 titled “Records Retention for Public Colleges and Universities in Ohio” and the SSU records commission and records manager have instituted processes to follow the manual to the extent practical; and

WHEREAS, the Inter-University Council manual has been updated and revised, and includes a model records retention schedule; and

WHEREAS, a Records Management Retention and Disposal Policy is proposed for Board approval, which addresses a records retention schedule and other records management issues, including the appointments of records custodians and a records committee, along with a records manager.

WHEREAS, the SSU Records Manager and the President recommend that a records retention schedule template be utilized to cover all areas of the University, and is proposed by the President for Board adoption.

WHEREAS, procedures established to enforce the new policy are provided for informational purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the Shawnee State University Records Retention Template and Policy 5.34, Records Management, Retention, and Disposal, effective March 9, 2012.

(March 9, 2012)