Shawnee State University

POLICY TITLE:	RECORDS MANAGEMENT, RETENTION & DISPOSAL
POLICY NO.:	5.34REV
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RESPONSIBLE OFFICER:	PROVOST
APPROVED BY:	BOARD OF TRUSTEES

1.0 PURPOSE

The purpose of this policy is to ensure compliance with the State of Ohio's records management and retention statutes. In accordance with Ohio Revised Code Section 149.33, university and college boards of trustees "shall have full responsibility for establishing and administering a records program for their respective institutions. 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."

2.0 DEFINITION

"University records" has the same meaning as the term "records" in Ohio Revised Code Section 149.011.

3.0 MAINTENANCE AND RETENTION OF UNIVERSITY RECORDS

3.1 Shawnee State University shall have a records system that covers all University departments and offices to ensure that all official records of the University, both public and exempt, are maintained and disposed of in accordance with the University's records retention schedule. The records system will adequately reflect the organization, functions, policies, decisions, procedures, operations and other activities of the University.

3.2 University records shall not be removed or destroyed, except in accordance with the University's records retention schedule and applicable state and federal laws. If there is a discrepancy between the records retention schedule and federal or state law, the prescribed retention period directed by law shall be followed.

4.0 UNIVERSITY RECORDS MANAGER AND RECORDS CUSTODIANS

4.1 The University's Records Manager is responsible for the administration and primary oversight of the University records system and management program. The Provost is responsible for designating the Records Manager.

4.2 Each University division will have at least one employee designated as Records Custodian for the division's units and offices and who will work under the direction of the Records Manager. The vice presidents are responsible for designating a sufficient number of records custodians for their respective division.

5.0 MODEL RECORDS RETENTION SCHEDULE

5.1 The University's guideline for records management is the Inter-University Council of Ohio's Records Retention Model, (IUC Model) and any subsequent updates.

5.2 The IUC Model will be used as the basis for establishing legal retention periods and developing a standardized schedule, unless a federal or state law directs a longer retention period. Under the direction of the University Records Manager, the records custodians will determine appropriate record series and retention periods and will develop schedules for each University department.

5.3 University offices will utilize a records retention schedule template approved by the Board of Trustees.

6.0 PROCEDURES

Procedures will be established to implement this policy that will include processes that address a records inventory, storage areas and disposal of university records.

Applicable Procedure: 5.34:1 Records Management, Retention & Disposal

History
Effective: 03/09/12
Revised: 04/14/17
Reviewed: 10/27/26 with no revisions; 09/28/22 with minor revisions