

**COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL**

RECORDS RETENTION AND DISPOSAL
Policy No. 11-04
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Effective October 1, 2008

- A. In compliance with Section 149.33 of the Ohio Revised Code, Columbus State Community College establishes this policy for retention and disposal of all records generated in the course of the college's operation. This Records Retention and Disposal policy is to ensure that necessary records and documents are adequately protected and maintained in compliance with current local, state, and federal legal requirements.

- B. The President of the college shall establish procedures to administer this policy.

Last Effective Date: June 1, 2004