

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

RECORDS RETENTION AND DISPOSAL
Procedure No. 11-04 (B)
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Effective Date: October 1, 2008

Definitions

A **Record** is defined as “any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in [section 1306.01](#) of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political sub-divisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.”

Electronic Record as defined in Section 1306.01 of the Ohio Revised Code is “a record created, generated, sent, communicated, received, or stored by electronic means”. Chapter 1306 is known as the “Uniform Electronic Transactions Act”. Such records are considered part of the records of the college.

Office of Record is the department or office responsible for maintaining the official records for the total retention period. This is generally the office in which they were originally created.

Records Liaison is designated by the supervisor of an Office of Record and is responsible for oversight of records within that office.

Records Retention Committee is a committee of Records Liaisons chaired by the Program Coordinator for Records Management. The committee shall meet regularly as necessary to facilitate the compliance with the Records Retention and Disposal Policy.

Records Inventory is a repository of the records of the college which may include types, retention schedule, office of responsibility, dates, and other pertinent information.

Records Inventory Form is a document that contains the information regarding the records of the organization. This form is completed by the records liaisons and subsequently saved in the Records Inventory.

Categories of Record:

- a) **Administrative Purpose** is defined as records that are created to help accomplish the functions for which an office is responsible and have administrative value as long as they assist the office in performing current or future activity.
- b) **Legal Purpose** is defined as records having legal value if they contain evidence of legally enforceable rights or obligations of the college, or constitute items to fulfill legal requirements. Examples of these are records that provide the basis for action such as leases; deeds; contracts; and, records of action in particular cases, such as claim papers and legal dockets.

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- c) **Fiscal Purpose** is defined as records that pertain to financial transactions such as budgets, ledgers, payrolls, and vouchers.
- d) **Historical Purpose** is defined as records that document past events, such as the college's origins and activities, could have historical value, and should be reviewed for permanent retention.

PROCEDURES:

In Compliance with Records Retention and Disposal Policy, the college establishes the following:

1. Records Retention Committee will establish the process by which information on Records will be collected, reviewed and maintained in the Records Inventory.
2. Records Retention Committee shall meet as necessary to collect and review information on Records provided by Records Liaisons using Records Inventory Forms.
3. Records Retention Committee shall meet annually to review the policy and practices for compliance.
4. A Records Liaison from each department, shall:
 - a. Review currently used Records to determine whether these records are adequate and appropriate for each department's requirements.
 - b. Establish a Records Retention and Disposal Schedule for their area of responsibility that is in compliance with local, state, and federal laws.
 - c. Monitor local, state, and federal laws affecting records retention and disposal for their area of responsibility.
 - d. Annually review the Records Retention and Disposal Schedule for their area of responsibility.
 - e. Serve on Records Retention Committee and keep the records retention process and inventory updated as new records are created, assuring that the Records Inventory Form is properly executed for each record in the department.
5. Records Inventory Form:
 - a) All departments shall inventory and establish a maintenance and disposal schedule for all their records. Each department shall establish a records liaison

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who shall assure that such inventory and form has been generated for each record in the department.

b) Completed forms will reside in an electronic database. The inventory forms may be viewed by employees of the college, but the forms may be altered only by the liaison of the department to which the record belongs.

c) All Records Inventory Forms shall be reviewed and updated at least annually.

6. No Record shall be retained, destroyed, or transferred to another area in violation of the Records Retention and Disposal Schedule.
7. Records no longer needed or of no continuing value to the college shall be properly discarded at the appropriate time per process established by Records Retention Committee.
8. In the event of a governmental audit, investigation, or pending litigation, records disposal shall be suspended at the direction of the President of the college, the Vice President of Human Resources, legal counsel, or other designated person of the college.
9. In the process of establishing the Records Inventory Form, the records liaison shall take special precautions to protect the privacy of any record based on federal, state, or local law.
10. Records recorded on the Records Inventory Form shall be analyzed and evaluated so that a Retention and Disposal Schedule can be agreed upon within the four following categories: administrative, legal, fiscal, or historical purpose.
11. The Program Coordinator for Records Management shall discuss and agree upon retention periods with each department liaison prior to the finalization of the Retention Schedules being written.
12. A Records Retention and Disposal Handbook shall be compiled by the Program Coordinator for Records Management and the Records Retention and Disposal Committee. Information in the handbook will be reviewed and updated annually by the coordinator and the Records Retention Committee.