

Records Retention Procedure 7.02(a)
Chapter 7: General Administrative

Procedure: The purpose of the Records Retention Procedure is to ensure that Rhodes State College is in compliance with applicable regulations and requirements related to the retention and disposition of College records.

In compliance with the Records Retention Policy, the College establishes the following:

All College employees who participate in creating, receiving, or maintaining College documents are required to follow the Records Retention Policy and Procedure.

The Records Retention Committee will establish the process by which information on records will be collected, reviewed, and maintained.

The Records Manager in each department is responsible for maintenance of the department's official records in collaboration with the Records Retention Committee.

The Records Retention Schedule of Rhodes State College is aligned with the Inter-University Council of Ohio and its underlying matrix.

DEFINITION(S)

Record – A record includes any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section 1306.01 of the Ohio Revised Code, created or received by or coming under the jurisdiction of the College, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the College and its students, faculty, staff and Board of Trustees.

Record Series – A record series is a group of related records evaluated as a unit for retention and disposition purposes.

Retention Period – A retention period is the length of time records should be kept for administrative, legal, fiscal, and/or historical purposes.

Electronic Record – An electronic record is a record created, generated, sent, communicated, received, or stored by electronic means.

Disposition – Disposition is the final action recommended for a record series.

Department of Record – The Department of Record is the department or office responsible for maintaining official records for the total Retention Period. This is typically the office of origination.

Records Manager – The Records Manager is designated by the Cabinet member of a Department of Record. The Records Manager is responsible for the oversight of records within that department or office.

Records Retention Committee – The Records Retention Committee is comprised of Cabinet member designees who represent each Cabinet level area of the College. The Chair of the Records Retention Committee is appointed by the Records Retention Committee and will serve a three-year term.

Records Retention Schedule – The Records Retention Schedule is a legally mandated document that classifies records created, sent or received by the College and provides instruction for records retention and disposition as approved by the Records Retention Committee.

I. Records Retention Committee Duties

- a. Meet annually to review the procedures and processes for compliance
- b. Meet as necessary to collect and review information on record series in the Records Retention Schedule provided by the Records Managers
- c. Maintain a Records Retention Schedule
- d. Review and update the Records Retention Schedule annually

II. Records Manager Duties

- a. Monitor and ensure compliance with the Records Retention Schedule for their area of responsibility
- b. Ensure that the Records Retention Schedule for their designated area of responsibility is accurate
- c. Monitor local, state and federal laws and regulations, and accreditation requirements affecting records retention
- d. Annually review the Records Retention Schedule for their respective area of responsibility to determine whether the record series are adequate and appropriate for their requirements
- e. Document the appropriate method of disposal of records

III. Records Retention Schedule

- a. The Records Retention Schedule is available online in the MyRhodes employee portal to all employees of the College and all employees of the College are responsible for following the Records Retention Schedule regarding the disposition of records.
- b. Any revisions to the Records Retention Schedule must be requested by the Records Manager of the Department of Record to the respective Cabinet member/designee who submits the request to the Records Retention Committee for approval.
- c. The Department of Record, as listed in the Records Retention Schedule, is the department responsible for the retention of the record series.
- d. All electronic records are retained and destroyed according to the record content listed in the Records Retention Schedule. A department/office should categorize all of its respective records based on content, regardless of the media format in which they exist.

IV. Disposition of Records

- a. Records whose disposition is listed as destroy shall be properly disposed of according to the Retention Period in the Records Retention Schedule and

approval of the Records Retention Committee. The disposal of records will take place annually for the College. If a public record is retained beyond its properly approved destruction date, it keeps its public record status and is subject to public records requests and litigation until it is destroyed.

- b. Proper consideration of the confidentiality of the record must be considered when selecting a method of destruction for that record. Records not deemed public record, records with personally identifiable information, and confidential records should be securely destroyed. Records that require destruction in a manner that protects confidentiality must have safe and secure disposal including its protection during storage, transportation, handling and destruction.
- c. Record series that are designated permanent in retention will be retained by the Department of Record.
- d. Records deemed by the Records Retention Committee to be worthy of special preservation must be submitted to Cabinet for approval to be placed in the College Archives.
- e. Faculty and staff separated from the College will leave all College Records.
- f. In the event of a governmental audit, investigation, or pending litigation, records disposal will be suspended at the direction of the President of the College or Vice President for Finance & Business.

Related Policies or Procedures:

[Records Retention Policy, 7.02](#)

Rhodes State College Records Retention Schedule

Compliance:

This policy is implemented to ensure compliance with Ohio Revised Code Chapter 149, 1306.01 and Ohio Sunshine Laws, An Open Government Resource Manual.

History:

	Date:	Reason:
Issued:	01/24/2019	Aligned with original policy
Revised:	04/18/2023	Revised

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.