

RECORDS RETENTION POLICY

Applies to Faculty and Staff

The purpose of this policy is to ensure that Rhodes State College is in compliance with all applicable regulations and requirements related to the retention and disposal of all College records.

POLICY STATEMENT

Rhodes State College (Rhodes), in compliance with Section 149.33(B) of the Ohio Revised Code, establishes the Records Retention and Disposal Policy for the retention and disposal of all records generated in the course of the College's operation.

All records are the property of Rhodes. Records may not be disposed of, in whole or in part, except as provided by the Records Retention Procedure and Records Retention Schedule.

POLICY REVIEW

The Records Retention and Disposal Policy, as well as the Records Retention Procedure and Records Retention Schedule, will be reviewed every three years and updated as needed to reflect changes in College structure, revision of local, state, and federal standards or continual improvement of records management.

RESPONSIBLE OFFICE

Office of Institutional Effectiveness

REFERENCES

Rhodes State College Records Retention Procedure
Rhodes State College Records Retention Schedule