

Records Retention Policy, 7.02
Chapter 7: General Administrative

Responsible Office: Office of Institutional Effectiveness Planning

Applies to: All Faculty and Staff

BOT Approved: 04/18/2023

Policy: The Records Retention policy establishes a systematic program to manage the retention and disposition of records created by the College to comply with laws and regulations, document transactions and events, and preserve the College history. All records are the property of Rhodes State College and may not be maintained or disposed of, in whole or in part, except as provided by the Records Retention Schedule.

Guidelines:**I. Definitions**

- a. **Record:** 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.
- b. **Record Series:** a group of related records evaluated as a unit for retention and disposition purposes.
- c. **Retention Period:** the length of time records should be kept for administrative, legal, fiscal, and/or historical purposes.
- d. **Disposition:** final action recommended for a record series.
- e. **Records Retention Schedule:** 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.

II. Policy Review

- a. The Records Retention Policy, Records Retention Procedure, and as well as the 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 laws and regulations; or improvement of records management.

Related Policies or Procedures:**[Records Retention Procedure 7.02\(a\)](#)**

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

Compliance References: [O.R.C. Chapter 149](#)

History:

	Date:	Reason:
Issued:	09/18/2007	Original policy was reviewed and approved by Board of Trustees
Revised:	02/19/2019	Reviewed in accordance with Records Retention Schedule
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.