

## RECORDS DISPOSAL POLICY

The orderly acquisition, storage and retention of school district records and reports is essential for the overall efficient and effective operation of the district. The Board of Education establishes a district records commission to govern matters pertaining to district records, their retention and disposal.

The records commission shall consist of the board president, treasurer and superintendent. The treasurer shall serve as chairman/secretary of the district records commission. The members of this commission shall appoint necessary records officers through the district to carry out the necessary work associated with district records.

The district records commission shall meet at least once annually to review the certificates of records disposal as submitted by the records officers. Upon the approval of the commission, such records may be disposed of, pursuant to the following standards:

1. Procedures to dispose of records according to the approved schedule of records retention and disposition will be initiated by April 1 of each year.
2. Records officers will list those eligible, disposable records on the certificate of records disposal (RC-3), per the adopted schedule.
3. The records commission shall review the certificates of records disposal as submitted prior to a regular May Board of Education meeting each year.
4. Upon the commission's approval, the certificates (RC-3) will be forwarded as follows:

Original - Forward original to Ohio Historical Society Network Specialist for your County. See attached map to determine your County Records Specialist.

Copies - Keep one copy with your Records Commission files.  
- Ohio Historical Society Records Specialist will make and send a copy to State Auditor's office on your behalf. You do not need to send a copy to the State Auditor's office.

5. Records shall be destroyed only as directed by the district records secretary.

The district records commission shall develop the necessary regulations and record retention schedules to carry out their purpose.

Adopted: April 12, 1995

LEGAL REFS.: ORC 149.41

Columbia Schools, Columbia Station, Ohio