

ATHENS-HOCKING-VINTON 317 BOARD**PUBLIC RECORDS RETENTION****Policy: R1****Current**

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PURPOSE.

The purpose of this Policy is to ensure that records of the Athens-Hocking-Vinton 317 Board are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This Policy is also for the purpose of aiding employees in understanding their obligations in retaining, organizing and disposal of public records.

POLICY.**Definitions.**

A “record” is defined to include the following: A document in any format – paper, electronic (including, but not limited to, business e-mail) – that is created, received by, or comes under the jurisdiction of the Athens-Hocking-Vinton 317 Board that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the Athens-Hocking-Vinton 317 Board.

A “public record” is a “record” that is being kept by this office at the time a public records request is made, subject to applicable exemptions from disclosure under Ohio or federal law. All public records must be organized and maintained in such a way that they can be made available for inspection and copying.

Records Retention Schedule.

The Board shall have a Record Retention Schedule that addresses the maintenance, retention and disposal schedule for physical records and electronic records. The Deputy Director is the employee in charge of the administration of this Policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Deputy Director is authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

RESPONSIBILITY.

Deputy Director: The Deputy Director is responsible for the communication and the implementation of this policy.

Also See:

Procedure R1: Public Records Retention and Procedure R2: Public Records Requests