

School District Records Retention and Disposal

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 after the filing of the annual financial audit to review the certificates of records disposal as submitted by the Records Officers. Upon the approval of the Commission, the Board of Education, and the Ohio Historical Society Network Specialist, the District Records Secretary shall direct the destruction of the appropriate records.

The District Records Commission shall develop the necessary administrative procedures and record retention schedules to carry out their purpose.

Adopted: 7/10/44
Revised: 7/22/64
11/25/96