

3359-11-11 University records officer.

- (A) The director of archival services shall serve as the university records officer. Pursuant to Ohio Revised Code section 149.33(b), this individual shall be responsible for developing an efficient and economical program for records retention, disposition, and destruction of university records.
- (B) The university records officer shall develop policies for records retention. The records retention guidelines set forth in the inter-university council of Ohio's Records Retention Manual shall be followed to the extent practical. The retention rules and policies will be submitted to the board of trustees, as necessary, for approval.
- (C) The university records officer shall, pursuant to Ohio Revised Code Chapter 111, provide for administrative rule filing through the office of the president.
- (D) The president with the recommendation of the university records officer, shall appoint individuals to a committee for the purpose of assisting in the development and management of a sound program for university records management.
- (E) The university records officer shall provide the president with an annual report, consisting of a review of records being retained, the period therefor, and records that are destroyed or are being destroyed. The university records officer shall also inform as to any current statutory, administrative or other changes required or deemed necessary.

Effective: September 25, 1997

Certification: _____
Assistant Secretary
Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359