

The University of Akron		
University Libraries Archival Services		
Records Management Guidelines		
Subject: Records Disposition		
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Pursuant to Rule 3359-11-11 the following guidelines have been created to explain the process by which individual departments approve the disposition of records that are due for destruction according to the UA Records Retention Schedule or to provide rationale that justifies a change in the mandated disposition of these records.

1. Individual Department:

Listed on the Records Disposition Report # RM-004 are the records due for destruction. This report will be sent from Records Management to each university department when records that are being stored at the University Libraries Archival Services facility are due for destruction under the UA Records Retention Schedule. Each department will need to review the report and approve, sign, and date the report in the spaces provided, thus approving the destruction of the records. Once signed by the department the completed report is to be forwarded to the Office of General Counsel for review and approval.

If for any reason the destruction of these records needs to be delayed, the department must indicate this in the "Reason for Delay" section of the report and return the report to the Records Manager. If the report cannot be approved in the current form contact the Records Manager at Ext. 8182 or via email at RecordsManagement@uakron.edu. Information pertaining to the legal retention periods for records is found on the Office of General Counsel's website at:

http://www.uakron.edu/ogc/legal-policies-and-Procedures/records/2017RecordsRetentionSchedule_rev02_01_2018.pdf

2. Office of General Counsel:

Upon receipt, the Office of General Counsel will review the approved report. If the destruction of the records is approved pursuant to the UA Records Retention Schedule, the approved report will be forwarded to the Records Manager. If the Office of General Counsel does not approve the Disposition Report, the Office of General Counsel will discuss the issues with the individual department and with Records Management.

3. Records Management and University Archivist:

Upon receipt of the approved report from the Office of General Counsel, the Records Manager and the University Archivist will review the Records Disposition Report. If the University Archivist approves the destruction, the Records Manager will schedule the destruction of the records detailed on the report. Once the destruction of the records is complete the Records Manager will sign the report as the final step of the destruction process. If the report is not approved the Records Manager will discuss these issues with the individual department, the Office of General Counsel and the University Archivist.