

Erie County Board of Mental Retardation and Developmental Disabilities

Records

September 2007

DOCUMENT MANAGEMENT, RETENTION AND DESTRUCTION OF ADMINISTRATIVE RECORDS

I. POLICY

The goal of the administrative records/filing system is to maintain an accurate accounting system of all contracts, legal documents, financial reports, and support documents; to ensure timely retrieval of said documents; and to ensure public access to requested documents that fall within the purview of public records.

II. PROCEDURE

- A. Administrative records include any document, device, or item, regardless of physical form or characteristic, created or received by or coming under the jurisdiction of ECBMR/DD, which serve to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Administrative records shall include, but not be limited to, all financial records to maintain compliance with audit requirements; all legal records that show the legal organization and role of the agency; records of correspondence detailing grant programs, federal and state entitlement programs; all personnel records; all Board meeting minutes and other administrative committee minutes, regardless of format.

- B. As part of the Board's document management procedure, documents will be scanned and maintained on an in-house document management database system. Security level access to all records scanned will be maintained by the Superintendent and the Information Technologies Department. All records scanned will meet or exceed the scanning guidelines set forth by the Ohio Historical Society, to ensure longevity of the records.

III. RETENTION AND DESTRUCTION OF ADMINISTRATIVE RECORDS

- A. All Administrative records that would be considered public information under federal statutes governing disclosure of public information will be maintained in a permanent inactive file.
- B. All Administrative records that will be considered private records not covered under federal statutes governing disclosures of public information will be destroyed in accordance with the retention schedule (Form RC-2).
- C. Procedures to dispose of records according to the Board's approved schedule of records retention and disposition (Form RC-2) will be initiated annually.

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- D. The Records Management Officer or designee will list those eligible, disposable records on the certificate of records disposal (Form RC-3) in accordance with the Board's approved schedule. The Records Office or designee will obtain approval to destroy the records from the Records Commission, utilizing the procedures outlined in Ohio Administrative Code 149:1-1-02 and 149:1-1-03.
- E. All records will be destroyed by the Records Management Officer or designee by shredding all material to be destroyed after approval by the Ohio Historical Society.
- F. No Administrative files are to be removed from the ECBMR/DD Administrative offices without authorization of the ECBMR/DD Superintendent. Such authority will only be granted to the immediate staff of the Superintendent on his/her written authorization.
- G. No person is to remove information or material from an Administrative file except as authorized by the Superintendent.
- H. E-mail is not considered a separate record series or category. It is a means of transmission of messages or information. Retention or disposition of e-mail messages must be related to the information it contains or the purpose it serves. The content, transactional information, and any attachments associated with the message are considered a public record if they meet the ORC, Section 149.43 criteria. E-mail messages that do not meet the criteria of the ORC definition of a public record may be deleted at any time, unless they become part of some official record as a result of special circumstances.

E-mail that is considered a public record should be kept according to the corresponding Schedule of Records Retention and Disposition (Form RC-2) category retention period. It is the responsibility of the sender and the receiver of the email to maintain and follow the record retention schedule and archiving.