

**3359-11-11 University records officer.**

- (A) The director of archival services shall serve as the university records officer. Pursuant to division (B) of section 149.33 of the Revised Code, this individual shall be responsible for developing an efficient and economical program for records retention, disposition, and destruction of university records.
- (B) The records retention guidelines set forth in the inter-university council of Ohio's "Records Retention Manual" shall be implemented and used as the university's records retention manual, consistent with the university's records retention needs. This process may be used to enlarge any retention period provided in the inter-university council ("IUC") "Records Retention Manual," but shall not be used to provide a shorter retention period for any category of records included in the manual. The university records officer, in consultation with the office of general counsel, shall revise, edit, and update the university's records retention manual as necessary and create policies for records retention.
- (C) The university records officer shall, pursuant to Chapter 111. of the Revised Code, provide for administrative rule filing through the office of the general counsel.
- (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 and the office of general counsel 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: August 30, 2009

Certification: \_\_\_\_\_  
Assistant Secretary  
Board of Trustees

Prom. Under: 111.15

Rule Amp.: Ch. 3359

Prior Effective Date: 9/28/97