

VILLAGE OF COLLEGE CORNER

RECORDS POLICY MANUAL

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Regulation No. 2007-01

1. Pursuant to R.C. §149-412, there is hereby created a Records Commission for the Village composed of the Secretary of the Board of Public Affairs or Village Administrator, the Fiscal Officer of the Village, the Mayor of the Village and the Village's Legal Counsel.
 - a. The Secretary of the Board of Public Affairs or Village Administrator shall serve as the chairperson of the Commission.
 - b. The Commission shall meet at least once every twelve months and upon the call of the chairperson.
 - c. The functions of the Commission shall be to review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by the Records Officer for the Village.
 - i. The Commission may dispose of records pursuant to the procedure outlined in R.C. §149.412
 - ii. The Commission at any time may review any schedule it has previously approved and for good cause shown may revise that schedule.
2. The Mayor shall designate a Records Officer for the Village.
3. The Records Officer shall prepare a complete inventory of the records generated, and maintained by the Village.
4. The Records Officer shall prepare a Records Policy Manual for the Village and shall present such policy to the Records Commission for review, comment and approval. Such policy manual shall contain the following:
 - a. A Records Retention and Disposal policy which shall:
 - i. Adequately describe the different types of records (including electronic records) generated, and maintained, by the Village;
 - ii. Contain, as an attachment, a Schedule of Records Retention and Disposition (RC-2) which will specify a retention period for each different type of records;
 - iii. Require that a copy of the approved Schedule of Records Retention and Disposition (RC-2) be transmitted for review to the Ohio Historical Society State Archives Local Government Records Program, 1982 Velma Ave., Columbus, OH 43211-2497;

- iv. Provide for the archiving of inactive records prior to the expiration date of such records' retention period;
 - v. Require that, at least annually, the Records Officer will prepare a Certificate of Records Disposal listing the records to be destroyed or transferred in accordance with the Schedule of Records Retention and Disposition;
 - vi. Require that a Certificate of Records Disposal shall be forwarded to the Ohio Historical Society State Archives Local Government Records Program at least fifteen business days prior to the destruction or disposal of any records listed on the certificate;
 - vii. Prohibit the destruction, removal or disposal of any record of the Village except in accordance with the terms of the Village's records retention and disposal policy;
- b. A records storage policy which will insure that the records of the Village will be secure and that they will be available for public inspection in accordance with the requirements of Ohio law;
 - c. Special procedures, where necessary, for the retention, retrieval, disposal, maintenance and storage of electronic records (including e-mail messages); Policies and procedures to be employed in responding to requests for copies of the public records of the Village and to protect against the unauthorized disclosure of any records of the Village which are not subject to disclosure by virtue of state or federal law, or any other applicable provision of law;
 - d. Policies and procedures to be employed by the Village to ensure that any personal information contained in the records of the Village shall be used, maintained, safeguarded and disposed of in accordance with the provisions of Chapter 1347 of the Ohio Revised Code;
 - e. Such other policies and procedures as are necessary to comply with the requirements of law.
- 5. The Records Officer shall regularly review the Records Policy and make recommendations to the Board of Public Affairs or Village Administrator for modifications to the Policy, or to the Schedule of Records Retention and Disposition.
 - 6. This Regulation No. 1 shall supercede and replace all previous Regulations, which is hereby repealed.