

## **Youngstown State University Records Management Mission & Policy Statement**

In compliance with Section 149.33 of the Ohio Revised Code, Youngstown State University, by the authority of its Board of Trustees, has established a records management program under the jurisdiction of the President's Office and University Archives & Special Collections for the purpose of insuring proper scheduling, storage and disposal of university records. Records Retention for Public Colleges and Universities in Ohio: A Manual (Inter-University Council of Ohio, 2000) will be used as the basis for Youngstown State University's records management program. This program is designed to reduce the number of non-current records occupying expensive office space, eliminate unnecessary duplication of records between offices, offer a systematic method of records destruction and create an awareness of documents with a permanent archival value.

Youngstown State University recognizes the need for orderly management and retrieval of all official records and a documented records retention and destruction schedule congruent with all state and federal laws and related regulations. All official records as defined by Section 149.011 of the Ohio Revised Code, (paper, microform, electronic, or any other media) will be retained for the minimum periods stated in the Records Retention for Public Colleges and Universities in Ohio: A Manual (Inter-University Council of Ohio, 2000). After a specified period of time, official records must be disposed of in a manner that is consistent with, and systematically carried out in accordance with, prescribed records and information management guidelines and procedures.

The Records Retention for Public Colleges and Universities in Ohio: A Manual provides a list of official records for each department on the campus and prescribes the periods of authorized retention. The schedule may be revised periodically to include a newly created record series, to change retention periods, or to delete a record series no longer useful. Appropriate approval procedures must be followed and completed before any revisions would become effective.

All records to be kept for a minimum periods listed in the Records Retention for Public Colleges and Universities in Ohio: A Manual. Notwithstanding such minimum retention periods, all records must be maintained until all required audits are completed and should be retained beyond the listed retention periods when there is a probability of litigation either involving records or requiring their use.

Records may not be destroyed without first insuring that all legal requirements and retention periods have been met as listed in the Records Retention for Public Colleges and Universities in Ohio: A Manual. Records not listed in the Manual must be reviewed by the University General Council and the University Archivist before destruction is approved. Before final destruction a certificate of records disposal form needs to be filed to report that the records retention schedule has been met and documents have been disposed of according to institutional policy.