

MENTAL HEALTH AND RECOVERY SERVICES (MHRS) BOARD  
*(Serving Coshocton, Guernsey, Morgan, Muskingum, Noble & Perry Counties)*  
 1500 Coal Run Road, Zanesville, Ohio 43701

POLICY SUBJECT <b>RECORDS RETENTION &amp; DESTRUCTION</b>		Part: III Community Relations
		Section: A.4
SUPERCEDES	APPROVED BY: BOARD OF DIRECTORS    DATE: 9/11/14	Revised Date: 11/9/15
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During reorganization of This Board's Policy Manual, on 11/09/15 this policy was reformatted as well as renumbered by changing from 5.03 to III-A.4. No wordage was changed.		

**PURPOSE:** The purpose of this Record Retention and Destruction Policy (“R2D”) is to ensure that the Muskingum Area Mental Health & Recovery Services Board (the “Board”) retains its official records in accordance with the requirements of all applicable laws and to ensure that official records no longer needed by the Historical Society are discarded at the proper time. This Policy provides guidelines concerning the length of time official records should be retained under ordinary business circumstances, as well as the steps that the Board should take in the event of any pending or imminent government (federal, state or local) investigation, audit or proceeding, or any civil or criminal lawsuit involving the Board.

**POLICY:** R2D Policy represents the Board’s formal policy regarding the retention and disposal of documents and official records related to and generated in the course of the Board’s operations.

**ADDITIONAL AUTHORITY:**

◆ **According to ORC 149.381**, the Muskingum Area ADAMH Records Commission, the Mental Health & Recovery Services Board and employees shall comply with the Special Taxing District Records Commission.

**According to ORC 149.381**, the Muskingum Area Mental Health & Recovery Services Board and Muskingum Area ADAMH Records Commission and employees shall comply with Ohio Record Retention Policy and Schedule.

**COVERED RECORDS:**

R2D applies to all official records generated in the course of the Board’s operations, including but not limited to:

- Typed or printed hardcopy (i.e., paper) documents;
- Electronic records and documents (e.g., email, Web files, text files, PDF files);
- Video or digital images and documents (e.g., photocopies);
- Graphic representations;
- Electronically stored information contained on network servers and/or document management systems; and
- Recorded audio material (e.g., voicemail).

**RESPONSIBILITY:**

- A. The Board of Directors shall be responsible for:
- approving all Board Policies
  - suggesting new policies and/or modifications to existing policies
  - reviewing and approving all Board Policies at least every four years

-if needed, reviewing procedures to assure a Policy is fully implemented as intended

B. The Executive Director shall be responsible for:

-suggesting new policies and/or modifications to existing policies

-designing, approving and overseeing procedures to assure Policies are fully implemented

-reviewing and/or modifying procedures as needed or at least every four years