

Eastern Alliance Council of Governments

1500 Coal Run Road, Zanesville, Ohio 43701

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| PROCEDURE SUBJECT: RECORDS RETENTION & DESTRUCTION | | Part: III Community Relations Section: A.4.1 |
| SUPERCEDES | APPROVED BY: Executive Director DATE: | Revised Date: 2/19/2019 |
| Part: | SIGNATURE: <i>Misty Cromwell</i> | Page of |
| Section: 5.03 | DATE: September 26, 2019 | CoQ Section: |

PROCEDURES:

Records and documents outlined in this procedure include paper and electronic files (including email), regardless of where the document is stored, including network servers, photocopiers, and desktop or laptop computers. All records shall be retained for a period no longer than necessary for the proper conduct and functioning of the Board.

1. All records will be categorized as follows:

- a. A record has an administrative value if it is needed to conduct the current business of the Board office that created it. Administrative value diminishes over time because the record is no longer needed for current business.
- b. A record has legal value if it documents or protects the legal rights of the Board office that created it. Records possessing legal value should be retained until the legal rights or obligations to which they pertain expire.
- c. A record has fiscal value if it is used in the accounting for public funds. Records having fiscal value must be retained at least until accounting records have been audited. Records of activity funding with combinations of state and federal funds often must be retained longer than records pertaining solely to Board funds.
- d. A record has historical value if it has continuing historical value to the State of Ohio and its citizens. The Ohio Historical Society Local Government Record Program staff makes this determination.

2. Destruction/Deletion:

- a. Before public records are to be disposed of, the Muskingum Area ADAMH Records Commission shall inform the Ohio Historical Society to give the society the opportunity for a period of sixty (60) days to select for its custody such records as it considers to be of continuing historical value.
- b. Prior to destruction of any records, all employees must have written authorization from the Executive Director and approval of the Muskingum Area ADAMH Records Commission.
- c. Any person that violates this section is subject to disciplinary action to include criminal prosecution.

3. Tangible Records:

- a. Tangible records should be destroyed by shredding or some other means that will render them unreadable.

4. Electronic Records:

- a. Deleting files and emptying the recycling bin is usually sufficient in most circumstances to get rid of a record. However, because electronic records can be stored in many locations, the Security Officer (the individual responsible for the security of personnel, physical assets and information in both physical and digital form) will be responsible for permanently removing deleted files from the computer system.

5. Records Disposal:

- a. After disposing of records, a Certificate of Records Disposal must be obtained from the disposal company and retained as a permanent document evidence of the final disposal of the records.