Ohio Department of Administrative Services
Ted Strickland, *Governor*
Hugh Quill, *Director*

DAS Directive

Directive No. **GS-D-04**
Effective Date: **09-01-2009**

To: All Departments, Offices, Agencies, Commissions, Boards, Bureaus and Institutions

From: Hugh Quill, *Director of Administrative Services*

Re: State Records Management Program

PURPOSE

The purpose of this directive is to establish guidelines on retention, transfer and disposal of records.

GENERAL

A. State Records Management Program

The State Records Management program provides technical assistance to agencies in developing and administering an effective records management program. In accordance with Ohio Revised Code requirements pertaining to the creation, distribution, retention, preservation and final disposition of records, the following procedures shall apply.

Each state department, agency, institution, board, commission or entity shall:

1. Appoint a records management officer and report the name, address and telephone number of the person so designated to the state records management program office.

2. Review existing records and record retention schedules in their office(s) to determine that schedules are appropriate and current for the purpose of establishing and retaining the records.

3. Submit "Record Retention Schedules," for all record series that are not currently scheduled or current schedules that require revision, to the state records management program office.

4. Establish internal procedures for the regular and orderly transfer or disposal of records in accordance with the retention periods established in the general schedules or record retention schedules. Such internal procedures shall include obtaining approval for the destruction of such records from the records management officer and a method of properly documenting records disposals.

5. Submit an annual Certificate of Compliance to the state records management office by December 31 of each year. The Certificate of Compliance shall be signed by the agency records management officer and the agency director.

This directive supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

AUTHORITY & REFERENCE

ORC 121.07
ORC 149.33
ORC 149.34