

State Records Management and Inventory

Records are a crucial component of the governing process containing information that supports functions affecting every person in government or within its jurisdiction. Like other important state government resources, records and the information they contain need to be managed well to ensure accountability, efficiency, economy, and overall good government.

The Ohio Public Records Act - RR.C. § 149.43(B)(2)

All public offices must organize and maintain its public records in a manner that meets its duty to respond to public records requests and must keep a copy of its records retention schedules at a location readily available to the public.

OhioAttorneyGeneral.gov/Files/Publications/Sunshine-Laws-Manual

[Click here for Records Management Webpage](#)

1. Complete Records Inventory & Analysis Worksheet: [ADM3516 form](#)
2. Assign or create Records Retention Schedule to records by searching the Record Information Management System (RIMS) for agency retention schedules: [RIMS Database](#) [Rims Manual](#)
 - a. New User: Obtain a RIMS login by emailing Theresa.dittmar@das.ohio.gov
3. Create Departmental Box Inventory spreadsheet for Off-Site Storage:
 - a. When boxing records for storage, group records by same retention schedule.
 - b. Create and maintain a chronological log of boxes whether they are stored in-house or at an off-site facility.
 - c. Information to be included on box log:

Box #	Facility Barcode #	Retention Schedule	Description	Received Date	Expire Date	Destruction Date

Document Management State Contracts

OFF-SITE STORAGE FACILITIES:

STS364 – 800534: Fireproof Records Center

<https://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=34120>

STS364 – 800412: Access Records Management Services

<https://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=33370>

STS364 – 800448: Prime AE Group, Inc.

<https://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=33594>

SECURE DOCUMENT DESTRUCTION:

GSD987 – CRP15214: Multiple Suppliers

<https://procure.ohio.gov/proc/viewContractsAwards.asp?contractID=32933>

DISPOSAL & DESTRUCTION OF RECORDS

ADM3504: Certificate of Disposal – must be signed by Authorized Agency Official

<https://das.ohio.gov/Portals/0/DASDivisions/GeneralServices/SPMS/pdf/ADM%203504.pdf?ver=2014-02-25-155319-773>

Order State Records file storage boxes from OPI:

Rena Chaney- Sales Rep
OPI Sales & Order Entry Dept.
1221 McKinley Ave.
Columbus, Ohio 43222

Rena.Chaney@odrc.state.oh.us

614-752-0292

Contact your Admin Services or Finance department for purchase order.
Boxes are ordered in bundles of 10.