Hardin County Board of Developmental Disabilities
POLICY

Policy Number: B-13	Page: 1	Of: 1
Title: Retention of Records		
Regulatory Authority: Ohio County Records Commission, Ohio Historical Society, Ohio Revised Code		
Effective Date : 9/18/2018, Review Date: 2/15/2022		
Reviewer/Job Title: Superintendent or designee		

RETENTION OF RECORDS

(A) RETENTION OF THE HARDIN COUNTY BOARD OF DEVELOPMENTAL DIABILITIES (BOARD) RECORDS

(1) In accordance with the Ohio County Records Commission, Division of the Ohio Historical Society, with revisions appropriate for changes mandated legislatively or by the Ohio Department of Developmental Disabilities, the Board shall maintain paper/electronic records in accordance to the Board's Records Retention Schedule. The Records Retention Schedule shall be kept in accordance to all rules and regulations set forth by the Ohio Records Commission

(2) In accordance with Ohio County Records Commission, once documents are secured in electronic form, paper copies shall be destroyed.