

RECORDS MANAGEMENT

**SOURCE: OHIO REVISED CODE 121.07 & DEPARTMENT OF ADMINISTRATIVE SERVICES
DIRECTIVE 86-04**

CONTACT: OFFICE OF EMPLOYEE SERVICES

Records Management Policy:

1. All matters pertaining to the storage, transfer or disposal of Ohio EPA records shall be coordinated through the Records Management Office. An approved Records Retention Schedule bearing the signature of the Auditor of State is the legal document by which the above functions are governed. Records used for the operation of Ohio EPA are the property of the State of Ohio.
2. Documents that must be retained in compliance with applicable state and federal laws and regulations shall be retained as long as necessary.
3. Documents required to conduct Ohio EPA business are filed in a systematic manner in the appropriate operating area.
4. Documents relevant to state and federal audit are retained in the State Records Center until audits are completed and a copy of the release is received by Ohio EPA.
5. Documents retained long term are stored at State Archives at the Ohio Historical Society.
6. All other documents may be destroyed according to division or office approved retention schedules and approval of the Records Management Officer.
7. Records with the same retention schedule must be placed in records storage boxes obtained from the Supply Room.
8. A log book must be maintained for all records transferred to the State Records Center or to State Archives.
9. A black marking pen should be used to number the boxes consecutively. Print the agency, division, and unit on each box. The approved retention schedule number, contents, and dates of contents must be printed on the box as well as the month and year of destruction.
10. Boxes must not be taped to seal.
11. After records are boxed, marked correctly, and recorded in the log book, complete a Service Request Form (available in the Supply Room). Mail the completed form to the Resources Management Officer.
12. Any records that go to the State Archives must be labeled as described above. Fill out the Service Request Form with "Transfer to State Archives" typed on it. Complete a Certificate of Disposal form and submit both forms to the Records Management Officer.
13. To retrieve records from the State Records Center, submit a Service Request Form to the Records Management Officer. If the records to be retrieved require prior inspection, a letter from the Records Management Officer to the State Records Center will be sent giving permission to go into the storage area. The letter and a valid drivers license (with picture) will allow access to records.
14. The State Records Center will notify the Records Management Officer when certain records are ready to be destroyed. The Records Management Officer will contact the division owning the records to confirm whether or not the records should be disposed of. If the records are to be disposed of, the division must submit a Service

Request Form and a Certificate of Disposal form to the Records Management Officer. If the division wants to retain the records for a longer period of time, they must fill out a Revised Records Retention Schedule and submit to the Records Management Officer.

October 1997

Return to [OEPA Employment Policies](#)