

ELECTRONIC RECORDS RETENTION AND DISPOSITION

PURPOSE

The College seeks to ensure compliance with all Federal and State electronic records retention and disposition regulations.

POLICY STATEMENT

Edison State Community College's electronic records retention and disposition schedule endeavors to follow the guidelines set forth by the Inter-University Council of Ohio's Records Retention for Public College and Universities in Ohio manual, which can be found at: <http://iuc-ohio.org/wp-content/uploads/2018/02/IUC-Model-Schedule1.pdf>

Whenever possible, the College conforms to the State of Ohio Department of Administrative Services "Electronic Records" policy.

PERSONS AFFECTED

All Edison State Community College employees.