

## **Policy #2.22 Records Retention Policy**

Any communications sent or received from a Board-issued or personal device or account, including, but not limited to, text messages, email, social media posts, and instant messages, that concern Board business are considered public records. These records are property of the Board and must be retained in accordance with the applicable statutes, regulations, and retention schedules. If the Board receives a proper public records request involving communications stored on, received on, or sent from a Board-issued, or personal, device or account, the Board must review and disclose those records, unless the records are exempt from disclosure under applicable laws, or they have been disposed of in accordance with applicable retention schedules.

If necessary, the Board may require employees to immediately turn over and/or provide access to any Board- issued or personal device or account that may contain responsive public records. The Board may also request that employees conduct a good-faith search of their device or account(s), and **all** communications sent or received from the device or account, for responsive public records.

Failure to comply with any portion of this policy may result in disciplinary action up to and including termination.

### **Records Retention Schedules:**

The Board has adopted a Records Retention Schedule for records series that are specific to the Board. This schedule is available at <https://apps.das.ohio.gov/RIMS/Search/PublicSearch.asp>.

For all other records not covered by a Board-specific Records Retention Schedule, the Board has adopted the General Records Retention Schedule adopted by the Department of Administrative Services. The General Schedule is available at <http://apps.das.ohio.gov/rims/General/General.asp>.