

**LAKE COUNTY BOARD OF DD/DEEPWOOD**

**BOARD POLICY**

Reviewed and Adopted by the Board:  
Date: September 28, 2020

Signature on File  
Elfriede Roman, Superintendent

**I. SUBJECT: AGENCY RECORDS CONTROL**

**II PURPOSE:**

To establish a uniform system for management of agency records. Management of records includes the storage, retention, and disposal of the official records of the business of the Lake County Board of DD/Deepwood

**III. REFERENCES:**

O.A.C. 5123-4-01 Administration and Operation of County Boards of Developmental Disabilities  
ORC 149.431 Records of Governmental or Nonprofit Organizations Receiving Governmental Funds  
O.R.C. Sec 149.433 Exempting Security and Infrastructure Records  
Ohio Sunshine Laws, An Open Government Resource Manual 2020

**IV. DEFINITIONS:**

- A. Records  
Any documents, device or item regardless of physical form or characteristic created or received by or coming under the jurisdiction of the Board which serves to document the organization functions, policies, decisions, procedures, operations or other activities of the Board.
- B. County Records Commission  
A commission created by Ohio Revised Code to provide rules for the retention and disposal of records of the county and to review applications for schedules of records retention and disposal.
- C. Confidential Records  
Records exempt from disclosure under the Ohio public records laws as well as records whose release is prohibited under Ohio public records law

- D. History Connection  
The archive administrator for the state and its political subdivisions

**V. POLICY:**

The Lake County Board of DD/Deepwood fully recognizes the need for responsible management of all records in accordance with the Ohio Revised Code. This includes the daily maintenance of such, protection of both confidentiality and safekeeping, as well as retention and disposal of the records of daily business in a systematic manner. Therefore, this policy requires a records system inclusive of the electronic storage of records to be developed and maintained. This system includes training in proper records management and storage, a current inventory of records maintained, and the most current schedule of records retention (Attachment A).

To accomplish this within all Board operated programs, the Budgeting and Reporting Manager will oversee the implementation of record management:

1. to ensure the inventory of records
  2. to maintain the schedule of records retention
  3. to identify the need for training of staff handling records
- A. The Budgeting and Reporting Manager may make recommendations for modification of the Record Retention Schedule to the County Records Commission and the History Connection as determined necessary by the Board's Administration.
  - B. Each department will review their inventory of departmental records (only those records that have not been electronically stored) at least annually to identify records eligible for disposal. Before any record is destroyed it must be included in the approved record retention schedule and follow its protocols. To request that departmental records be picked up and stored up until the date in which they may be destroyed, the department will complete the Record Pick-Up Request form (Attachment B) and submit it to Master Records.
  - C. The Budgeting and Reporting Manager will maintain a focus on transitioning paper documents to electronic mediums where feasible and will provide recommendations to the Chief Financial Officer, as appropriate.

**VI. DISTRIBUTION:**

All Board Members  
All Management Staff  
All Staff (via Department Manager)  
LEADD President

**VII. REVIEWED:**

9/20, 9/18, 9/17, 9/16, 9/15, 9/14, 10/13, 9/12, 9/10, 10/08, 10/06, 10/04, 4/02, 1/00, 9/96