

Name of Policy [Policy on records management and](#)

- (4) All records are the property of the University of Toledo and may not be removed, destroyed, mutilated, transferred or otherwise damaged or disposed of, in whole or in part, except as provided by University policy. Outgoing officials and employees must not remove any records that are the property of the University of Toledo.

(B) Purpose of policy

To ensure compliance with section 149.33 of the Revised Code for the establishment and administration of efficient and economical management methods applied to the creation, utilization, maintenance, retention, preservation, and disposition of the university's records.

(C) Scope

This policy applies to records from all campus offices in all formats including electronic.

- (D) Procedures for establishing and ensuring compliance (for more information, see the Records Management SharePoint site at <https://rocketsutoledo.sharepoint.com/sites/recordsmgmt/SitePages/Home> (UTAD login required))

- (1) Except for medical records, each department head having custody of University records will designate a records liaison responsible for consulting the Records Management Librarian to establish and ensure compliance with an on-going records retention schedule specific to that office or by using the general schedule created by the Office of Records Management. University records shall be retained for such periods as are required by the retention schedules and may be disposed of only in accordance with disposition instructions issued by University Libraries Office of Records Management. When records are destroyed in accordance with the records schedules, certificate of records disposal must be filed with University Libraries Office of Records Management.
- (2) Records judged by the University Archivist to have permanent historical value, shall be transferred to University Archives once inactive. The University Archives is the University's official repository for records of enduring historical value.
- (3) Electronic records are records in machine-readable form. Electronic records that document the organization, functions, policies, decisions, procedures, operations or other activities of the office must be retained as any other record in accordance with established records retention schedules based on the content of the document. See the Electronic Communications Policy [6367](#) for more information about electronic communications.
- (4) Voicemail that documents the organization, functions, policies, decisions,

procedures, operations, or other activities of the office must be retained in accordance with a records retention schedule.

(5)

Approved by:

/s/

Gregory C. Postel, M.D.
Interim President

February 22, 2021

Date

Review/Revision Completed by:

*Records Management Librarian,
SLT*