



Ohio Administrative Code Rule 149:1-1-01 General provisions.

Effective: December 13, 1973

(A) Membership

The State Records Commission consists of the Auditor of State, Attorney General, Secretary of State, Director of the Department of Administrative Services, Superintendent of Public Instruction, and the Director of the Ohio Historical Society, or their designated representatives. The members of the Commission shall designate the name of their authorized representative in writing to the Secretary. Each authorized representative may designate an alternate in writing who will act in the absence of the authorized representative. The alternate will be considered the official representative for purposes of voting or a quorum.

(B) Secretary

The Archivist of the Ohio Historical Society shall be the Secretary of the Commission and shall advise the Commission on the archival value of state records.

(C) Chairman

The Commission will elect a Chairman from its members for a biennial term at the convening of the first meeting in February of each odd-numbered year.

(D) Meetings

The Commission will meet the second Wednesday of each month, except the months of July, August, and December, and when called by the Secretary and will be conducted in accordance with an agenda prepared and distributed by him. The meetings will be open to the public. The meeting place will be specified in the call for the meeting.

(E) Quorum



A quorum shall consist of a majority of members or authorized representatives which in no instance shall be less than four.

(F) Decisions

Decisions of the Commission shall be rendered by a vote of those members or authorized representatives in attendance as follows:

(1) Decisions pertaining to Applications for One-Time Records Disposals or Transfer, Schedules of Record Retention and Destruction, or other applications pertaining to disposition of records shall be rendered by a unanimous vote.

(2) Decisions pertaining to matters other than those listed in paragraph (F)(1) shall be rendered by a majority vote.

(G) Resolutions

Resolutions considered by the Commission shall be adopted by a majority vote of those members or authorized representatives in attendance.

(H) Duties

The Commission shall review all applications for records disposal or transfer and all schedules of record retention and shall approve, reject, or modify the applications and schedules based on the administrative, legal, fiscal, and historical values of the records.

(I) Minutes of Meetings

The minutes of Commission meetings shall include the following documentation pertaining to decisions on applications for one-time record disposals and schedules of record retention and destruction:



AUTHENTICATED,
OHIO LEGISLATIVE SERVICE
COMMISSION
DOCUMENT #252643

- (1) Name of the state agency, office, or institution submitting the application or schedule;
- (2) Name of the division, bureau, or section;
- (3) Date of the application or schedule;
- (4) Inclusive schedule or item numbers shown on the application or schedule;
- (5) Decision rendered by the Commission.

For all decisions, the minutes will show the vote of the Commission members.