



## Ohio Administrative Code

### Rule 3358:5-11-05 Records retention policy.

Effective: April 7, 2025

---

(A) Records are vitally important in the operation of any organization. They serve as the memory, are the evidence of past events and are the basis for future actions. When created, maintained and disposed of in an orderly and systematic manner, records can be an asset. When created, maintained and disposed of in a haphazard and disorderly manner, they can reduce the effectiveness of the organization and increase costs substantially. The purpose of this policy is to provide the basic principles in which to accomplish a workable records retention program.

(B) The policy is specifically designed with the following objectives:

(1) Save space. Office space can be better utilized by removing those records not required for daily operations, by removing from storage areas those records that no longer have significant value and by maintaining a regular controlled flow of records from office to storage to destruction.

(2) Save money. A records problem develops when more records come in than flow out. A cost savings can be realized with an effective records retention program by controlling and cutting the purchases of additional equipment and supplies used for filing unneeded records which accumulate. The program also provides the mechanism for storing less active records in a low cost storage area.

(3) Save time. Uncontrolled records retention practices can create a time problem by letting records build up in both office and storage areas. It becomes more difficult to find material. Time can be saved in locating records by removing inactive material from office files, by instituting a system whereby each department knows what records it has and where they are kept and by providing an orderly method of storing inactive records.

(C) Responsibility for the program

The office of business affairs shall be assigned the responsibility of developing, implementing and maintaining an effective records retention program including retention schedules, location of



AUTHENTICATED,  
OHIO LEGISLATIVE SERVICE  
COMMISSION  
DOCUMENT #332308

records, and dates of disposition.

It shall be the responsibility of each department to comply with the records retention program.