

3359-11-11.1 Electronic records retention.

(A) Purpose.

In today's university environment, employees create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history. The purpose of this rule is to inform university employees and departmental management of the requirements and responsibilities for management and disposition of electronic records.

(B) Scope.

This electronic records retention rule applies to all employees of the university and applies to all electronic records that are made or received in the transaction of university or public business. All electronic r49ss6jfed inC- 0 d inC- 0

(1) The term "electronic record" means any record that is created, received, maintained or stored on university local workstations or central servers. Examples include, but are not limited to: electronic mail (e-mail), word processing documents and spreadsheets, and databases.

(2) The term "legal custodian" shall mean the originator of an e-mail message or the creator of an electronic document if that person is a university employee; otherwise it is the university employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or rule, to another person for archival purposes, then that person becomes the legal custodian.

(3) "Official" records retention and disposition schedules are the general and departmental program schedules that have been approved by the state and the university through its records officer.

(D) Policy statement.

(1) General requirements.

- (c) Date and time of message.
- (d) Subject of the message.

When e-mail is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and

liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

(F) Enforcement.

- (1) Failure to comply with the “Electronic Records Retention Policy” and associated guidelines and procedures can result in disciplinary action and penalties applicable by law.
- (2) Questions about this rule should be addressed to the office of general counsel.
- (3) Approval of records retention and destruction schedules should be sent to the university records compliance officer per O.A.C. 3359-07-01.1.

All other (non-electronic) records shall continue to be managed pursuant to O.A.C. 3359-11-11.