

**RESOLUTION ASA04-17**

**APPROVAL OF POLICY 5.34REV  
RECORDS MANAGEMENT, RETENTION & DISPOSAL**

WHEREAS, Ohio Revised Code 149.33 states that “the boards of trustees of state-supported institutions of higher education shall have full responsibility for establishing and administering records programs for their respective institutions”; and

WHEREAS, the University’s guideline for records management is the Inter-University Council of Ohio’s “Records Retention for Public Colleges and Universities in Ohio: A Manual”; and

WHEREAS, the University utilizes a records retention schedule template previously approved by the Board of Trustees; and

WHEREAS, a Records Management, Retention & Disposal Policy, which addresses a records retention schedule and other records management issues is proposed for Board approval; and

WHEREAS, procedures established to enforce the new policy are provided for informational purposes;

THEREFORE, BE IT RESOLVED, that the Board of Trustees of Shawnee State University hereby approves the Shawnee State University Records Management, Retention & Disposal Policy 5.34REV, effective April 14, 2017.

(April 14, 2017)