

Lakeland Community College

POLICY TITLE:	RECORDS RETENTION
POLICY NO:	3354:2-03-09
ORIGINALLY APPROVED DATE:	01/22/26
REVISED DATE:	N/A
EFFECTIVE DATE:	01/22/26
NEXT REVIEW DATE:	01/2031
RELATED PROCEDURE:	N/A
RESPONSIBLE OFFICE(S):	VP FOR ADMINISTRATIVE SERVICES & COLLEGE TREASURER
APPROVED BY:	BOARD OF TRUSTEES

- A. Per Ohio Revised Code §149.33, Lakeland Community College has full responsibility for establishing and administering records in accordance with applicable state and federal regulation. Efficient and economical management methods shall be applied to the creation, utilization, maintenance, retention, preservation, and disposition of records.

- B. The College's Records Retention Schedule will follow the guidelines set by the Inter-University Council of Ohio (IUC) or other legally recognized Record Retention Guidelines in Ohio, and these will be reviewed by the Ohio Attorney General's office to ensure compliance with state law.

- C. The Vice President for Administrative Services and College Treasurer oversees the Record Retention Schedule. Each department is responsible for the administration and oversight for compliance with the College Record Retention Schedule in their respective areas.