

### **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 on requirements to preserve and manage a 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 records created at the university of Akron are governed by and subject to this rule.

#### **(C) Definitions.**

- (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;

content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the university and also in compliance with state and university approved records retention and disposition schedules.

The department head of an office having public records is responsible for ensuring compliance with this policy and with the Ohio public records law. When an employee leaves a department or the university, the department head is responsible for designating a new custodian and ensuring that any public records in the separating employee's possession are properly transferred to the new custodian. The department head is responsible for contacting information technology services to arrange for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted.

(2) Electronic mail.

Work-related e-mail is a university record, and must be treated as such. Each e-mail user must take responsibility for sorting out personal messages from work-related messages and retaining university recor5((s)pa(i)(e(iliti)(e(iliti)(eoe(c)6(te)6(d)2( in)2



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

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