

### **3357:3-1-05 Records Retention and Disposition**

In compliance with Section 149.33 of the Ohio Revised Code, Central Ohio Technical College establishes the following rule for retention and disposition of all records generated in the course of the college's operation:

- (A) This Records Retention and Disposition rule is to ensure that necessary records and documents are adequately protected and maintained in compliance with current local, state, and federal legal requirements.
- (B) The President of the college shall establish policy and procedures to administer this rule.