

## TO BE RESCINDED

4734-3-01

**Board records and documents; personal information system.**

- (A) As secretary of the board, the executive director is the official custodian of the board's records and is responsible for the board's personal information system. The executive director may designate another board employee to serve as the assistant custodian of the board's records and personal information system.
- (B) The executive director or designated assistant custodian of the board's records shall operate the board's personal information system in accordance with Chapter 1347. of the Revised Code.
- (C) The board shall take disciplinary action in accordance with section 124.34 of the Revised Code against any employee who misuses personal information contained in the board's personal information system.
- (D) Board records shall be secured and safeguarded as directed by the custodian. Official board records shall not be removed from the board office without permission of the executive director.

Effective: 10/18/2010

R.C. 119.032 review dates: 07/16/2010

CERTIFIED ELECTRONICALLY

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Certification

10/08/2010

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Date

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