

RECORDS RETENTION POLICY

Adopted: June 11, 2013

The Delaware Knox Marion Morrow Solid Waste District, like other public entities in the State of Ohio, must retain certain records from year to year. Although the Ohio Revised Code does not set guidelines for Solid Waste Management Districts, the Board of Trustees of the Delaware Knox Marion Morrow Solid Waste District adopts the following policy for records retention:

Records shall fall into two categories: Permanent and Non-Permanent. Retention of records may be any commercially viable media that provides an accurate reproduction of the record. The list, as defined on Ohio Historical Society's RC-2 schedule shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.