

Next Review Date: 3/23
Last Reviewed: 3/20
Review Responsibility: Data Management Director
Other Handbooks: Data Mgmt 11A

FCCS PROCEDURE

NO.: 11G

SUBJECT: Records Management

Approved by: Executive Council
Effective Date: September 6, 2016
Date(s) of Revision: March 3, 2020
Responsible for Implementation: All Staff

FCCS promotes better information governance through a general records management policy and program.

1) Policy Statement

- a) Franklin County Children Service's information and records are vital components to improve operations, maintain compliant practices, and effectively deliver services in its mission to serve children and families.

2) Purpose

- a) FCCS is committed to creating and maintaining a records management policy and operational procedures for managing its information and records in a manner that best serves the agency's needs and responsibilities and is in alignment with its guiding principles.
- b) This policy provides guidance on the creation, maintenance, retention, storage, and disposition of official records based on their administrative, operational, fiscal, legal, and archival value. It is designed to ensure that FCCS records are available, reliable, secure, and trustworthy; and to promote accountability, integrity, and transparency in the management of agency information assets.

3) Scope

- a) All information created, collected, communicated, or managed by FCCS employees, its agents, or on its information systems is to be governed in accordance with this policy and its supporting procedures.

4) Record Definition

- a) The FCCS definition of a record is aligned with the Ohio Revised Code (ORC 149.011) definition:
 - i) **(G)** *"Records" includes any document, device, or item, regardless of physical form or characteristic, including an electronic record as defined in section [1306.01\(F\)](#) of the Revised Code, created or received by or coming under the jurisdiction of any public office of the state or its political subdivisions, which serves to document the organization, functions, policies, decisions, procedures, operations, or other activities of the office.*

5) Electronic Record

- a) Ohio Revised Code 1306.01(F) defines an electronic record as “a record created, generated, sent, communicated, received, or stored by electronic means.”

6) Non-records

- a) Transitory documents, of limited or short term value, created, collected, and managed by agency personnel
- b) Do not document the activities of the agency
- c) Are not the best evidence of the work or operations of the agency
- d) Are copies of records
- e) Do not meet the definition of a record as defined in this policy

7) Retention Schedule

- a) The FCCS Records Retention schedule is to serve as the sole policy device defining the appropriate retention period for all official records of FCCS, as determined by operational need, legal or regulatory requirements, and/or historical significance.
- b) FCCS employees, agents, and systems are to manage agency records and non-records according to the requirements of this policy and the records retention schedule. No records are to be

destroyed before the end of their retention period. No record or copy of that record is to be maintained beyond the end of its retention period.

- c) Non-records are to be disposed of as soon as operationally viable.

8) Public Records

- a) See FCCS Administrative Policies and Procedure [No.: 11C](#), and Ohio Sunshine Laws ([ORC 149.43](#)).

9) Information Technology

- a) FCCS Information Technology Services shall be responsible for administering this Policy as it relates to selection and application of IT systems and electronic record storage systems that comply with and complement the Policy.

10) Suspension of Retention

- a) Suspension of retention is designed to address the preservation and discovery of electronic and hard copy records that are subject to litigation or investigation involving FCCS. In these circumstances, normal and routine destruction of records must be suspended pursuant to federal and state requirements. Records that are involved in litigation must be preserved until the legal hold is released by the Legal Department.
- b) Such actions should be appropriately limited in scope and duration and should be removed as soon as legally permitted.

11) Access/Privacy

- a) Employees are required to observe all laws and regulations (Federal, State, and County), in addition to FCCS policies and procedures designed to protect the privacy and dignity of our clients and the health records of FCCS employees.

12) Destruction

- a) The destruction of records, documents, and other non-record information shall be done in a manner appropriate to the content and format of the information to be destroyed. The FCCS Records Retention Schedule will provide procedural guidance for appropriate means of disposition based on content and media.

13) Permanent/Archival Storage of Records

- a) Some records of the agency, by law, regulation, need, or historical relevance may be deemed to have long-term, permanent, or archival retention requirements.
- b) Long-term, permanent, or archival retention records will remain protected, secure and accessible.
- c) A digital repository for long-term retention of digital records was created and will be maintained, per ORC 149.38(2)(b), for “permanently maintained and retrievable electronic files.”