3361:30-27-01  Records: custodian of records.

(A) The associate vice president, human resources, is appointed by the president of the university as the individual responsible for the personnel records system essential to the management of the university.

(B) The custodian of records may delegate responsibility for the maintaining and checking of personnel records.

(C) Uniform personnel records on all employees must be kept in a central records responsibility site under the direction of the custodian of records. The central records responsibility site will be in the personnel department.

(D) Records other than those in the central records responsibility site are in the employee data base maintained by the payroll employee records processing system and may also be in other administrative offices of the university.

Effective: March 23, 2000

Certification: Virginia L. Steiner signature

Virginia L. Steiner
Executive Secretary and Clerk, Board of Trustees

Date: March 3, 2000

Promulgated under: R.C. Section 111.15
Rules amplifies: R.C. 3361.03; R.C. 1347.05; R.C. 147.43.
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