

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 human resources 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 human resources department.
- (D) Records other than those in the central records responsibility site are in the employee database maintained by the employee records management system and may also be in other administrative offices of the university.

Effective: January 29, 2018

Certification: 

Nicole S. Blount
Executive Director of Board Relations

Date: January 12, 2018

Promulgated under: R.C. Section 111.15
Rules amplifies: R.C. 3361.03;
R.C. 1347.05;
R.C. 147.43.
Prior effective date: March 16, 1978
May 24, 1980
March 1, 1981
June 23, 1983
June 27, 1988
March 23, 2000