

CERTIFICATE OF COMPLIANCE FOR
AGENCY RECORDS RETENTION SCHEDULES

Ohio Revised Code section 149.34 requires every state agency within the executive branch to complete records retention schedules for all public records under jurisdiction of the agency, within one year after the date of creation or receipt of each specific record series. (This includes all paper, electronic, micrographic, and audiovisual records.)

In order to document agency compliance with this mandate, DAS, under authority granted in Ohio Revised Code section 149.33, requires all executive agencies to annually file this certificate with the DAS State Records Administrator (by December 31 every year).

- All record series within our agency are currently covered by approved records retention schedules.
- Not all record series are covered by approved records retention schedules. However, our remedial plan has been approved by the DAS State Records Administrator and full compliance is expected by _____.
- Not all record series are covered by approved records retention schedules. Our agency does not have an approved remedial plan.

Name of Agency

Director

Records Officer

Date

Date