

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0110 Subject: Records Retention,  
Storage and Destruction  
Effective Date: 01-01-00 Last Revision: 06-25-09  
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent Weber 12/11/17 [Signature] 12/11/17  
Superintendent, WCBDD Date Board President, 169 Board Date

It is the policy of the Wood County Board of Developmental Disabilities for all departments to establish a Records Retention Schedule, per procedure, that is to be processed for approval through the County Records Commission.  
Destruction of records will follow the outlines by the Ohio Historical Society, per procedure.

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