

Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: 02-ALL-ALL-0325 (HR) Subject: Expungement of Records
Effective Date: 01-01-91 Last Revision: 02-03-2025
Person Responsible: Human Resources Coordinator

Approvals/Date: Brent E. Bohn 2/4/25 Superintendent, WCBDD Date
Julie Sprague 2/3/25 Department Director/Coordinator Date

1. In conjunction with the purpose of a progressive disciplinary system and the inherent principle that discipline imposed corrects deficient performance and secures compliance with working rules, employees may have certain disciplinary action records cease to have force and effect in their personnel files in accordance with the guidelines as herein specified.
2. Each disciplinary action shall remain effective and in the employee's personnel file for twenty-four (24) months after issuance/resolution.
3. Thereafter, the action may cease to have force and effect in the file, provided that the same or a related offense did not occur within the twenty-four month period, following disciplinary action.
4. The employee shall be responsible for requesting expungement of specific disciplinary action on Form 03-ALL-ALL-0127. This written request will be directed to the Superintendent, as soon as desired after 24 months, and his/her written approval shall be documented in Human Resources prior to any removal of records with Form 03-ALL-ALL-0128. The Superintendent has complete authority for approval or disapproval.
5. Expungement/cease to have force and effect of any disciplinary records applicable to or related to any removals or suspensions will not be approved.
6. Expungement/cease to have force and effect of any disciplinary records for major/minor offenses related to enrollee abuse will not be approved.
7. Expungement/cease to have force and effect of any disciplinary records related to loss or serious damage to property resulting in an insurance claim or drug/alcohol offenses will not be approved.
8. As a Human Resources procedure, there shall be instances where certain/specified documents, may be expunged from or cease to have force and effect in an individual's personnel file folder.
 - A. All necessary employment forms (insurance, taxes, PERS, applications, wage and hours, etc.) shall not be subject to deletion from any personnel file.
 - B. Those forms/written communications eligible FOR CONSIDERATION for such an action shall include but not be limited to: corrective action/disciplinary forms/letters; correspondences/communications containing erroneous/invalid information.
 - C. Forms will be expunged according to Board policy, upon approval.
 - D. Before any consideration of cease to have force and effect action a form/written communication from a person's file, the employee shall present a written request to the Superintendent that he/she conduct an investigation of the record as identified in accordance with Ohio Revised Code 1347.09.
 - E. If a record is to be expunged after the investigation process, the Superintendent shall notify the Human Resources Coordinator in writing and stipulate the date for cease to have force and effect action. Human Resources Coordinator will then be authorized to seal specified record from file on date as stipulated by notice. Employee will be so notified as well.
 - F. All written communications addressing the cease to have force and effect action of a record shall be copied for placement in employee's file, upon receipt.
 - G. The procedure for cease to have force and effect action of a record from a personnel file shall not be applicable for any individual who is not a current, active status employee, i.e., no records will cease to have force and effect in "in-active" files nor will records cease to have force and effect in a file of an employee who is no longer employed prior to the date of notice to expunge.
 - H. There will be no internal appeal process relevant to the cease to have force and effect action of records.

References: ORC 1347.09

Forms: 03-ALL-ALL-0127
03-ALL-ALL-0128

Reviewed: 02/03/2025

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