Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #:	02-ALL-ALL-0605 (VH)	**Subject:**	Maintenance of Required Records and Reports
Effective Date:	03-01-01	**Last Revision:**	02-27-25
Person Responsible:	Health & Safety Coordinator		

Approvals/Date:

Brent C Baer 2/27/2025 — Superintendent, WCBDD — Date

Scott McKean 2/27/2025 — Department Director/Coordinator — Date

1. All records and reports of the transportation department shall be completed, maintained and stored in accordance with Ohio Revised Code, Ohio Administrative Code, Ohio Department of Education and Workforce Rules and Board Policy governing records retention/destruction.

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