



Ohio Administrative Code

Rule 123:1-46-07 Retention of records relating to disciplinary actions.

Effective: September 20, 2015

Pursuant to the provisions of division (D) of section 124.15 of the Revised Code, the following retention schedule shall apply to all employees who are exempt from collective bargaining and paid by warrant of the director of budget and management:

(A) All records relating to oral and/or written reprimands issued on or before September 20, 2015 will cease to have any force and effect and shall be removed from an employee's personnel file twelve months after the date of the oral and/or written reprimand if there has been no other discipline imposed during the past twelve months.

(B) Records of other disciplinary actions beyond oral and/or written reprimand issued on or before September 20, 2015 shall cease to have any force and effect and shall be removed from an employee's personnel file twenty-four months after the date discipline was imposed if there has been no other discipline imposed during the past twenty-four months.

(C) All records relating to written reprimands issued after September 20, 2015 will cease to have any force and effect and shall be removed from an employee's personnel file twenty-four months after the date of the written reprimand if there has been no other discipline imposed in the past twenty-four months.

(D) Records of other disciplinary actions beyond a written reprimand issued after September 20, 2015 shall cease to have any force and effect and shall be removed from an employee's personnel file thirty-six months after the date discipline was imposed if there has been no other discipline imposed during the past thirty-six months.

(E) The retention periods established above may be extended by a period equal to employee leaves of fourteen consecutive days or longer, except for approved periods of vacation leave.
