



Ohio Administrative Code

Rule 3361:30-27-01 Records: custodian of records.

Effective: January 29, 2018

(A) The associate vice president, human resources, is appointed by the president of the university as the individual responsible for the human resources records system essential to the management of the university.

(B) The custodian of records may delegate responsibility for the maintaining and checking of personnel records.

(C) Uniform personnel records on all employees must be kept in a central records responsibility site under the direction of the custodian of records. The central records responsibility site will be in the human resources department.

(D) Records other than those in the central records responsibility site are in the employee database maintained by the employee records management system and may also be in other administrative offices of the university.
