



Ohio Board of Nursing

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Subject: Public Records Requests and Records Retention	Page 1 of 5
Policy Number: S-OPS-009	
Approved: <i>Betsy J. Houchen</i>	Effective Date: October 30, 2018

Authority: This policy is issued in compliance with Ohio Revised Code 4723.05 that authorizes the Executive Director of the Ohio Board of Nursing (“OBN” or the “Board”) to establish standards for the conduct of employees and to act as the chief administrative officer of the Board.

Purpose: The purpose of this policy is to establish guidelines for the organization and maintenance of public records in accordance with the Ohio Revised Code and the Ohio Public Records Act so that records are readily available for inspection and copying. This policy also establishes the guidelines for regularly updating and prominently posting both the policy and record retention schedules.

Applicability: The policy applies to all OBN employees.

Definitions:

Record: A document in paper or electronic format that is created, received by, or comes under the jurisdiction of OBN that speaks to the organization, functions, policies, decisions, procedures, operations, and/or other activities of the office.

Electronic Record: A record created, generated, sent, communicated, received, and/or stored electronically by OBN and/or its employees during the course of official duties that speaks to the organization, functions, policies, procedures, operations, and/or other activities of the office as defined by ORC 149.011 and ORC 13-06.01(G).

Public Record: A record that is required to be kept by OBN that may be subject to release to the public upon request absent any applicable exemption(s) from disclosure under Ohio or federal law. All public records shall be organized and maintained in a manner in which they are available for inspection and copying upon request.

Records Retention Schedule: A document that lists the titles of all records series maintained, the length of time to be maintained, and method of disposal.

Policy: It is the policy of OBN that transparency leads to a better-informed citizenry which, in turn, leads to better government and public policy. To maintain that transparency, OBN shall strictly adhere to the Ohio Public Records Act, and any exemption(s) from public records disclosure shall be construed in their narrowest sense.

Procedures:**Handling Requests**

No specific language is required to make a request for public records. However, the request must identify the records sought with sufficient clarity to allow the office to identify, retrieve, and review the records.

The request does not need to be in writing, and the individual making the request does not need to disclose their intended use of the requested public record(s) or their identity. OBN may ask for the request in writing and/or the intended use of the requested public record(s) and/or disclosure of identity if:

OBN first informs the individual making the request that the request does not need to be in writing and that neither the intended use of the requested public record(s) nor identity needs to be disclosed; and

A written request and/or disclosure of intended use of the requested public record(s) and/or identity would benefit the individual making the request by improving OBN's ability to identify, locate, and/or deliver the public record(s) that have been requested.

In processing the request, the office has no obligation to either create new records or research OBN's records for the information requested. An electronic record is deemed to exist if a computer is already programmed to produce the record through OBN's standard use of sort, filter, and/or query functions. Although not required by law, OBN may consider generating new records when sensible and practical under the circumstances.

When there is a request to inspect a public record, an OBN employee may accompany the individual making the request during inspection to ensure that any original record is not altered or taken.

Any employee who responds to a public records request shall maintain a log of those public records requests which may be either:

A copy of the public records request and the employee's response which, taken together, contain all of the information set forth in ii. below; or

A record that includes the following information:

The employee's name;
The date of the request;
The name(s) of the person(s) making the request (if disclosed);
The type(s) of record(s) requested;
The date of the response; and
The legal authority upon which any withholding, redaction, or denial was based.

At the end of each month, each public records custodian identified in the Public Records Request Protocol (*see attached*) shall submit to the Chief Legal Counsel a report containing the following information:

The number of public records requests received during the month;

The number of requests responded to within three business days; and

The number of requests that required more than three business days to respond.

OBN recognizes the legal and non-legal consequences of failure to properly respond to a public records request. OBN's failure to comply with a request may result in a court ordering OBN to comply with the law and pay any applicable attorney's fees and/or damages.

Response Timeframe

OBN shall make every effort to satisfy a public records request within three business days of receipt. At a minimum, OBN shall acknowledge receipt of the public records request in writing within three business days of receipt of the public records request.

Public records shall be available for inspection during OBN's core business hours of 8:00 a.m. to 5:00 p.m. Upon request for inspection, public records shall promptly be made available, and any requested copies of public records shall be made available within a reasonable period of time. Whether the records are made available promptly and/or within a reasonable period of time depends upon the volume of records requested, the proximity of the location within which the records are stored, the necessity for any legal review and/or redaction, and/or any other considerations dependent upon the type(s) of record(s) requested.

Denial and Redaction of Records

If a public records request is ambiguous and/or overly broad such that OBN cannot reasonably identify what public records are being requested, the request may be denied. However, OBN must explain the manner in which records are maintained and accessed by OBN and provide the individual making the request an opportunity to revise the request.

If a record contains information that is both subject to and exempt from disclosure, the information that is public shall be released, though the exempt portions may be redacted. When making a public record available for inspection and/or copying, OBN shall disclose any redaction and/or make the redaction plainly visible.

Should OBN withhold, redact, or entirely deny disclosure of any requested public record(s), OBN must provide an explanation for doing so including any legal authority upon which the withholding, redaction, or denial was based. If the initial public records request was made in writing, the explanation must also be in writing.

Copying and Mailing Costs

An individual making a public records request may be charged only for the cost of materials in providing copies if copies are requested; OBN may not charge for labor. The charge for paper copies is five cents per page; however, as a courtesy, OBN will not charge for copy requests that are less than 40 pages. OBN may require advanced payment for any costs associated with providing copies of public records.

When feasible, OBN may allow the individual making the request the choice to receive the public records in either paper or electronic form. OBN shall not charge for documents sent via email or electronic files downloaded to a compact disc.

If the individual making the request asks that the document(s) be delivered to them, OBN may charge for the cost of any postage and/or mailing supplies and/or any other costs associated with the delivery. As a courtesy, OBN will not charge for postage that amounts to less than three dollars.

Electronic Records

A record in the form of email, text message, and/or instant message, including those sent and received via a handheld communication device, shall be treated in the same manner as a record in another format, such as paper or audiotape.

Any public record content transmitted to or from personal devices and/or private accounts shall be subject to disclosure. All employees or representatives of OBN are required to retain their email and other electronic records in accordance with applicable records retention schedules including ensuring that any setting for deletion of email records complies with any applicable records retention schedule.

Records Retention Schedule

The Board's records retention schedule shall be maintained in the agency reception area, and a copy shall be provided to members of the public upon request.

All employees shall comply with OBN's records retention schedule. All employees shall comply with the state of Ohio General Schedule for any record series not explicitly mentioned in OBN's schedule. The state of Ohio General Schedule is available at <http://apps.das.ohio.gov/rims/General/General.asp>.

Certain OBN records may possess administrative, legal, and/or historical value which may require a longer retention period. As such, all employees shall comply with any direction provided to them by their supervisor, manager, and Chief Legal Counsel.

Attachments: Notable Exemptions from Public Records Disclosure
Public Records Request Protocol
OBN Records Retention Schedule

- References:**
- DAS Policy IT-07 Electronic Records
 - Ohio Attorney General Model Public Records Policy
 - ORC 149.34, Records Management Procedures
 - ORC 149.43, Availability of Public Records

Notable Exemptions from Public Records Disclosure

AP records per ORC 4723.35(E)(3)

APRN federal DEA numbers (not within definition of a public record pursuant to ORC 149.011(G))

Attorney-client privileged information

Certain security and infrastructure records

Computer security/passwords per ORC 149.433

Information received by OBN pursuant to an investigation per ORC 4723.28(I)

Monitoring records per ORC 4723.28(I)

OBN employee addresses and/or personal information (not within definition of a public record pursuant to ORC 149.011(G))

Patient medical records per ORC 149.43(A)(1)(a) and/or ORC 149.43(A)(1)(v)

PIIP records per ORC 4723.282(D)

Social security numbers per the Federal Privacy Act of 1974 and/or ORC 149.45

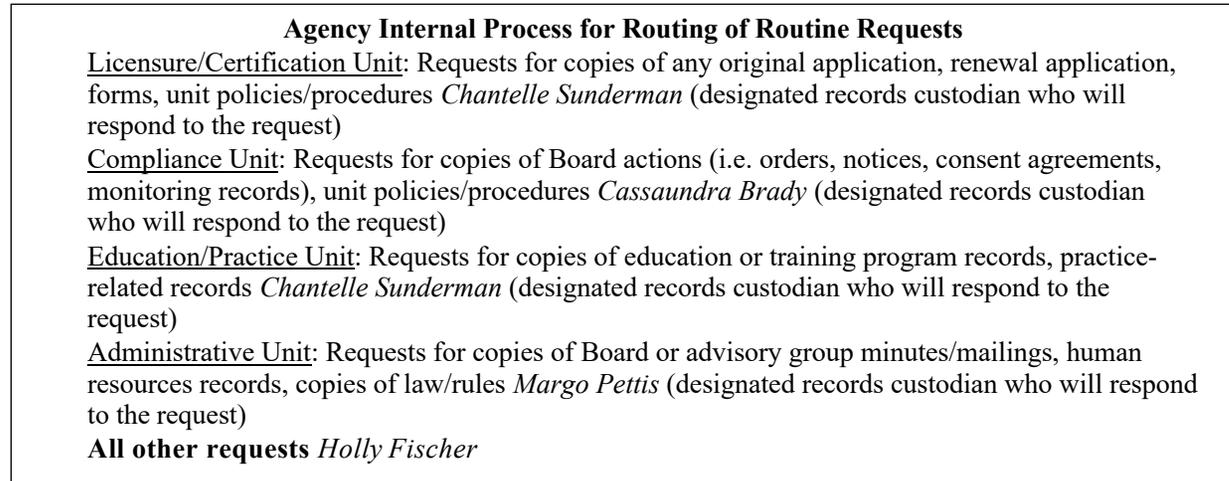
Student records per the Family Education Rights and Privacy Act of 1974

PUBLIC RECORDS REQUESTS

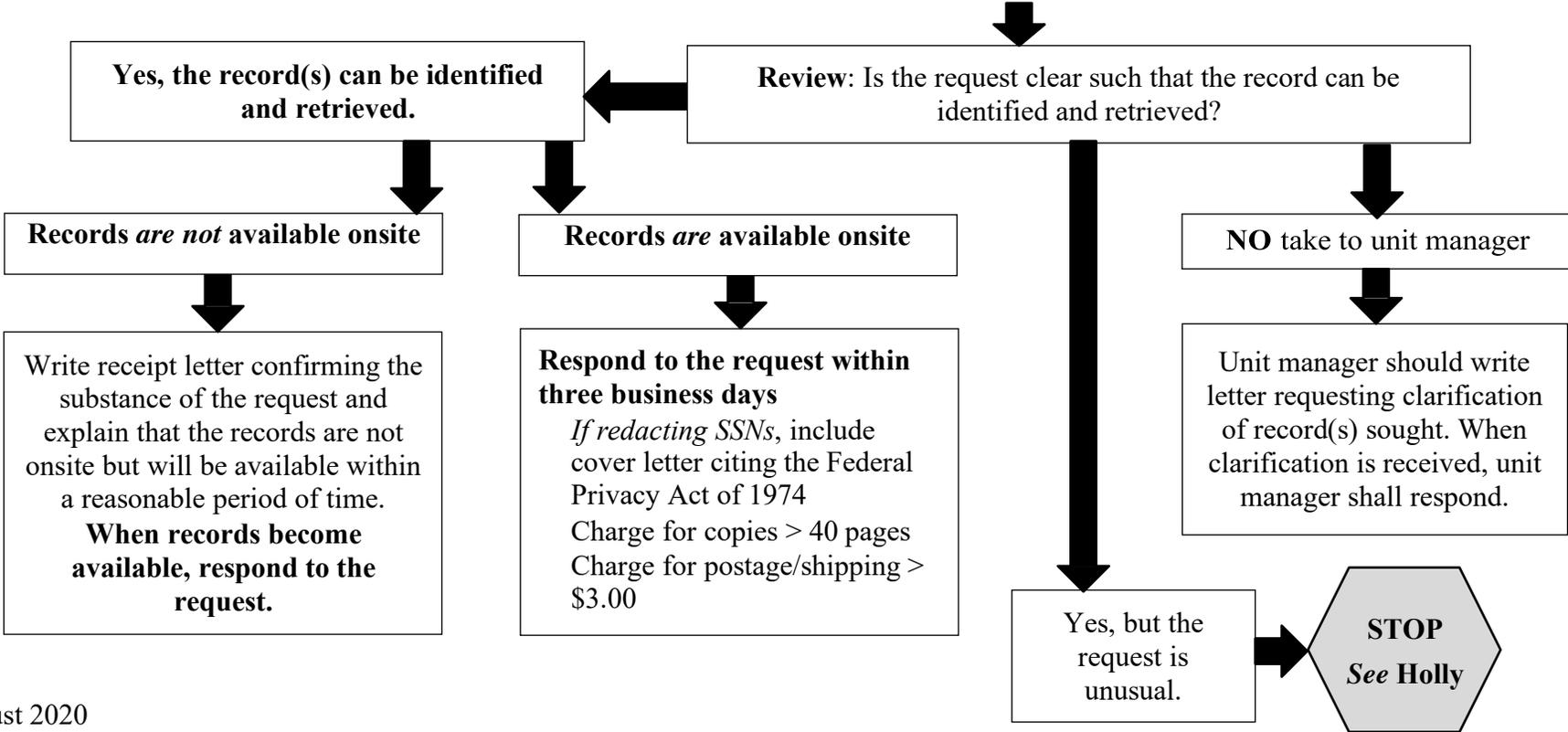
Submit requests: By Mail or Walk-In: Ohio Board of Nursing, 17 S. High Street, Suite 660 Columbus, OH 43215

By Email: board@nursing.ohio.gov or for discipline records, drecords@nursing.ohio.gov

By Telephone: (614) 466-3947



NON-ROUTINE REQUESTS
Request from prison inmate;
Request for email records;
Request received via hand delivery or certified mail
See Holly



OHIO BOARD OF NURSING
Records Retention Schedule
As of July 9, 2018

Series Number and Authorization Number	Title	Type of Media	Description	Unit	Retention Period
ADM-01 884-0011	MINUTES OF BOARD MEETINGS	Paper; Machine Readable; Audio/Digital Recordings	Records of each meeting including names of members present, all business matters considered, and action taken.	Administrative Unit	Retain paper or electronic form permanently as required by ORC 4723.06(A). METHOD OF DESTRUCTION: Transitory material including, but not limited to, audio recordings, working notes, etc., will be electronically deleted once the official minutes have been approved and signed by the Board's President and Secretary. If in paper form, the document will be recycled or trashed.
ADM-02 884-0020	MINUTES OF ADVISORY GROUPS AND COMMITTEES TO BOARD	Paper; Machine Readable; Audio/Digital Recordings	Records of each meeting including names of members present, all business and matters considered, and action taken.	Administrative Unit	Retain in paper or electronic form 5 years then destroy. METHOD OF DESTRUCTION: Transitory material including, but not limited to, audio/digital recordings, working notes, etc., will be electronically deleted once the official minutes have been approved and signed by the Board's President and Secretary. If in paper form, the document will be recycled or trashed.
ADM-03 884-0021	LISTS OF BOARD MEMBERS AND ADVISORY GROUPS AND COMMITTEES	Paper; Machine Readable	Names, dates of appointment, and termination for all appointees.	Administrative Unit	Retain in paper or electronic form for 10 years then destroy. METHOD OF DESTRUCTION: Recycle or trash paper records when outdated; delete outdated electronic records.
ADM-04 884-0083	NON-PUBLIC INFORMATION MONTHLY ATTESTATION & SPECIFIC ACCESS LOGS	Paper; Machine Readable	Monthly employee attestation regarding access to non-public personal information computer databases and logs of specific access to non-public personal information in computer databases not at an individual's request and outside the scope of employment or normally assigned job duties.	Administrative Unit	Retain for 2 years or after audit is complete and report is released by Auditor of State, whichever is later, then destroy. METHOD OF DESTRUCTION: Delete electronic records; recycle or trash paper records.

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ADM-07 884-0025	RECORD (TRANSCRIPT) OF PUBLIC HEARINGS	Paper; Machine Readable	Hearings on adoption and revision of administrative rules.	Administrative Unit	Retain for 2 years after rule published then destroy. METHOD OF DESTRUCTION: Recycle, trash or delete.
ADM-08 884-0084	CORRESPONDENCE, GENERAL PUBLIC RECORDS	Paper; Machine Readable	Includes public records comprised of internal correspondence (letters, memos); also correspondence from the general public requesting information pertaining to the Board and other miscellaneous inquiries.	All Units	Retain 30 days unless correspondence has administrative, legal, and/or historical value, then retain 2 years. METHOD OF DESTRUCTION: Delete electronic records; recycle or trash paper records.
ADM-09 884-0094	PUBLIC RECORDS REQUESTS	Paper; Machine Readable	Documentation of request for public record and response provided. Documentation may include log containing information or the actual request and the information provided.	Administrative Unit	Retain for 2 years or after audit is complete and report is released by Auditor of State, whichever is later, then destroy. METHOD OF DESTRUCTION: Delete electronic records; shred paper records.
ADM-10 884-0102	PERSONNEL FILES CONFIDENTIAL Justification for Confidentiality: May contain social security numbers, bank account information, and/or personal medical information.	Paper; Machine Readable	Copies of all application forms, personnel actions, benefit forms, training records, discipline records, personal information regarding medical information, performance evaluations, commendation letters, tax and payroll information, and any other documents concerning employee files.	Administrative Unit	After employee's employment with the Board is terminated, retain 7 years, then destroy. METHOD OF DESTRUCTION: Shred. Delete.
ADM-11 884-0100	INCIDENT REPORTS/ NOT INCLUDED IN PERSONNEL FILES CONFIDENTIAL Justification for Confidentiality: These records could contain sensitive information regarding staff and/or licensees.	Paper; Machine Readable	Incident reports authored by employees to document incidents or unusual events at the Board.	Administrative Unit	Retain 3 years, then destroy. METHOD OF DESTRUCTION: Shred. Delete.

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ADM-13 884-0103	EXCLUSIONARY FORMULARY ADOPTED BY THE BOARD ON OR AFTER MAY 17, 2017	Paper; Machine Readable	The formulary established by the Board Committee on Prescriptive Governance on or after May 17, 2017, which must be posted on the Board website according to OAC 4723-9-10.	Administrative Unit	Retain current formulary on Board website as required by OAC 4723-9-10; retain past editions of formulary permanently in paper or electronic form at Board office.
ADM-14 884-0106	VISITORS LOGS	Paper	Records documenting the entry and departure of visitors in to the Board offices during and/or after office hours.	Administrative Unit	Retain 1 year then destroy. METHOD OF DESTRUCTION: Recycle or trash.
FIS-02 884-039	SUMMARY STATE ACCOUNTING RECORDS	Paper; Machine Readable	Monthly Transaction Register, Purchased Personal Service, Expenditures by Object, Detail Outstanding Encumbrances, Comparison of Budget to Actual Analysis of Funds in Payroll, or other items of a summarizing nature.	Administrative Unit	Retain for 2 prior fiscal biennial periods, provided audited. METHOD OF DESTRUCTION: Delete electronic records; shred paper records.
FIS-07 884-0044	BAD CHECKS	Paper; Machine Readable	Checks and correspondence pertaining to checks from applicants for licensure/ certification that are returned by the state of Ohio Treasurer's office.	Administrative Unit	Retain until acceptable payment is received. If determined uncollectable by the Attorney General, retain until audit is complete and report is released by Auditor of State METHOD OF DESTRUCTION: Delete electronic records. Shred paper records.
FIS-09 884-0046	CONTRACT RECORDS	Paper; Machine Readable	Contractual agreements between the Board and third parties, e.g. personal service contracts, servicing of equipment.	Administrative Unit	Retain for 2 years or until audit is complete and report is released by Auditor of State, whichever is later, METHOD OF DESTRUCTION: Delete electronic records. Shred paper records.
FIS-10 884-0047	STATE AUDITOR'S REPORT	Paper; Machine Readable	Report of periodic audit of all transactions by State Auditor.	Administrative Unit	Continually maintained and updated in office based on fiscal and legal significance. Destroy outdated records. METHOD OF DESTRUCTION: Delete electronic records. Recycle or trash paper records.

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FIS-11 884-0048	INVENTORY OF EQUIPMENT	Paper	Annual report of equipment owned by the Board.	Administrative Unit	Retain for 3 years or until audit is complete and report is released by Auditor of State, whichever is later. METHOD OF DESTRUCTION: Recycle or trash.
FIS-12 884-0095	NEGP RECORDS	Paper; Machine Readable	Nurse Education Grant Program (NEGP) records including grant proposals, correspondence, grant awards, and agreements.	Administrative Unit	Retain for 2 years or until audit is complete and report is released by Auditor of State, whichever is later. METHOD OF DESTRUCTION: Delete electronic records. Shred paper records.
LIC-01 884-0030	APPLICATIONS FOR LICENSURE/ CERTIFICATION	Paper; Machine Readable; Microfilm	Applications for initial licensure or certification by examination or endorsement.	Licensure & Certification Unit	Retain microfilm or electronically imaged copy and application data for 100 years. Retain paper original for 3 months or until transfer to microfilm or electronic media is verified. METHOD OF DESTRUCTION: Shred or delete.
LIC-02 884-0033	INCOMPLETE APPLICATIONS FOR LICENSURE/ CERTIFICATION	Paper; Machine Readable	Application for licensure/certification remains incomplete for more than 1 year.	Licensure & Certification Unit	Retain for 2 years or until audit is complete and report is released by Auditor of State, whichever is later. METHOD OF DESTRUCTION: Shred or delete.
LIC-03 884-0091	CRIMINAL BACKGROUND CHECKS CONFIDENTIAL Justification for confidentiality: Pursuant to P. Law 92-544; 28 C.F.R. 50.12	Paper; Machine Readable	Electronic and paper records containing criminal background check reports required to be obtained by the Board for licensure/ certification of applicants.	Licensure & Certification Unit	Retain electronic record 1 year. Retain paper record until application for licensure/certification is received by Board and content of record is reviewed according to Board policy on Processing Criminal Background Check Results and Reports. METHOD OF DESTRUCTION: Shred or delete.
LIC-04 884-0105	NATIONAL CERTIFYING ORGANIZATIONS APPROVAL RECORDS	Paper; Machine Readable	Documentation of meeting approval criteria for organizations certifying advance practice nurses and dialysis technicians.	Licensure & Certification Unit	Reviewed annually. Destroy when new approval is issued. METHOD OF DESTRUCTION: Shred or delete.
LIC-05 884-0104	NATIONAL CERTIFYING ORGANIZATIONS CERTIFICATION LISTS	Paper; Machine Readable	Lists of individuals who have been certified as an advance practice nurse.	Licensure & Certification Unit	Retain 5 years. METHOD OF DESTRUCTION: Shred or delete.

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Series Number and Authorization Number	Title	Type of Media	Description	Unit	Retention Period
CE-01 884-0065	CONTINUING EDUCATION APPROVER APPLICATIONS	Paper; Machine Readable	Initial approval and reapproval applications and supporting documentation.	Licensure & Certification Unit	Reviewed every 5 years. Retain in Board office until superseded and then destroy. METHOD OF DESTRUCTION: Shred or delete.
CE-02 884-0066	CONTINUING EDUCATION DOCUMENTATION	Paper; Machine Readable	Includes forms requesting verification of meeting the Board's requirements, proof, etc.	Licensure & Certification Unit	Reviewed every 2 years. Retain until superseded and then destroy. METHOD OF DESTRUCTION: Shred or delete.
REN-01 884-0031	MASTER CARDS	Paper; Machine Readable	This record series consists of a card summarizing basic licensure data of licensees.	Licensure & Certification Unit	Retain until information contained on card is transferred to electronic storage. Retain machine readable data until licensee reaches the age of 85, and the license is inactive or lapsed. METHOD OF DESTRUCTION: Shred or delete.
REN-03 884-0056	NAME CHANGES AND ADDRESS CHANGES	Paper; Machine Readable	Name and address changes submitted by licensees and certificate holders.	Licensure & Certification Unit	Retain for 3 business days or until change(s) entered in to system, whichever is later. Return any name change documents. METHOD OF DESTRUCTION: Shred or delete.
REN-04 884-0057	APPLICATIONS FOR BOARD OF NURSING MEDICATION CARD	Paper; Machine Readable; Microfilm	Documentation submitted to receive a Board of Nursing medication card, and documentation submitted to receive a Board of Nursing IV therapy card.	Licensure & Certification Unit	Retain microfilm or electronically imaged copy for 100 years. Retain paper original for 3 months or until transfer to microfilm or electronic media is verified. METHOD OF DESTRUCTION: Shred or delete.
REN-06 884-0059	RENEWAL, REINSTATEMENT AND REACTIVATION APPLICATIONS FOR LICENSURE/ CERTIFICATION	Paper; Machine Readable; Microfilm	Applications for renewal of licensure and certification.	Licensure & Certification Unit	Retain microfilm or electronically imaged copy and application data for 100 years. Retain paper original for 3 months or until transfer to microfilm or electronic media is verified. METHOD OF DESTRUCTION: Shred or delete.

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Series Number and Authorization Number	Title	Type of Media	Description	Unit	Retention Period
<p>COMP-01 884-0062</p>	<p>CONSENT AGREEMENT & PIIP MONITORING RECORDS</p> <p>CONFIDENTIAL Justification for Confidentiality: Pursuant to ORC 4723.28(I) and 4723.282(D).</p>	<p>Paper; Machine Readable</p>	<p>Records monitoring a nurse's compliance with the requirements imposed by the Board.</p>	<p>Compliance Unit</p>	<p>Retain paper records until Board takes action releasing monitored party from Board requirements or until Board action is taken based upon the monitored party's non-compliance.</p> <p>METHOD OF DESTRUCTION: Delete electronic records after 5 years unless needed for legal and/or administrative reasons. Shred paper records.</p>
<p>COMP-02 884-0063</p>	<p>BOARD ACTION FILE</p>	<p>Paper; Machine Readable</p>	<p>Includes hearing transcripts, evidence submitted at hearings, hearing results, affidavits/exhibits in cases in which no hearing was required, and Board actions (e.g., Orders, Notices, Consent Agreements).</p>	<p>Compliance Unit</p>	<p>Retain paper or electronic copy of Board action, e.g., Board Order, Consent Agreement, Notices, permanently as required by ORC 4723.06(A).</p> <p>METHOD OF DESTRUCTION: Shred paper records if electronically imaged.</p>
<p>COMP-03 884-0001</p>	<p>INVESTIGATORY RECORDS</p> <p>CONFIDENTIAL Justification for Confidentiality: Pursuant to ORC 4723.28(I)</p>	<p>Paper; Machine Readable</p>	<p>Investigatory files including reports, correspondence, medical, and/or other records gathered by investigators.</p>	<p>Compliance Unit</p>	<p>Retain paper records until final Board action and then destroy unless needed for longer period of time based on legal and/or administrative significance. If complaint closed without Board action, retain paper records 5 years from the date the complaint is made and then destroy.</p> <p>Retain electronic record 5 years after final action or date complaint filed and then delete unless needed for longer period of time based on legal and/or administrative significance.</p> <p>METHOD OF DESTRUCTION: Shred or delete.</p>

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<p style="text-align: center;">COMP-04 884-0089</p>	<p>AP MONITORING RECORDS</p> <p>CONFIDENTIAL Justification for Confidentiality: Pursuant to ORC 4723.35(E).</p>	<p>Paper; Machine Readable</p>	<p>Records monitoring an individual's compliance with the Alternative Program requirements imposed by Board.</p>	<p>Compliance Unit</p>	<p>Retain paper and electronic records no less than 2 years from the date the Board takes action releasing monitored individual from Board requirements or from date individual is terminated for failure to comply with requirements unless record is needed for longer period of time based on legal and/or administrative significance.</p> <p>METHOD OF DESTRUCTION: Delete electronic records. Shred paper records.</p>
<p style="text-align: center;">COMP-05 884-0098</p>	<p>BOARD HEARING COMMITTEE RECORDS</p>	<p>Paper; Machine Readable</p>	<p>Worksheets, notes, and correspondence involving Board Hearing Committee cases.</p>	<p>Compliance Unit</p>	<p>Retain 2 years after Board takes action on the case unless needed for longer period of time based on legal and/or administrative significance.</p> <p>METHOD OF DESTRUCTION: Delete electronic records. Shred paper records.</p>
<p style="text-align: center;">COMP-06 884-0099</p>	<p>BOARD HEARING EXAMINER RECORDS</p>	<p>Paper; Machine Readable</p>	<p>Worksheets, notes, and correspondence involving Board Hearing Examiner cases.</p>	<p>Compliance Unit</p>	<p>Retain 2 years after Board takes action on the case unless needed for longer period of time based on legal and/or administrative significance.</p> <p>METHOD OF DESTRUCTION: Delete electronic records. Shred paper records.</p>
<p style="text-align: center;">SCH-01 884-0016</p>	<p>LIST OF EDUCATION AND TRAINING PROGRAMS</p>	<p>Paper; Machine Readable</p>	<p>Nursing education and Dialysis Technician, Medication Aide, and Certified Community Health Worker training programs.</p>	<p>Education & Practice Unit</p>	<p>Retain until superseded by an updated list. Destroy when outdated.</p> <p>METHOD OF DESTRUCTION: Shred paper records. Delete electronic records.</p>

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Series Number and Authorization Number	Title	Type of Media	Description	Unit	Retention Period
SCH-02 884-0017	NURSING EDUCATION PROGRAM SURVEY REPORTS, PROGRAM RESPONSES & PROGRESS REPORTS	Paper; Machine Readable	Reports of surveys made of nursing education programs, program responses to survey visit reports, correspondence related to surveys, and/or responses and progress reports.	Education & Practice Unit	Retain 5 years or until subsequent survey visit is completed, whichever is later. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.
SCH-03 884-0018	APPLICATION FOR EDUCATION OR TRAINING PROGRAM APPROVAL	Paper; Machine Readable	Contains pertinent data and information concerning curriculum, physical and clinical resources used, educational background of faculty, etc.	Education & Practice Unit	Retain 5 years after full approval status is granted. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.
SCH-04 884-0085	DIALYSIS, CHW, MED AIDE TRAINING PROGRAM SURVEY REPORTS, PROGRAM RESPONSES & PROGRESS REPORTS	Paper; Machine Readable	Reports of surveys made of Dialysis, Medication Aide, and Certified Health Worker training programs, program responses, correspondence related to survey and/or responses, and progress reports.	Education & Practice Unit	Retain 2 years or until subsequent survey visit is completed, whichever is later. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.
SCH-05 884-0086	PROGRAM DISSATISFACTION FORM	Paper; Machine Readable	Correspondence or forms received by Board expressing dissatisfaction with education or training program and not containing a complaint regarding a license.	Education & Practice Unit	Retain until next Board meeting following receipt of the dissatisfaction form at which the program's approval status is reviewed and acted upon by the Board. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.
SCH-06 884-0082	CHANGE IN EDUCATION PROGRAM ADMINISTRATION	Paper; Machine Readable	Correspondence, including education transcripts, documenting qualifications of new administrator or interim.	Education & Practice Unit	Retain 5 years. METHOD OF DESTRUCTION: Shred paper record. Delete electronic record.
SCH-07 884-0087	CHANGE OF CONTROL OF EDUCATION OR TRAINING PROGRAM	Paper; Machine Readable	Notification by controlling agency of change in control.	Education & Practice Unit	Retain 5 years. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.
SCH-08 884-0090	EDUCATION PROGRAM ANNUAL REPORTS	Paper; Machine Readable	Reports required to be submitted to the Board annually by OAC 4723-5-05.	Education & Practice Unit	Retain 5 years or until subsequent survey visit is completed, whichever is later. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.

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SCH-09 884-0097	PRE-SURVEY VISIT REPORTS	Paper; Machine Readable	Pre-survey visit reports submitted by Education Program prior to announced survey visit.	Education & Practice Unit	Retain until Board action is taken regarding the approval status of the Program. METHOD OF DESTRUCTION: Recycle or trash paper record. Delete electronic record.