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ADMINISTRATION GOALS

The Findlay Digital Academy's administrative organization is designed so that all departments of the central office are part of a single system guided by Board policies implemented through the Executive Director/Superintendent. The Board is responsible for specifying its requirements and expectations of the Executive Director/Superintendent and for holding the Executive Director/Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Executive Director/Superintendent is responsible for clearly specifying the Board's requirements and expectations for all other employees and for holding each accountable by evaluating how well requirements and expectations are met.

Major goals of administration in the Findlay Digital Academy are to:

- manage the Findlay Digital Academy's various departments and programs effectively;
- provide professional advice and counsel to the Board and to advisory groups established by Board actions, generally through reviewing alternatives, analyzing the advantages and disadvantages of each and recommending a selection from among the alternatives;
- implement the management function so as to ensure the best and most effective learning programs through achieving such other goals as to:
 - provide leadership in keeping abreast of current education developments;
 - arrange for the staff development necessary to the establishment and operation of learning programs which better meet student needs;
 - coordinate cooperative efforts for the improvement of learning programs, facilities, equipment and materials and
 - provide access to the decision-making process for the ideas of staff, students, parents and others;
- develop an effective program of evaluation which includes every position, program and facility in the Findlay Digital Academy and
- develop and use a team management approach.

[Adoption date: May 5, 2005]

[Reviewed: October 9, 2014]

QUALIFICATIONS AND DUTIES OF THE EXECUTIVE DIRECTOR/SUPERINTENDENT

Title: Executive Director/Superintendent

Department: Administration

Reports to: President of the Board of Directors

Employment Status: Regular/Part-time

FLSA Status: Exempt

General Description: Serve as Findlay Digital Academy's chief executive officer; administer, supervise, direct and evaluate Findlay Digital Academy's educational system

Essential Functions:

- ensure safety of students
- perform personnel-related functions, e.g., make recommendations for appointment, promotion, demotion, discharge, assignment and transfer, communicate personnel matters to employees, evaluate staff, provide in-service education to staff and maintain personnel files on current employees
- direct staff negotiations
- file state and local required reports
- assist in preparation of annual budget and appropriations resolution for Board to consider
- act as Findlay Digital Academy's purchasing agent
- establish and maintain public relations program to inform public of Findlay Digital Academy's activities and needs
- recommend courses of study, curriculum guides and changes in texts and time schedules to Board
- supervise teaching, supervision and administration methods
- propose new policies to Board
- continually evaluate Findlay Digital Academy's progress and needs
- conduct regular Findlay Digital Academy's administrative hearings
- prepare annual school calendar for Board adoption
- delegate duties to other staff members
- prescribe rules for classification and advancement of students
- make Board recommendations about student transportation in accordance with law and safety requirements
- recommend location and size of new school sites and additions to existing sites
- represent Board as liaison between Findlay Digital Academy and the community

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- inform Board about educational system as well as local, state and national issues affecting education
- prepare and distribute agenda to Board members prior to each regular meeting
- take immediate action in cases of calamity, acts of nature, or other emergencies
- maintain respect at all times for confidential information, e.g., employee discipline/dismissals/contract issues, negotiations, Board executive sessions, etc.
- make contacts with public with tact and diplomacy
- interact in positive manner with staff, students and parents
- attend meetings and in-services as required

- Other Duties and Responsibilities:

- act as liaison between employees and Board
- attend local, state and national conferences
- approve vacation schedules for salaried Findlay Digital Academy employees
- supervise the purchase and distribution of textbooks, workbooks and other educational materials
- serve as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- instill in students belief in and practice of ethical principles and democratic values
- respond to routine questions and requests in appropriate manner
- perform other duties as assigned

- Qualifications:

- valid Superintendent's certificate issued by state of Ohio
- master's degree with major in educational administration, preferably with completion of one year of graduate work beyond master's degree
- experience in teaching and administration totaling at least five years
- valid driver's license
- alternatives to above qualifications as Board may find appropriate

- Required Knowledge, Skills and Abilities:

- communicate ideas and directives clearly and effectively both orally and in writing
- effective, active listening skills
- work effectively with others
- organizational and problem-solving skills
- organize and compile data for various state and federal reports
- knowledge of school finance
- recommend additions and/or changes to curriculum appropriate to students' needs
- handle multitude of tasks simultaneously and in timely manner
- handle constant pressure and substantial amounts of stress

- supervise variety of jobs and positions

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- strong visionary and leadership skills
- confidence to make decisions based on the best interest of students

- Additional Working Conditions:
 - some travel
 - some evening and/or weekend work
 - requirement to lift, carry, push and pull various items
 - repetitive hand motion, e.g., computer keyboard, calculator, typewriter

[Adoption date: May 5, 2005]

[Reviewed: October 9, 2014]

LEGAL REF.: ORC 3319.01

QUALIFICATIONS AND DUTIES OF THE EXECUTIVE DIRECTOR/SUPERINTENDENT

Title: Executive Director/Superintendent

Department: Administration

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Employment Status: Regular/Part-time

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Essential Functions:

- ensure safety of students
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- direct staff negotiations
- file state and local required reports
- assist in preparation of annual budget and appropriations resolution for Board to consider
- act as Findlay Digital Academy's purchasing agent
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- respond to routine questions and requests in appropriate manner
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- Qualifications:

- valid Superintendent's certificate issued by state of Ohio
- master's degree with major in educational administration, preferably with completion of one year of graduate work beyond master's degree
- experience in teaching and administration totaling at least five years
- valid driver's license
- alternatives to above qualifications as Board may find appropriate

- Required Knowledge, Skills and Abilities:

- communicate ideas and directives clearly and effectively both orally and in writing
- effective, active listening skills
- work effectively with others
- organizational and problem-solving skills
- organize and compile data for various state and federal reports
- knowledge of school finance
- recommend additions and/or changes to curriculum appropriate to students' needs
- handle multitude of tasks simultaneously and in timely manner
- handle constant pressure and substantial amounts of stress
- supervise variety of jobs and positions
- strong visionary and leadership skills
- confidence to make decisions based on the best interest of students

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- Additional Working Conditions:
 - some travel
 - some evening and/or weekend work
 - requirement to lift, carry, push and pull various items
 - repetitive hand motion, e.g., computer keyboard, calculator, typewriter

NOTE: The above lists are not ranked in order of importance.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor/appointing authority.

Board President

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

[Adoption date: May 5, 2005]
[Revision date: October 9, 2014]

LEGAL REF.: ORC 3319.01

BOARD-EXECUTIVE DIRECTOR/SUPERINTENDENT RELATIONSHIP

The enactment of policies, consistent with long-term goals, is the most important function of a board and the execution of the policies should be the function of the Executive Director/Superintendent and staff.

Delegation by the Board of its executive powers to the Executive Director/Superintendent provides freedom for the Executive Director/Superintendent to manage the Findlay Digital Academy within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Board holds the Executive Director/Superintendent responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the Findlay Digital Academy program and keeping the Board informed about Findlay Digital Academy operations and problems.

The Board strives to procure the best professional leader available as its Executive Director/Superintendent. The Board, as a whole and as individual members:

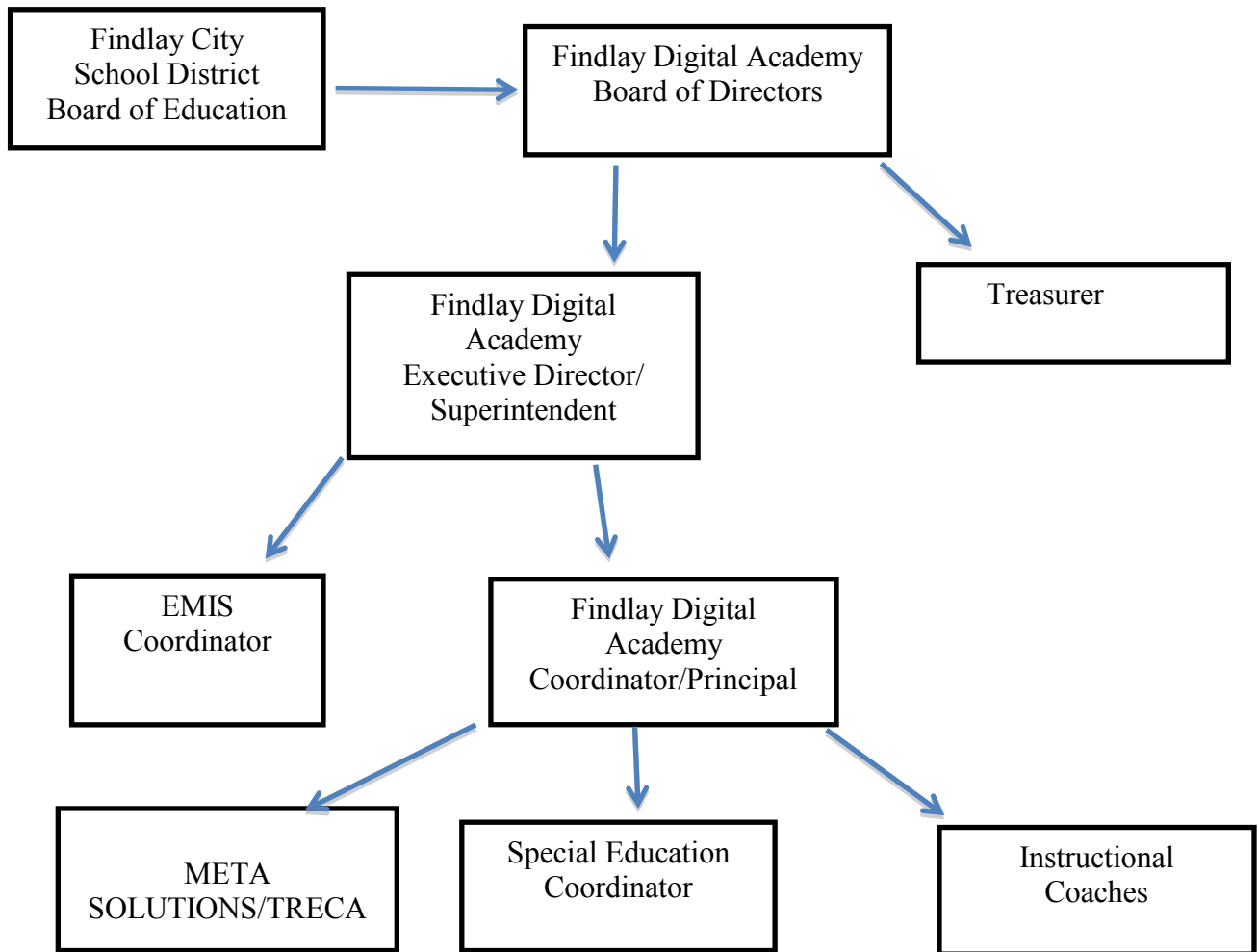
- gives the Executive Director/Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results;
- acts in matters of employment or dismissal of personnel after receiving the recommendations of the Executive Director/Superintendent;
- refers all complaints to the Executive Director/Superintendent for appropriate investigation and action;
- strives to provide adequate safeguards for the Executive Director/Superintendent and other staff members so that they can discharge their duties on a thoroughly professional basis and
- presents personal criticisms of any employee directly to the Executive Director/Superintendent.

[Adoption date: May 5, 2005]

[Reviewed: October 9, 2014]

ORGANIZATIONAL CHART

Governance Structure for Findlay Digital Academy
(Conversion Model)



Adoption Date: May 10, 2005
Revision Date: October 9, 2014

POLICY IMPLEMENTATION

The Executive Director/Superintendent is responsible for carrying out, through regulations, the policies established by the Board. It is expected that all Board employees and students follow all Board policies and regulations.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3313.17; 3313.20; 3313.33; 3313.47

DEVELOPMENT OF REGULATIONS

The Board delegates to the Executive Director/Superintendent the function of specifying required actions and designing the regulations and detailed arrangements under which the schools operate. They must be consistent with the policies adopted by the Board.

The Board itself formulates and adopts regulations only when required by law, or when the Executive Director/Superintendent recommends Board adoption in light of strong community attitudes and/or potential staff reaction.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3313.17; 3313.33; 3313.47

REGULATIONS DISSEMINATION

Findlay Digital Academy regulations are appropriately coded and included in the policy manual, which is available in a designated location.

The Executive Director/Superintendent devises a means for disseminating particular regulations, prior to their effective dates, to the staff members, students and/or members of the public who are directly affected by them.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3313.17; 3313.33; 3313.47

APPROVAL OF HANDBOOKS AND DIRECTIVES

In order that pertinent Board policies, regulations and school rules are known by all staff members and students affected by them, administrators are granted authority to issue staff and student handbooks as necessary. Handbooks are distributed to students at the beginning of each school year and it is the responsibility of the students to review and become familiar with all policies and rules contained in the handbook.

It is essential that the contents of all handbooks conform to Findlay Digital Academy's policies and regulations and that all handbooks bearing the name of the District be of a quality that reflects credit on the Findlay Digital Academy. Student handbooks should be consistent by both grade and building level. Administrators at all levels should review handbooks for consistency. The Board approves all handbooks prior to publication.

The Board reviews and approves the handbooks in order that the contents are accorded the legal status of Board-approved policy and regulations. The Executive Director/Superintendent uses his/her judgment as to whether other specific handbooks need Board approval. All handbooks published are to be made available to the Board for informational purposes.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REF.: ORC 3313.20

SCHOOL DISTRICT ANNUAL REPORT

The Board shall issue a Findlay Digital Academy annual report as required of all public schools. The report is prepared and submitted to the Office of School Options and the Legislative Office of Education Oversight each year. The report addresses the auditor reports; periodic cash flow statement and other reports deemed public records and therefore are available for review by the media and citizenry. The Board will provide ongoing monitoring in cooperation with the Treasurer and the Executive Director/Superintendent.

The report also includes educational performance indicators, other performance indicators including attendance and graduation/completion date; program audits results and finding; fiscal status and fiscal audit results and findings. The Executive Director/Superintendent and Treasurer design the format of the report.

The content of the report conforms to State guidelines. The report is made available to all district residents.

[Adoption date: May 10, 2005]

[Reviewed: October 9, 2014]

LEGAL REFS.: ORC 3313.94
3315.07
3319.04; 3319.32; 3319.33
OAC 3301-38-09

PUBLIC RECORDS ACCESS POLICY

Access to information concerning the conduct of the people's business is a right of every person. Records of the Findlay Digital Academy (FDA) that is not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Findlay Digital Academy Superintendent

1219 West Main Cross, Suite 101

Findlay, Ohio 45840

Phone: 419-425-8379; Fax: 419-425-3588

The Findlay Digital Academy, in accordance with the Ohio Revised Code, defines records as including the following: Any document – paper, electronic (including, but not limited to, e-mail), or other format – that is created or received by, or comes under the jurisdiction of a public office that documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office. All records of the FDA are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Records that have been requested may be reviewed at all reasonable times during regular business hours. If someone wishes to view public records of FDA, they will promptly be made available. If someone wishes to receive copies of records, they will be provided within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location where the records are stored, and the necessity for any legal review of the records requested.

Once a records request has been received, a response will be made or an acknowledgement of the request will be provided with: 1) an estimate of when a response can be expected, 2) an estimated cost if copies have been requested, and 3) the items (if any) that may be exempt from disclosure. If at any time prior to completing a response, FDA believes the response will take longer than initially estimated (due to the volume of records requested, the proximity of location where the records are stored, or the complexity of the legal review), the FDA will inform the person making the request of such a change. If a public records request is overly broad or ambiguous or the FDA representative or employee cannot reasonably identify what records are requested or there are other reasons under the law that provide a basis for denial or a request or exclusions of certain records, the FDA representative or employee may deny the request, in whole or in part, as appropriate.

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When making available any requested public records, the FDA representative or employee shall redact all personally identifiable information, and shall either alert the requesting party to the redactions or otherwise make the redactions obvious to the requesting party.

Student directory information shall not be used in any for-profit activity. The FDA representative or employee has the authority to question the requesting party regarding the proposed use of student directory information to the extent necessary to assure that the information will not be used in any for-profit activity, and to limit access to that information accordingly.

Any denial of requested public records must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions will be redacted and the rest released. If there are redactions, they will be accompanied by a supporting explanation, including legal authority. Public record requests that are denied because the request is overbroad, ambiguous, or does not reasonably identify the record, will include a response as to how FDA records are maintained and the request may then be revised.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by FDA. The current fee is \$0.05 per page and \$1.00 per CD-ROM. In addition, actual cost of postage or other delivery costs may be charged. Payment of such fees may be required prior to processing a request.

[Adoption date: August 7, 2014]

[Reviewed: October 9, 2014]

[Reviewed and Readopted: April 1, 2019]

LEGAL REF: ORC 149.43, 109.43.

INTERNET PUBLIC RECORD REDACTION POLICY

The School shall redact, encrypt, or truncate any individual's social security number that appears on any public record that is available via the Internet. If the School realizes that a social security number was mistakenly not redacted, encrypted, or truncated, the School shall take action to redact, encrypt, or truncate the social security within a reasonable time period.

"Available on the internet" is defined to exclude documents that, while technically available on the internet, can only be accessed with a password.

Any member of the public whose personal information appears on any document available on the internet may request that such personal information be redacted. Personal information includes social security number, federal tax identification number, driver's license number or state identification number, individual checking account number, savings account number, or credit card number. A request for redaction must be submitted in writing, on a form adopted by the Ohio Attorney General and included herein as Form CK. The School shall redact all personal information as requested within five (5) days of receipt of the request. If the School determines that it is impractical to redact the requested information, the School shall attempt to contact the requesting party within five (5) days of receipt of the request and explain why the request is impractical.

[Adoption date: October 9, 2014]

[Reviewed and Readopted: April 1, 2019]

LEGAL REF: ORC 149.45.

REQUEST TO REDACT PERSONAL INFORMATION

Adopted from the Ohio Department of Education: Request to Redact Personal Information <http://www.ode.state.oh.us/GD/Templates/Pages/ODE/ODEDetail.aspx?page=456>

Under paragraph 149.45(C)(1) of the Ohio Revised Code, an individual may request that a public office or a person responsible for a public office’s public records redact specified types of personal information of that individual from any record made available to the general public on the internet. An individual who makes a request for redaction “shall...provide any information that identifies the location of that personal information within a document that contains that personal information.” O.R.C. 149.45(C)(1) If redaction is not practicable, the public officer or person responsible for the public office’s public records shall verbally or in writing within five business days after receiving the written request explain to the individual why the redaction is impracticable. O.R.C. 149.45 (C) (3)

I, _____, request that the Office of(Print full name)

_____ redact the following items of personal information from being made available to the public on the Internet: **(Please check all that apply)**

____ Social security number ____ Checking account number ____ Tax identification number ____ Savings account number

____ Driver’s license number ____ Credit card number ____ State identification number as issued by

the Ohio Bureau of Motor Vehicles

Request to Redact Personal Information_____

For each item of personal information checked above, please identify the location of that information within any record made available by this office to the public on the internet:

(Use the back of this form to identify additional locations of personal information items.)

Signature of Requester: _____

The public office may need to contact you: 1) To request additional information to locate your specific personal information to be redacted or to

identify the appropriate public office responsible for redacting your personal information. 2) To provide you with an explanation within five (5) business days after receiving your written request, if a requested redaction is impracticable.

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Please provide contact information below, or indicate that you will contact this office to receive any explanation. This form is a public record, and the information you provide may be released in response to a public records request.

Address: _____
Telephone Number: (____) _____ E-mail address: _____

I do not wish to provide contact information. I will contact the office for any explanation.

Document Title and Description:

Specific Web Address (URL):

Location of Information Within Document:

Received ____ / ____ / ____ (To be completed by the public office) _____ Date Request

Document Title and Description:

Specific Web Address (URL):

Location of Information Within Document:

Document Title and Description:

Specific Web Address (URL):

Location of Information Within Document:

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Location of Information Within Document:

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Specific Web Address (URL):

Location of Information Within Document:

[Adoption date: October 9, 2014]

RETENTION, MANAGEMENT, AND DISPOSAL OF RECORDS

For the School to operate efficiently, the School must effectively manage its records. To accomplish this goal and to comply with Ohio law, the School has established a Record Commission.

The Records Commission shall include of the President of the Board, the Fiscal Officer, and the Executive Director/Superintendent. The Records Commission shall meet at least once every twelve months. The Records Commission has the authority and the discretion to appoint records officers who shall perform the necessary work associated with the storage, retention, and disposal of records.

Schedule of Records Retention and Disposition

The Records Commission shall create and adopt a Schedule of Records Retention and Disposition ("Schedule") (Form RC-2), which classifies different types of School records and designates an appropriate retention period for each. The Schedule suggested by the Ohio Historical Society is hereby included as Form CK-1 (1743.1). The Records Commission has the authority to review and revise this Schedule as necessary.

After adopting a Schedule or revising a schedule, the Records Commission shall forward the Schedule to the Ohio Historical Society. The Records Commission shall keep a copy of the Schedule. The Schedule shall become effective upon approval by the Ohio Historical Society and the State Auditor.

Certificate of Records Disposal

Prior to disposing any School records, the members of the Records Commission, or the records officers, if any, shall submit to the records commission a Certificate of Records Disposal ("Certificate") (Form RC-3). An example of the Certificate may be found at Form CK-2 (1743.2). The submitted Certificate(s) shall list records that are eligible for disposal pursuant to the Schedule. The records commission shall meet at least once each year to review the submitted Certificates. Following approval of the Certificate(s) by the records commission, the guidelines stated below shall be adhered to.

- The records commission shall make a copy of all approved Certificates and shall maintain these copies for its records.
- The original Certificate(s) shall be forwarded to the Ohio Historical Society Network Specialist for the county in which the School is located no later than fifteen (15) days prior to the proposed disposal date. The records commission does not need to send a copy of the Certificate(s) to the State Auditor's office. The Ohio Historical Society Network Specialist shall send a copy.
- The Records Commission shall wait at least fifteen (15) days after forwarding the Certificates to the Ohio Historical Society Network Specialist before disposing of the indicated records. During this time period, the records commission may be

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notified that the proposed disposal is inappropriate or that the Ohio Historical Society considers some or all of the documents to have continuing historical value and wishes, therefore, to take custody of them. The Ohio Historical Society may not review or select for its custody any of the following:

- Records containing personally identifiable information concerning any student, without the written consent of the parent, guardian, or custodial of each such student who is less than eighteen (18) years of age, or without the written consent of each student who is eighteen (18) years of age or older.
- Records, the release of which would, according to the “Family Educational Rights and Privacy Act of 1974,” 88 Sta. 571, 20 U.S.C.A. 1232g, qualify disqualify a school or other educational institution from receiving federal funds.
- At the end of the fifteen (15) day period, any records which have not been opposed to or taken custody of may be disposed. The Fiscal Officer, serving as secretary of the records commission, shall arrange for the appropriate disposal of such documents. **E-mails and Other Correspondence** E-mails and other forms of correspondence are not considered a record. Instead, these messages should be categorized, retained, stored, and disposed of based upon the contents of each email or other form of correspondence. As suggested by the Ohio Historical Society, e-mail correspondence can be grouped into four (4) different categories:
 - Not an Official Record.* If an e-mail or correspondence does not document the organization, functions, policies, decisions, procedures, operations, or other activities of the School, it is not considered a “record” and, therefore, may be deleted immediately. Examples of non-records include personal messages as well as publications, promotional items, and similar materials (unless it is part of a larger material that is considered a record).
 - Official Record of Transient Retention.* If an e-mail or other correspondence serves a limited administrative value, then it shall be retained only until it no longer serves its limited administrative purpose. Examples of official records of transient retention include messages regarding upcoming meetings and messages which substitute for verbal conversation, as might otherwise occur in the hallway or on the telephone. Official records of transient retention do not discuss policy or establish guidelines.
 - Official Record of Intermediate Retention.* Official records of intermediate retention are those records considered general or routine correspondence. Routine correspondence, includes referral letters and requests for routine information, and shall be retained for a period of six (6) months.

General correspondence, includes informative letters and memos pertaining to agency and legal interpretations, and shall be retained for a period of one (1) year.

Official Record of Long-Term Retention. Official records of long-term retention are those records which discuss policy, create rules or guidelines, or otherwise deal with significant administrative duties and responsibilities. These records shall be retained according to the Schedule as adopted by the Governing Authority.

E-Mail Storage E-Mails may be stored in the following formats:

Governing Authority Board Policy

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- on-line storage, where the e-mail is maintained in the e-mail system;
- near-line storage, where the message is stored in an electronic record-keeping system; and
- off-line storage, where the message is physically printed and stored accordingly.
In order to assure that all necessary e-mails records are preserved, one of the following guidelines shall be adopted:
- the individual who sends the e-mail is responsible for its retention. If an e-mail is received from outside the School, any individual who receives the e-mail is responsible for its retention.
- a special mailbox is created, and each time an e-mail is sent, the sender shall send a carbon copy (cc) to said mailbox. The party charged with administering the mailbox, such as the IT department, shall retain the e-mails as necessary.

[Adoption date: October 9, 2014]

LEGAL REF: *Ohio*: R.C. 149.41. *Cross Reference*: Policy 1741, Public Records Access Policy; Policy 1742, Internet Public Record Redaction Policy; Policy 3833, Tracking Missing Children; Policy 3831, Student Records and Release of Information; Policy 5810, Personnel Records File; Form 1743.1, Schedule of Records Retention and Disposition; Form 1743.2, Certificate of Records Disposal.

SCHEDULE OF RECORDS RETENTION AND DISPOSITION

The School has adopted the forms provided by the Ohio Historical Society. The Record retention forms are available on the Ohio Historical Society's website:

<http://ww2.ohiohistory.org/resource/lgr/forms.html>

[Adoption date: October 9, 2014]

CERTIFICATE OF RECORDS DISPOSAL

The School has adopted the Certificate of Records Disposal form created by the Ohio Historical Society. The form is available at the link below.

<http://ww2.ohiohistory.org/resource/lgr/forms.html>

[Adoption date: October 9, 2014]