Name of Policy:	Volunteer Office Record Retention and Disposition	TOLEDO	
Policy Number:	3364-103-VS-19	1872	
Department:	Department of Service Excellence Volunteer Services		
Approving Officer:	Chief Experience Officer		
Responsible Agent:	Service Excellence Operations Manager	<b>Effective Date:</b> 10-8-2019	
Scope:	UTMC Volunteers	Initial Effective Date: 8/31/09	
New policy proposal Minor/technical revision of existing policy   Major revision of existing policy X   Reaffirmation of existing policy			

## (A) Policy Statement

Retention of Volunteer, Job-Shadow Participants, and Intern's files in office who have been inactive plus six years, then dispose. Social Security numbers must be disposed in a confidential manner.

## (B) Purpose of Policy

To ensure that files containing Social Security numbers, documentation of service of volunteers working on the Health Science Campus are disposed in a confidential manner after becoming inactive after plus six years.

## (C) Procedure

- 1. According to the Records Retention for Ohio Public Colleges and Universities; records containing Social Security numbers and documentation of performance of volunteers, interns, externs, and job-shadow participants must be retained inactive plus six years.
- Upon qualifying date, records that are to be destroyed or transferred in compliance with The University of Toledo Records Retention and Disposition Schedule, offices must contact University Archives at The University of Toledo, Main Campus (419-530-2170) and complete a Certificate of Records Disposal prior to destructions. (Included in the attachment; Certificate of Records Disposal & Records Retention and Disposition Schedule forms).
- 3. University Archives will review the certificate to insure schedule compliance and inform the office within 14 working days if the disposal is approved.
- 4. Once approved, the office of Volunteer Services may dispose within approved span dates.
- 5. This procedure must be repeated each time by Volunteer Services Department when disposing volunteer, jobshadow participants, interns/extern's file upon qualifying date.

Approved by:		Review/Revision Date: 8-20-2011 9-18-2015 10-8-2019
/s/ Mario Toussaint Chief Experience Officer	Date	
Review/Revision Completed By: Amy Finkbeiner Policies Superseded by This Policy: New		<b>Next Review Date:</b> 10-8-2022

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.