


Name of Policy: Volunteer Office Record Retention and Disposition Policy Number: 3364-103-VS-19 Approving Officer: Chief Operating Officer Customer Service Director Responsible Agent: Customer Service Director Scope: University of Toledo Medical Center		 Effective date: 5/2025 Original effective date: 08/31/2009	
Key words: Volunteer, Records, Disposal, Retention, Disposition			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	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.
2. 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 ensure 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, job-shadow participants, interns/extern's file upon qualifying date.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Christine Stesney-Ridenour Chief Operating Officer</p> <p>5/2/2025</p> <hr/> <p>Date</p> <p>/s/</p> <hr/> <p>Tara Parker Customer Service Director</p> <p>5/2/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i> <i>Customer Service Director</i></p>	<p>Initial effective date: 8/31/2009</p> <p>All Review/Revision Dates: 8/20/2011 9/18/2015 10/8/2019 5/2025</p> <p>Next review date: 5/2028</p>
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