



Ohio Office of Information Technology
Investment and Governance Division
Statewide IT Policy

IT Bulletin

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To: Departments, Offices, Agencies, Commissions, Boards, Bureaus, and Institutions
From: R. Steve Edmonson, Director / State Chief Information Officer
Cc: Sol Bermann, Chief Privacy Officer
Mary Beth Parisi, Assistant Deputy Director
Re: Electronic Communication and Public Records

PURPOSE

The purpose of this bulletin is to address issues around the creation and retention of public records when using electronic communication.

ACTION

Electronic information is a record if it satisfies the criteria as defined by Ohio Revised Code 149.011. Ohio IT Policy ITP-E.30, "Electronic Records," requires state agencies to establish procedures for the creation and maintenance of electronic records to ensure their integrity, usability and survivability. Electronic communications that meet the criteria of a record shall be retained for the appropriate time period before disposition based upon the agency's records retention schedule. If an agency authorizes the use of private communication accounts or privately-owned portable computing devices to conduct state business, a process shall be established to ensure that electronic communication records documenting state business are retained in accordance with the agency's records retention schedule. In addition, if an agency authorizes the use of privately-owned portable computing devices for official state use, the agency shall meet the requirements outlined in Ohio IT Policy ITP-B.9, "Portable Computing Security," regarding their use, management and control.

AUTHORITY AND REFERENCE

ORC 125.18, ORC 149.011, Ohio IT Policy ITP-B.9 and Ohio IT Policy ITP-E.30

INQUIRIES

Direct inquiries about this bulletin to:

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This and other Ohio IT Policies are found online at: www.ohio.gov/itp