

Minors on Campus Programs

Records Retention

Forms from all Minors on Campus Programs will be uploaded to OnBase for long term storage. The forms will be maintained in this database until the determined destruction date.

Destruction date calculation:

The documents will be reviewed in order to ascertain what the youngest participant's date of birth is in the batch. Destruction will be on the date on which the youngest participant turns 18 plus 3 years. For example, a DOB of 09/16/03 would mean the documents would be scheduled for destruction on 09/16/24.

Instructions for preparing files for retention in OnBase:

The following are the forms you will need to upload to **OneDrive**:

1. Medical Information and Consent Form [MED}}
2. Authorization for Medication Administration Form [AUTH]
3. All types of releases [RELEASE]
4. Program Participant List [LIST]

For the forms from all the Minors on Campus Programs to be uploaded to OnBase for long term storage, you must complete the following steps.

STEP 1: Create a folder in OneDrive.

You can name this folder whatever you wish, however it would be helpful to name the folder for the Program the forms are related to. **For Example:** "Summer Law & Trial Institute 2019"

STEP 2: Batch scan forms.

Batch scan all forms of each type (MED, AUTH, RELEASE, or LIST) into one .pdf file (or combine each type of form into one .pdf file if already saved in individual .pdf form). Do not include individual Program Participant's forms one by one. You must add all the Program Participants' forms together.

STEP 3: .pdf naming convention.

Each .pdf file must be saved to the OneDrive Folder you create with the following naming convention:

[PROGRAM NAME]_[DEPARTMENT]_[YEAR]_[DOCTYPE]_[INSTANCE].pdf

For Example: SUMMER LAW AND TRIAL INSTITUTE_CLJC_2019_MED_1.pdf

Complete this step for each form type (MED, AUTH, RELEASE, AND LIST). You will have a resulting file structure similar to this:



Summer Law & Trial Institute 2019



SUMMER LAW AND TRIAL INSTITUTE_CLJC_2019_MED_1.pdf



SUMMER LAW AND TRIAL INSTITUTE_CLJC_2019_AUTH_1.pdf



SUMMER LAW AND TRIAL INSTITUTE_CLJC_2019_RELEASE_1.pdf



SUMMER LAW AND TRIAL INSTITUTE_CLJC_2019_LIST_1.pdf

STEP 4: Share your OneDrive folder

Share your OneDrive folder with Carlotta Hensler, HR Records and Leaves Manager (hensler@ohio.edu).

The documents will be uploaded into OnBase and calendar the destruction date.