



CASE FILES RETENTION AND BACK-UP POLICY

Policy # 24-0319-1 Case Files Retention Policy Total Pages 2

Purpose: To have a policy for case file retention and back-up procedures.

Justification: Its important to have proper procedures on maintaining and securing all case files and photos.

Policy:

1. All hard-copy documents will be scanned and saved to computer hard drive.
2. All case files and important documents will be saved to our password protected with 2-step verification OneDrive account.
3. In addition, all case files will be uploaded to Coroner Files Database
4. All faxed documents will be programmed to be emailed to rosscountycoroner@rosscountyohio.gov, then saved to appropriate case file.
5. All emailed documents will be saved to the appropriate case folder.
6. All case files, including case data will be backed up on at least two separate hard drives.
7. All handwritten case notes will be shredded once information is entered into Coroner Files.
8. No case files hardcopy or electronic will ever be destroyed.
9. Release of case files will follow all appropriate Release of Information Policies.
10. No hard copy documents will be filed starting January 1, 2011.

This policy has been approved and is in effect until further notice:

Ben Trotter DO

03/19/2024

Benjamin Trotter, DO, Coroner

Date