



THE OHIO STATE BOARD OF COSMETOLOGY

To protect and support the public through regulation and education, while promoting the integrity of the industry.

1929 Gateway Circle Grove City, Ohio 43123

Phone: (614) 466-3834 Fax: (614) 644-6880 www.cos.ohio.gov

Thomas Taneff, Chairperson

Records Retention Schedules and Policy

The Ohio State Board of Cosmetology hereby adopts a schedule of Records Retention for records series that are only produced by, or specific to, the Ohio State Board of Cosmetology. This schedule may be reviewed by conducting a search at:

<https://apps.das.ohio.gov/RIMS/Search/PublicSearch.asp>

Choose agency COS and click on the SCHEDULE radio-button.

For all other records not covered by a Board-specific Records Retention Schedule, the Ohio State Board of Cosmetology adopts the General Schedule of records retention, developed and adopted by the Department of Administrative Services. The General Schedule can be viewed by conducting a search at:

<http://apps.das.ohio.gov/rims/General/General.asp>,

A copy of this schedule is also available upon request.

The Board has adopted a records retention policy: **Policy #2.24** **Records Retention Policy**

A copy of the Board's policy is available upon request.