

# Stark County Board of Developmental Disabilities

Policy 2.04 Approval of Manuals, Handbooks and Resource Directories	Effective: 8/25/20
Chapter 2: Agency Administration	Page 1 of 1

## APPROVAL OF MANUALS, HANDBOOKS AND RESOURCE DIRECTORIES

### POLICY

The Board believes in a standard process of approval for all manuals, handbooks, and resource directories. The Superintendent and/or his designee have the authority to issue such administrative manuals as deemed necessary for the effective administration of the agency. All agency manuals, handbooks, and resource directories, including the departmental rules of the Ohio Department of Developmental Disabilities and the Ohio Revised Code, shall be consistent in their duplication, distribution, and destruction in accordance with the Board's Records Retention policy, the Ohio Historical Society, and copyright laws. All manuals shall be consistent with these regulations and with state law, and shall for all purposes be binding.

When possible, agency manuals, handbooks and resource directories will be maintained on the agency's electronic shared directories and will be printed for employees who may not have ready access to a computer.

<b>Historical Resolution Information</b>	<b>Reviewer(s):</b>
Date            Resolution Number	Director of Human Resources
4/26/14        04-21-14	
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8/25/20        08-37-20	