



**RESOLUTION TO APPROVE
HB 96: STUDENT RECORD PRESERVATION PLAN**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the University Policy stated above and attached hereto.

Board of Trustees Meeting

June 18, 2026

YR 2026-

Appendix B: Student Records Preservation Plan

1. Purpose

The purpose of this Student Records Preservation Plan (“Plan”) is to ensure the indefinite preservation, confidentiality, integrity, and accessibility of student records in the event of institutional closure or discontinuation of services by Youngstown State University (“YSU”), in accordance with the Ohio Revised Code and state administrative rules, the Family Educational Rights and Privacy Act (FERPA), and applicable federal laws and regulations.

2. Scope of Records Covered

This Plan applies to all essential student records necessary to document a student’s academic history and institutional relationship, including but not limited to:

Core Academic Records (Permanent):

- Official academic transcripts
- Degree conferral records
- Enrollment history
- Grade records

Federal/State-Regulated Records:

- Financial aid records (Title IV)
- Student account/tax records (1098-T)
- Veteran benefits certification records
- International student records (SEVIS, I-20, DS-2019)

Supporting Academic Documentation:

- Course catalogs
- Degree requirements
- Course descriptions (for transcript interpretation)
- The results of any external degree program evaluations each year
- An list of any degree programs that have been eliminated each year
- Any other information that may be requested by the chancellor from time to time

3. Legal and Regulatory Authority

All records preserved under this Plan shall be maintained in compliance with FERPA, Ohio Revised Code requirements, applicable federal and state laws, and institutional record retention schedules.

4. Triggering Events

This Plan shall be enacted upon permanent institutional closure, voluntary surrender of authorization to operate, discontinuation of instructional services, or loss of authorization or accreditation requiring cessation of operations.

5. Designated Custodian

YSU has entered into a Custodian of Student Records Designation Agreement (“Agreement”) with Kent State University (“KSU”), naming KSU as its “Designated Custodian”. Upon activation of this Plan, custody of student records shall transfer to the Designated Custodian pursuant to the Agreement and this Plan.

6. Transfer of Records

Records shall be transferred using secure and documented methods including encrypted digital transfer for electronic records, secure shipment of physical records, and documented confirmation of receipt.

7. Record Format and Preservation Standards

Electronic records shall be maintained in widely supported formats, with backups and safeguards in place. Physical records shall be stored in secure, environmentally appropriate conditions.

8. Confidentiality and Security

The Designated Custodian shall maintain all records in full compliance with FERPA and implement administrative, technical, and physical safeguards against unauthorized access or disclosure.

9. Access and Record Requests

The Designated Custodian shall respond to lawful requests from eligible requestors using documented identity verification and request procedures.

10. Duration of Preservation

Records shall be preserved indefinitely unless otherwise permitted by law.

11. Oversight and Updates

This Plan shall be reviewed annually to ensure ongoing compliance with legal and regulatory requirements.

12. Effective Date

This Plan becomes effective on July 1, 2026 and remains in effect for the duration specified in the Custodian Designation Agreement.

Custodian of Student Records Designation Agreement

1. Parties

This Custodian of Student Records Designation Agreement (hereinafter referred to as the "Agreement") is entered into on July 1, 2026, (the "Effective Date"), by and between Kent State University, with an address of 800 East Summit Street, Kent Ohio 44242-0001 (hereinafter referred to as the "Designated Custodian") and Youngstown State University, with an address of 1 Tressel Way, Youngstown, OH, 44555 (hereinafter referred to as the "IHE").

2. Purpose and Authority

In accordance with the Ohio Revised Code, Kent State University has developed a plan (hereinafter referred to as the "Plan") to ensure the indefinite preservation of student records in the event of institutional closure or discontinuation of service. Kent State University hereby designates Youngstown State University as the official custodian of student records for: Core Academic Records, Federal/State Regulated Records, and Supporting Academic Documentation in the event of institutional closure or discontinuation of its services.

3. Term of Agreement

This agreement shall remain in effect until, July 1, 2026 – June 30, 2031.

4. Obligations of the Designated Custodian

In the event of institutional closure or discontinuation of service, the Designated Custodian agrees to implement the Plan including, but not limited to, preserving student records indefinitely and following the method outlined in the Plan to respond to record requests made by students and alumni to retrieve records. The Designated Custodian shall maintain all records in strict accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable state laws.

5. Primary and Alternate Contact Information

Designated Custodian

Name: Chris Dorsten
Title: AVP for EM & University Registrar
Phone: 330.672.3367
Email: cdorsten@kent.edu

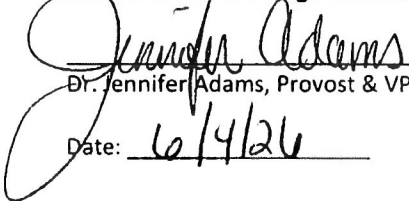
Alternate Contact

Name: Lynette Johnson
Title: Senior Associate University Registrar
Phone: 330.672.1604
Email: ljohnson@kent.edu

6. Signatures

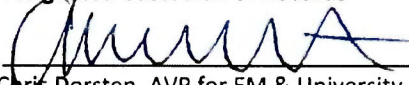
By signing below, the parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

State Institution of Higher Education



Dr. Jennifer Adams, Provost & VP of Academic Affairs
Date: 6/4/26

Designated Custodian of Records



Chris Dorsten, AVP for EM & University Registrar
Date: 6/8/2026

Appendix B: Student Records Preservation Plan

1. Purpose

The purpose of this Student Records Preservation Plan ("Plan") is to ensure the indefinite preservation, confidentiality, integrity, and accessibility of student records in the event of institutional closure or discontinuation of services by Kent State University ("KSU"), in accordance with the Ohio Revised Code and state administrative rules, the Family Educational Rights and Privacy Act (FERPA), and applicable federal laws and regulations.

2. Scope of Records Covered

This Plan applies to all essential student records necessary to document a student's academic history and institutional relationship, including but not limited to:

Core Academic Records (Permanent):

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Federal/State-Regulated Records:

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Supporting Academic Documentation:

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- An list of any degree programs that have been eliminated each year
- Any other information that may be requested by the chancellor from time to time

3. Legal and Regulatory Authority

All records preserved under this Plan shall be maintained in compliance with FERPA, Ohio Revised Code requirements, applicable federal and state laws, and institutional record retention schedules.

4. Triggering Events

This Plan shall be enacted upon permanent institutional closure, voluntary surrender of authorization to operate, discontinuation of instructional services, or loss of authorization or accreditation requiring cessation of operations.

5. Designated Custodian

KSU has entered into a Custodian of Student Records Designation Agreement (“Agreement”) with Youngstown State University (“YSU”), naming YSU as its “Designated Custodian”. Upon activation of this Plan, custody of student records shall transfer to the Designated Custodian pursuant to the Agreement and this Plan.

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Records shall be preserved indefinitely unless otherwise permitted by law.

11. Oversight and Updates

This Plan shall be reviewed annually to ensure ongoing compliance with legal and regulatory requirements.

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Custodian of Student Records Designation Agreement

1. Parties

This Custodian of Student Records Designation Agreement (hereinafter referred to as the "Agreement") is entered into on July 1, 2026, (the "Effective Date"), by and between **Youngstown State University**, with an address of 1 Tressel Way, Youngstown, OH, 44555 (hereinafter referred to as the "Designated Custodian") and **Kent State University**, with an address of 1025 Risman Drive, Kent Ohio 44242 (hereinafter referred to as the "IHE").

2. Purpose and Authority

In accordance with the Ohio Revised Code, IHE has developed a plan (hereinafter referred to as the "Plan") to ensure the indefinite preservation of student records in the event of institutional closure or discontinuation of service. IHE hereby designates Designated Custodian as its official custodian of student records for the following student records (as such student records are more particularly defined in the Plan) in the event of IHE's closure or discontinuation of its services: Core Academic Records, Federal/State Regulated Records, and Supporting Academic Documentation.

3. Term of Agreement

This Agreement shall remain in effect until, July 1, 2026 – June 30, 2031.

4. Obligations of the Designated Custodian

In the event of institutional closure or discontinuation of service, the Designated Custodian agrees to implement the Plan including, but not limited to, preserving student records indefinitely and following the method outlined in the Plan to respond to record requests made by students and alumni to retrieve records. The Designated Custodian shall maintain all records in strict accordance with the Family Educational Rights and Privacy Act (FERPA) and applicable state laws.

5. Primary and Alternate Contact Information

Designated Custodian

Name: Tysa Egleton
Title: University Registrar
Phone: 330.941.2264
Email: tmegleton@ysu.edu

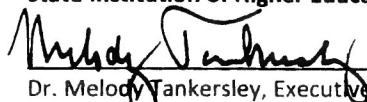
Alternate Contact

Name: Julie Felix
Title: Associate Registrar
Phone: 330.941.3173
Email: jifelix@ysu.edu

6. Signatures

By signing below, the parties acknowledge that they have read, understood, and agree to the terms of this Agreement.

State Institution of Higher Education



Dr. Melody Tankersley, Executive VP and Provost

Date: 9 June 2026

Reviewed as to
legal sufficiency and form

JUN 10 2026


Office of General Counsel

Designated Custodian of Records



Tysa Egleton, University Registrar

Date: 4/8/2026