

RECORDS MANAGEMENT POLICY AND ORGANIZATION**I. General Program Policies**

- A. To develop and establish a district-wide system whereby each type of record created or retained in the operation of the business.
 - 1. Retained only for the period of usefulness.
 - 2. Preserved against disaster by means of microfilm for security, if essential and vital to the District's ability to conduct business.
 - 3. Destroyed at the end of a prescribed retention period.
- B. To develop detailed policy for retention of records with consultation, advice, and approval of the Records Management Committee, the membership of which will provide requirements and opinions on the legal, financial and administrative value of all records.
- C. To publish the detailed policy for guidance of personnel responsible for record keeping and reduce unnecessary filing procedures, cost for equipment, space and personnel waste.
- D. To provide coordination among departments on all phases of the Records Management Program and bring consistency and uniformity to record keeping policies and methods for the entire District.
- E. To facilitate exchange and implementation of information and improvements in all areas of Records Management which will effect savings or improved quality of the District's records and make records more accessible and usable by personnel by means of operational manuals and microfilm.
- F. To develop and maintain a centralized records storage and retrieval area utilizing hard copy, microfilm and computerized data for reference and research.

II. Definitions

- A. Records – any paper, drawing, photograph, card, chart, tape or any other document created or received by any department or office and used as part of its operation.
- B. Record series – a file unit defined by it's having uniformity of arrangement, content and purpose, which permits evaluation as a unit for disposition.
- C. Vital records – documents which contain information vital and essential to:
 - 1. Resumption and/or continuation of operation
 - 2. Re-creation of legal and financial status of the District
 - 3. Fulfillment of obligations to employees, students and identification of assets and liabilities.
- D. Records retention schedule – a published list of record series by department and/or office providing an approved timetable for maintenance in office, storage, microfilming and destruction.

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