

RECORDS RETENTION AND DESTRUCTION**I. PURPOSE AND POLICY**

The purpose of this policy and procedure is to provide an up-to-date district Records Retention Schedule for all district records in accordance with administrative needs and applicable laws, regulations and historical requirements. It is the district's policy to retain and store only those records required by law or by operating need. All other shall be disposed of by destruction as appropriate.

II. COVERAGE

All personnel.

III. REFERENCE

Records Management Policy

IV. DEFINITIONS

1. Record – any paper, book, photo, microfilm, map, drawing, chart, card, magnetic tape or printout that has been generated or received by the district and is used as evidence of activity.
2. Record Copy – an original document or unaltered duplicate designated as an original; the official copy to be retained
3. Historical Records – records of enduring value.
4. Active Files – are defined as those containing records that are referred to frequently in the performance of current administrative work.
5. Inactive Files – a series of records with a reference rate of less than one search per file drawer per month.

V. RETENTION PROCEDURE

1. The Records Management Officer will be responsible for assigning retention periods for district records with cooperation and approval of the requesting department.
2. The Records Management Officer will incorporate the assigned record retention periods into the district Records Retention Schedule. An up-to-date Records Retention Schedule will be maintained by the Records Management Officer.

VI. OTHER RETENTION CONSIDERATIONS

1. Records not listed on Records Retention Schedule ED-1 may not be disposed of without the approval of the Commissioner of Education.
2. Records that have been damaged by natural or manmade disasters and whose retention periods have not expired, may be disposed of provided that the information contained in those records has been substantially destroyed or obliterated and approval has been obtained from the Commissioner of Education.
3. The district shall not dispose of any records predating 1910 without special approval of the Commissioner of Education.

VII. DESTRUCTION PROCEDURE

1. Records shall not be destroyed until a Records Destruction Authorization has been approved and signed by the Records Management Officer. (ATTACHEMENT 1)

2. The Records Destruction Authorization shall be maintained by the Records Management Officer as a permanent record.

VIII. OTHER DESTRUCTION CONSIDERATIONS

Records that have been microfilmed in accordance with the Regulations of the Commissioner of Education may be disposed of without further formality under this procedure.

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