

SCHOOL RECORDS RETENTION POLICY

Proper retention of school records is essential to conduct the business of the schools; to protect the legal interests of the schools, students and employees, and to comply with state law and regulations concerning document retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of on a timely basis.

The Board will comply with all applicable laws and rules concerning the ~~routine~~ retention, storage and disposal of records, as well as its preservation obligation when litigation is threatened or pending. The Superintendent is responsible for implementing this policy and for ensuring that procedures for managing school department records are consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.

Employees shall be informed of any recordkeeping requirements applicable to their positions and are expected to comply with them.

Legal Reference: 5 M.R.S.A. § 91 et seq.
 Maine State Archives Rule Chapter 10 (Rules for Disposition of Local Government Records)
 Maine Department of Education Rule Chapter 125 (Basic School Approval Rules)

Cross Reference: GBJ – Personnel Records
 JRA – Student Education Records and Information
 GCSA – Employee Computer and Internet Use

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