EHB - SCHOOL RECORDS RETENTION POLICY

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

The Board will comply with all applicable law and rules concerning the retention, storage and disposal of specific 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 they deem appropriate.

Employees shall be informed of any record keeping requirement applicable to their positions and are expected to comply with them.

Legal Reference:

- 5 MRSA §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:

- JRA-Student Education Records and Information
- GCSA-Employee Computer and Internet Use

Adopted:

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