

<b>Records Management and Retention</b>		<b>File: EHB</b>
<b>Section:</b>	<b>Adopted: 5/4/2018</b>	<b>Last Revised: 5/4/2018</b>

**RECORDS MANAGEMENT**

The Board is aware that records of various kinds are created and received as the school unit educates its students and manages the operations of its schools.

For the purpose of this policy, “records” are all documentary materials made or received and maintained by the school unit in accordance with law or rule, or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print, handwriting, audio and videotapes, and in various digital forms (on hard drives, servers, CDs, disks, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school unit’s records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school, staff, and students and to ensure that the school unit is managed effectively.

The school unit will comply with all applicable laws and rules pertaining to the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Executive Director shall be responsible for developing a records management program or administrative procedures or guidelines for the cataloging and or classification, storage, and disposal of the school unit’s records that is consistent with applicable laws and rules and which allows for retrieval of records when necessary. The Executive Director will also be responsible, by methods he or she deems appropriate, for informing school unit employees of this policy; making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Executive Director may delegate records management responsibilities to the Information System Support Specialist, school administrators, or other school unit personnel as he or she deems appropriate in order to facilitate the implementation of this policy.

**Board Records**

The Board shall keep such records as are necessary for the transaction of its business. The Executive Director shall act as custodian of Board records in his or her role as Secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

**SCHOOL RECORDS RETENTION**

- Records (paper, electronic, voice) will be maintained in accordance with established school department procedures and with the Maine State Archives Rules for Disposition of Local Government Records.
- E-mails and computerized documents shall be treated like any other record and are subject to the same retention schedules.
- Examples of electronically stored information (ESI) are word processing documents (with metadata and embedded data), spreadsheets, e-mail messages and files, back-up e-mail files, deleted emails, instant messages, other instant message information (buddy lists, instant message logs).
- Presentation documents, images, voice mails messages and backups, program files, temporary files, system history files, and website logs.

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- Junk e-mail and “spam” are not considered records and can be discarded immediately. The standard for archiving electronic records shall be any common format such as pdf, doc, etc.
- Personal information should not be stored on school department servers. It should be transferred to a pen drive, CD, or other storage system within one month.
- Files that have not been opened for a full year should be transferred to a pen drive, CD, or other permanent storage system or destroyed.
- E-mail
  - a. E-mail messages will be automatically deleted according to the following schedule:
    1. In-box folder – after 6 months
    2. Deleted items folder – after 30 days
    3. Sent items folder – after 30 days
  - b. E-mail messages will be archived at the server level for 1 year
- If a document or record type is not listed, consult with the Executive Director designee before disposing of the document or record. If necessary, the Maine State Archivist may be consulted for guidance on disposal.
- Records whose retention period has expired will be destroyed in accordance with established school department procedures. Confidential information will be shredded.
- Only one copy of a document needs to be retained by the party responsible for it. Retain the original document if legally required to do so.
- Drafts and notes may be destroyed except when such documents are important to official business or action of the school department, in which case they will be stored in the official file.
- The retention period runs from when the record was created or received.
- No record related to pending or anticipated litigation may be destroyed or altered even if the record is technically past its retention date.
- The preservation and or retrieval of records when litigation is anticipated or pending shall be under the direction of the Executive Director or his or her designee.
- Each school shall purge cumulative files of unnecessary documents before students go to the next grade level.
- Kindergarten students’ folders and transfer student’s folders shall have a stamp or a label indicating the date and results of screening for special education services.
- Discipline records shall be transferred to the Office of Mainstream and Deaf Education when special needs students leave the school system either via School Master records or paper copies.
- Other discipline records shall be purged when a student goes to the next grade span except in the case of disciplinary matters which are not settled or which are very significant.
- All student cumulative records shall have a label or other indication that there is an extension of the file and the location of that extension (e.g. Title IA, ESL, special education, SAT, etc.)

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 and school unit will comply with

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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 Executive Director is responsible for implementing this policy and for developing appropriate administrative procedures and guidelines for managing school department records consistent with the applicable laws and rules. The Executive Director may delegate specific responsibilities to administrators or other school staff as he or she deems appropriate. Employees shall be informed of this policy and the accompanying procedures and or guidelines through a means determined by the Executive Director and are expected to comply with them.