

RECORDS RETENTION AND DISPOSITION

The school board has established a records retention and disposition schedule for all official records of the school district.

Evaluations, current and completed improvement plans, cumulative student records, and any other essential paper files must be stored with redundant copies in either a fireproof, secured file cabinet, or in secured file cabinets in at least two different buildings to ensure that a duplicate copy is available in the event the original is destroyed.

If records are digitally stored, two copies shall be made and stored in two different server sites.

Records may be retained or destroyed in accordance with state law and the schedule determined by the school board (see appendix). A complete record of all records destroyed or discarded shall be maintained along with notations of the methods and dates of disposal.

Legal References:

RSA 91-A, *Access to Governmental Records and Meetings*

RSA 189:29-a, *School Boards, Superintendents, Teachers, and Truant Officers: Records Retention and Disposition*

NH Code of Administrative Rules, Section Ed. 306.04(a)(4), *Policy Development: Records Retention*

NH Code of Administrative Rules, Section Ed. 306.04(h), *Policy Development: Records Retention*

20 USC § 1232g, *Family Education Rights and Privacy Act (FERPA)*

Policy EHB-R, *Records Retention Schedule*

Adopted 2007

Revised 2015

