

Billings School District 2

NONINSTRUCTIONAL OPERATIONS

Records Management

The District will retain, in a manner consistent with applicable law and the State's *Rules for Disposition of Local Government Records*, such records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school personnel, and the operations of the schools.

For the purpose of this policy, "records" are all documentary material, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received and stored in multiple formats including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CD's, servers, flash drives, etc.).

The Superintendent will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval and disposition of school records. The Superintendent will be responsible for developing and implementing policies and procedures that place a "litigation hold" on records that may be required for production or discoverable as a result of litigation or anticipated litigation. The Superintendent will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. The Superintendent may delegate records management responsibilities to other school personnel at his/her discretion to facilitate implementation of this policy.

<u>Legal References:</u>	§ 2-6-403, MCA	Duties and responsibilities
	§ 20-1-212, MCA	Destruction of old records by school officer
	§ 20-6-212, MCA	Disposition of Public Records
	§ 20-7-101(2), MCA	Standards of accreditation
	24.9.805 (4), ARM	Employment Records
	§ 30-18-111, MCA	Retention of electronic records-original
	§ 30-18-116, MCA	Creation and retention of electronic records and conversion of written records by governmental agencies
	44.14.101-102, ARM	Record retained on digital media
	44.14.201-203, ARM	Storage requirement for electronically stored documents

Policy History:

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