

Lower Merion School District

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| Policy No.: | 800 |
| Section: | OPERATIONS |
| Title: | RECORDS MANAGEMENT |
| Date Adopted: | 10/15/07 |
| Date Last Revised: | 10/21/19; 11/15/10 |

800 RECORDS MANAGEMENT

Purpose

The District receives and generates volumes of information in both electronic and hard copy form. Not all information received or generated constitutes a “record” that the District will retain for an extended period.

The purpose of this Policy is to authorize the establishment of Administrative Regulations to clarify how records of the District will be retained and destroyed.

Delegation of Responsibility

The Superintendent or designee shall work with appropriate administrative staff and the District’s Solicitor to develop Administrative Regulations implementing this Policy to assist employees in determining what information/documents/data should be retained and what information/documents/data need not be retained, in accordance with applicable law.