

2210	Document and Record Maintenance, and Electronic Storage for Board Information Policy
Approval Date:	January 2013
Category:	Documents
Governance Accountability:	PLP Board of Directors
Audience:	PLP Board of Directors

Record Maintenance

Pine Lake Preparatory maintains all records (including but not limited to personnel, budget and fiscal, legal and student records) per the State of North Carolina guidelines established for Local Educational Agencies. For information pertaining to the state guidelines, please visit:

<http://www.records.ncdcr.gov/local/schoolschedulefinal.pdf>.

This policy applies to all final versions of electronic documents written or used by or on behalf of the Pine Lake Preparatory Board of Directors.

The Pine Lake Preparatory Board of Directors uses and creates various documents in the course of work for Pine Lake Preparatory School. In order to maintain security of the information contained in the documents, as well as to provide business continuity protection, all such documents should be stored in electronic format. Any document with confidential information will be stored with the visibility option of "Private."

Documents not containing confidential information may be stored with the visibility option of "Anyone" with the Link. However, care should be taken to ensure the "can edit" setting is only used for recipients who should have editing authority. Using the visibility option of "Public" is prohibited. Related documents (such as all policy and procedure documents) should be shared as a collection.

While utilizing computer hard drives and portable memory can be useful while documents are in draft form, the documents should be transferred to paper form and stored in the Board filing cabinet, located in Houston House as soon as practical once they are in final format. The Pine Lake Preparatory IT staff can assist with transferring documents (or collections of documents) from hard drives or removable storage to electronic storage format if necessary.

Use of removable data storage devices such as thumb drives, flash drives, USB drives, and other portable memory devices for other than temporary storage of files is **not** authorized.