

8310.1 RECORDS RETENTION

The operation of a school district results in the generation of large numbers of records. The Board shall retain and maintain all records in conformance with State and Federal laws, regulations, and applicable statutes of limitation. The appropriate time period for the Board's retention of its records may be accessed through the New Jersey Division of Archives and Records Management (NJDARM) in the School District Records Retention and Disposition Schedules located at <http://www.state/darm.links/retention.html>. The Board's School Business Administrator/Board Secretary shall be responsible for managing and maintaining Board of Education records and ensuring that records are properly retained and appropriately stored.

The Superintendent shall periodically review the work on records retention of the School Business Administrator/Board Secretary with the Board's Policy Committee, to ensure that necessary steps are being taken to gather, record, store and ultimately destroy Board records in accordance with applicable laws and regulations. Some portion of the Board's records may assess each record on a case by case basis to ensure that the appropriate retention period is followed and no record is prematurely discarded. If deemed necessary, the Superintendent shall establish such procedures and guidelines as may be necessary to implement this policy.

Adopted: 24 January 2011

