

**DATA MANAGEMENT**

The Waunakee Community School District Board of Education delegates the retention and destruction of records to administration. Administration, under the direction of the superintendent, is to follow the records retention schedule and policy approved by the Board.

A comprehensive system of data management shall be established and maintained by the District to include identification of data needs, specification of objectives to be met, design of reporting formats, collection and storage of data, information retrieval and analysis, and reporting. Basically, the data management system shall seek to 1) provide necessary information to decision makers in the required format and at the time needed, and 2) keep the public fully informed as to the activities, achievements, and problems of the schools. The dissemination of data shall be systematic, regular, and timely.

Destruction of records shall only be done in accordance with established policy procedures, legal requirements and the adopted records retention schedule. In the event of conflicting record retention or destruction requirements, the more specific Board policy shall be followed instead of the adopted records retention schedule.

Legal Ref.: Chapter 19, Subchapter II and IV

Cross Ref.: 773 – Exhibit, Records Retention Schedule  
347, Pupil Records  
823, Access to Public Records

Adopted: 1/10/83

Revised: March 1994  
August 10, 1998  
June 2002  
October 2005

Waunakee Community School District