

# BERMUDIAN SPRINGS SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: April 8, 2008

REVISED:

RECORDS MANAGEMENT	
1. Purpose	It is the policy of this School District to generate and retain only those papers, records and electronic data which are required for the effective running of our district and to meet our obligations to our students, parents, employees, and state, local and federal governments. The purpose of this policy is to improve efficiency by reducing the time spent retrieving required information from a morass of duplicative and other unnecessary papers, records and electronic data. Employees, who generate, receive or store papers, records and electronic data at any location are responsible for implementing this policy. A document retention schedule will be developed under this Policy.
2. Benefits	An enforced records management policy will provide better access, control, and retrieval of information resources within the District. This policy will also preserve storage space, optimize network performance, make complying with litigation requirements more efficient and ultimately lower the Districts overall information management costs.
3. Scope	This Policy shall be applicable to all papers, records and electronic data created, received, retained, and destroyed by the District.
4. Continuous Improvement	<p>Effective records management requires continuous monitoring of changing regulations, technology and legal developments. The District recognizes that it may have to adapt and amend this policy and stated procedures to continually improve its effectiveness, applicability, and relevancy to District operations.</p> <p>The District Superintendent or designee shall be responsible for developing procedures for the implementation of this Policy.</p>
5. Training of District Personnel	The District shall regularly request that the appropriate District employees review a copy of this Policy. The District shall incorporate the topic of document creation, retention, and destruction in its employee training programs to raise awareness about the Policy among employees and to facilitate compliance with it.

6. Enforcement of Policy	<p>The District shall enforce this Policy in accordance with the policies and procedures set forth in the District's established employee disciplinary policies.</p>
7. Definitions	<p>District Records: "District Records" or "Records" are those papers, electronic records, photographs or other documentary material in any form made or received by the District pursuant to law, statute or in connection with transactions of District business and the discharge of its responsibilities.</p> <p>Electronic Records: "Electronic Records" include numeric, graphic, and text information, which may be recorded, on any medium capable of being read by a computer and which satisfies the definition of a District Record. Electronic Records include, but are not limited to: magnetic media such as computer tapes, disks, optical disks, diskettes and other electronic storage devices and electronic filing systems containing District Records.</p> <p>Permanent Records: "Permanent Records" are those Records, which may not be destroyed. Permanent Records may, however, be disposed of if they are replicated or preserved as required by the applicable schedules attached hereto, or provided that prior approval for their disposal has been obtained from the District's Superintendent.</p> <p>Non-Permanent Records: "Non-Permanent Records" are those records which need to be retained for a specified period of time and which may be disposed of without the prior approval of the District's Superintendent upon expiration of the retention period in the applicable record retention schedule.</p> <p>Records not subject to retention: "Records not subject to retention" are those records which need not be maintained permanently or for some specified period of time, and which may be used by District personnel as personally managed in-house working papers, reference materials, and drafts.</p>
8. Exceptions	<p>This Policy shall not apply to District vendors or any other affiliated parties not under the direct supervision and control of the District's School Board.</p>
9. Litigation Hold	<p>Notwithstanding the disposition schedules attached hereto, no Record shall be destroyed if the District becomes aware that the Record may be needed for pending litigation or of other reasons mandating the suspension of document destruction under this Policy. A Litigation Hold shall be prompted by the receipt of a subpoena, commencement of litigation, reasonably anticipated litigation, investigations, or any other situation giving rise to the preservation of documentary and electronic evidence.</p>

	<p>Superintendent shall order a Litigation Hold in writing to all district personnel to whom the litigation might apply.</p> <p>The Record retention periods set forth herein are minimum terms for the retention of the respective records after which such records may be disposed. While the records may be destroyed – in accordance with the conditions and procedures contained herein – they may also be retained for longer than the established retention periods. Absence good cause to the contrary, District personnel should dispose of files in conformity with the minimum standards in the schedules.</p> <p>As a central point of contact, the District’s Superintendent will coordinate the disposition of Records within the District.</p>
10. Methods of Retention	<p>Wherever possible the District shall maintain its Records in their native format for retention. Where necessary, however, the District may in its reasonable discretion retain Records in other than native formats such as hard copy, microfilm, pdf, etc.</p>
11. Methods of Destruction	<p>The destruction of records is an acceptable and important stage in the information life cycle. Records may be destroyed or deleted from electronic storage media when there is no continuing value or need to retain the records. Where sensitive personal information is contained in the Record the disposal method that should be used for destruction is shredding or other appropriate means for non-electronic records. Where sensitive personal information is contained in Electronic Records the District’s technology personnel shall take all reasonably appropriate measures to ensure the destruction of such information in a secure fashion.</p>
12. Electronic Records	<p>It is the policy of this District to retain only those Electronic Records minimally necessary for student instruction and District business in accordance with Retention Schedules. As such, all District personnel are directed to create and retain only those Electronic Records necessary for student instruction and District business on the District’s information network.</p>
13. Email	<p>All emails shall be retained for one (1) year after permanent deletion by the user. Only email and not attachments will be saved.</p>