

Adopted: June 11, 2001

ISD #482 Policy 781

Revised: _____

781 RECORD RETENTION

I. PURPOSE:

The purpose of this policy is to establish guidelines for developing and implementing record retention procedures.

II. GENERAL STATEMENT OF POLICY

It is the policy of this district to ensure that all federal and state guidelines are met in the retention in all records as they pertain to the operation of ISD 482.

III. REQUIREMENT

The Superintendent or his/her Designee will be responsible for appointing an individual to ensure that all federal and state record retention statutes and laws are followed.