

RECORDS RETENTION

The Board has approved the district's use of the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives Department to assist the district in determining the appropriate retention period for various types of records. School district records regarding the district's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

The district shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District employees and Board members shall be responsible for adhering to the records management manual.

Whenever the district is a party in litigation or reasonably anticipates being a party in litigation, Board members and district employees in possession of hard copy or electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the superintendent or designee.

Documents and other materials that are not "records" required to be retained by district policy, the records management manual, or state or federal law, and are not necessary to the functioning of the district, may be destroyed when no longer needed.

Routine digital files located in electronic storage provided to employees, whether locally or cloud-based, will be retained in the employee's account for one year after the employee leaves the district unless a request is made of Innovative Technology Services for the account to be transferred to another authorized employee within the year after the original employee left the district. Routine digital files located in electronic storage provided to students, whether locally or cloud-based, will be retained for one year in the student's account after the student leaves the district. Recently graduated senior students may request reactivation of their account, for limited time periods, for post-secondary education purposes.

District employees may be subject to disciplinary action for violation of this policy.

Adopted September 20, 2017

Revised October 16, 2019

Legal Refs.: 2 C.F.R. 200.333 (retention requirements for federal fiscal records) C.R.S. 24-72-113 (limit on retention of passive surveillance records) C.R.S. 24-80-101 et seq. (State Archives and Public Records Act)

Cross Refs.: EGAEA, Electronic Communication GBJ, Personnel Records and Files JRA/JRC, Student Records/Release of Information on Students