



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

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| PROCEDURE | Electronic Communications Use & Retention | | |
| SECTION | Non-Instructional Operations | CODE | F22R |

Last Updated: May 2018

Specific Procedures Outline:

Record retention, storage, destruction of electronic information is handled in the same legal and regulatory standards as paper records. All schools will comply with the requirement of state and federal laws that regulate the provision of access to and maintenance of student and employee information.

Building principals and or the District will provide annual training regarding the retention, storage and destruction of electronic information.

All electronic information will be subjected to the same legal requirements as paper records regarding FERPA (Family Educational Rights and Privacy Act) and HIPPA (Health Insurance Portability Act).

Clarification: This most recent procedure is the one that is to be used. All prior drafts are null and void.