



Records Retention Committee Meeting

March 2, 2022

8:30AM District Office

Minutes

Kyle Sharp, Amanda-Clearcreek Board of Education President

JB Dick, Superintendent

Lana Fairchild, Treasurer

- Review Retention Schedule – schedule was reviewed; last update was March 16, 2021
- Review Contract with SCView
Digitization process with current records
Ms. Fairchild updated the commission on the process of digitizing records. All records have been received from Guardian to SCView. The digitization process will take awhile but the student records will be the first to be completed in order for us to fulfill transcript requests.
- RC-2 – Update with Security Camera Footage, Social Media Communication, School related texts, etc.
The commission discussed adding the above-mentioned items to the schedule. At this time, the retention schedule will not be amended. We need more information on the camera systems and the ability to retain social media records.
- RC-3 – Disposal of Records
 - Envelope – a RC-1 was submitted to the historical society to get permission to destroy the record.
 - Any other items not listed on the RC-2
 - Current Disposal list – Ms. Philopoulos has created a disposal list. We will schedule a pick up in the coming months for destruction.
- Records Training
Records Training (for Board designee) is scheduled for March 8, 2022 by the Attorney General's Office via Webinar. This will fulfill the requirement for training for Misty, Susan and Kyle

Meeting was adjourned at 9:30AM