Data and Records Retention

Policy Information

Series E-Support Services

Data and Records Retention
Policy # EHB

File: EHB

DATA AND RECORDS RETENTION

The School Committee recognizes that, as an entity of local government, every District record is presumed to be public unless it may be withheld under a specific exemption. The custodian of public records of the district is Celeste Sullivan, Executive Assistant for Human Resources and Communications; Public Records Officer; contact information for this position will be placed in a prominent position on the district website.

The District is responsible for a myriad of records which vary in the length of time retention is required. The Superintendent is responsible for ensuring such retention requirements are followed.

Under the Public Records Law, electronic messages between public officials, including public employees, may be considered public records. As such, all district employees and the School Committee will be given district email addresses, with which they are to conduct all district business, so the district may comply with public records requirements.

SOURCE: MASC 2023

LEGAL REFS.: M.G.L.4:7; 66:10

REF: A Guide to the Massachusetts Public Records Law (Secretary of the Commonwealth)

CROSS REFS.: BHE - USE OF ELECTRONIC MESSAGING BY SCHOOL COMMITTEE MEMBERS
GBEE – PERSONNEL USE OF TECHNOLOGY

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