

# Policies

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## Westerly Public Schools Records Retention Schedule

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**No. 3200**

The Records Retention Schedule was developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of 130 separate sets of records, or series, recognized as those records created or maintained by municipal public schools/school districts. Included in each entry are a record series number, series title and description, and a retention period. For example,

<b>Record Series #</b>	<b>Record Series Title &amp; Description</b>	<b>Retention Period</b>
<b>LG51.31</b>	Student Rosters Lists of student names by homeroom, program or special service. May include teacher name and total students.	Retain until of no further administrative value.

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (38-1-10, 38-3-6 (j), and 42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule.

Always consult with the solicitor prior to destroying records to determine if any records eligible for destruction may be involved in current or pending litigation or request under the Access to Public Records Act (RIGL 38-2).

Adopted: September 21, 2005  
Revised: January 3, 2007