JRC **Disposition of Records** (See JRA and JRB) **JRC**

All student records will be maintained and screened periodically.

Approved: January 26, 2004

JRC-R Disposition of Records

JRC-R

Administrative records shall be permanent records and maintained by

the school for an indefinite period of time. When the student graduates, sup-

plementary records shall be destroyed or shall be transferred to the administra-

tive records if they have permanent usefulness. Tentative records shall be de-

stroyed when the use for which they were collected is ended. However, tenta-

tive records may be placed in the supplementary classification if the continuing

usefulness of the information is demonstrated and its validity verified.

The official custodian shall review a student's records when the stu-

dent moves from elementary to a middle school or junior high, from a middle

school or junior high to high school and upon high school graduation. During

each review obsolete or unnecessary information shall be removed and de-

stroyed.

Following a reasonable amount of time after a student has graduated

or ceases to attend school in the district, the records of the student that are de-

termined to be appropriate for retention may be placed on microfilm.

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