

RSU #63

- a. NEPN/NSBA Code:** **EHB**
- b. Title:** **Records Management**
- c. Author:** **Superintendent**
- d. Replaces Policy:**
- e. Date Approved:** **04/25/2016 RSU #63**
- f. Previously Approved:** **07/23/2007**
- g. Policy Expiration:** **Review as Needed**
- h. Responsible for Review:** **Superintendent & Policy Committee**
- i. Date Reviewed:** **04/04/2016 Superintendent**
04/04/2016 Policy Committee

j. References:

Legal References: 5 MRSA Ch. 91 et seq.
Maine State Archives Rule Chap. 10
MDOE Rule Chap. 125

k. Narrative:

The RSU 63 Board of Directors (the Board) is aware that records of various kinds are created, received, and transmitted as the district educates its students and manages the operations of its schools.

- I.** For the purpose of this directive, records are all documentary materials, regardless of media or characteristics, made or received, and maintained by RSU 63 in accordance with law or rule or in the transaction of business. Records may be created or received in multiple formats including, but not limited to, print, handwriting, audio and video tapes, and in various digital forms (on hard drives, servers, CDs, discs, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent, and/or received.
- II.** Attention to the proper retention and disposal of district records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school(s), staff, and students, and to ensure the district is managed effectively.
- III.** RSU 63 will comply with all applicable laws and rules pertaining to the routine retention, storage, and disposal of records, and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.
- IV.** The Superintendent is responsible for developing a records management program for the cataloging/classification, storage, and disposal of the district's records that is consistent with applicable laws and rules and which allows for retrieval of records when necessary. The Superintendent is also responsible by methods he/she deems appropriate, for informing district employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or

deleted, and of any specific procedures employees need to follow. The Superintendent may delegate records management responsibilities to the Technology Coordinator, school administrators, or other district personnel he/she deems appropriate in order to facilitate the implementation of this policy.

V. Board Records:

The Board will keep such records as are necessary for the transaction of its business. The Superintendent will act as custodian of Board records in his/her role as secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Board members are expected to be aware that email communications, sent or received, pertaining to Board business may be subject to disclosure as public records and discoverable as evidence in the event of litigation.