

RECORDS MANAGEMENT AND RETENTION

The District has a responsibility to retain records in compliance with relevant state and federal laws. The School Board has adopted the Wisconsin General Records Schedule, as published by the Department of Public Instruction. Accordingly, District records covered by that schedule should be retained for at least the period of time outlined therein, subject to any local modifications to the schedule that have been adopted by the District and approved at the state level.

Student records are maintained as required by applicable state and federal laws and as further detailed in the schedule and in the District's student records policies and procedures; Policy 347- Student Records.

Personnel records are maintained as required by applicable state and federal laws and as further detailed in the Wisconsin General Records Schedule- Human Resources and Related Records.

The Superintendent or designee are responsible for overseeing the creation and implementation of rules and operating procedures that further govern records management in the District, including the safekeeping of District records, the protection of personal privacy of record subjects, and maintaining the District's capacity to appropriately respond to requests for access to records. Records management protocols shall include means for informing employees who are involved in collecting, maintaining, using, providing access to, sharing, or archiving personally-identifiable information of their duties and responsibilities relating to protecting the personal privacy of record subjects.

Cross References: Student Records, 347
Access to Public Records, 823

Legal References: Wisconsin State Statutes 19.21, 19.35, 19.345, 19.65, and 118.125

Adoption Date: January 22, 2001

Amended Date: February 10, 2020, February 24, 2025