

DATA AND RECORDS RETENTION

The School Committee acknowledges that, as a local government entity, every District record is presumed to be public unless it is protected by a specific exemption. The custodian of public records for the District is the Public Records Officer, and their contact information will be prominently displayed on the District's website.

The District manages a variety of records, each with different retention requirements. The Superintendent is responsible for ensuring that these retention requirements are met and comply with the Municipal record retention schedule.

According to the Public Records Law, electronic communications between public officials, including public employees, may qualify as public records. Therefore, all district employees and School Committee members will be provided with a district email address to be used exclusively for district business, ensuring compliance with public records regulations.

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-REFERENCES: BHE – Use of Electronic Messaging by School Committee Members
GBEE – Personnel Use of Technology

Adopted by the NMRSD School Committee:

Policy Committee Review: 1/24/25, 10/22/24, 8/6/25

NMRSD First Vote: August 12, 2025

NMRSD Adoption: September 16, 2025
