

# GOVERNANCE POLICIES OF THE MILWAUKEE BOARD OF SCHOOL DIRECTORS

## BG 4.15 RECORDS MANAGEMENT

(1) The Superintendent and the Senior Director, Office of Accountability and Efficiency shall maintain all district and administrative records required by federal, state, and local units of government, as well as by the Department of Instruction.

(2) The Board Clerk/Chief Officer, Office of Board Governance, shall maintain all Board records required by federal, state, and local units of government, as well as by the Department of Public Instruction.

(3) Records shall be maintained in accordance with Administrative Policy 9.13, which sets forth guidelines for complying with the legal, fiscal, and archival requirements for records retention and provides guidance regarding cost-effective management of the District's records.

(4) Records shall be retained according to the MPS School District Records Retention Schedule, which is a modified version of the Wisconsin Records Retention Schedule set forth by the Wisconsin Department of Public Instruction.

(5) All issues related to the development and maintenance of the District's records-management programs, standards, and policy revisions shall be addressed through the MPS Records Management Advisory Committee.

History: Adopted 4-25-96; Revised 10-29-15, 11-18-21  
Legal Ref.: W.S. 19.21, 19.23, 19.33; 19.34, 119.18(22)  
Cross Ref.: Admin. Policy 8.42 Student Records  
9.02 Public's Right to Know  
9.13 Records Retention and Destruction

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