

CLINTONDALE COMMUNITY SCHOOLS

35100 Little Mack – Clinton Township, Michigan 48035 - 586-791-6300 – www.clintondaleschools.net

BOARD POLICY

Series 3000: Operation, Finance, and Property

3100 General Operations

3118-F-9 Record Retention Requirements – Post in Title IX Coordinator's Office

Title IX Recordkeeping Protocol

The District establishes the following recordkeeping protocol for complaints or reports of sexual harassment under the District's Title IX Sexual Harassment Policy. The records identified below must be maintained for at least 7 years from the date of creation.

- A. Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - 1. The basis for the District's conclusion that its response to the report was not deliberately indifferent;
 - 2. Documentation demonstrating that the District has taken measures designed to restore or preserve equal access to the District's education program or activity; and
 - 3. If supportive measures are not provided to the Complainant, documentation of the reasons why such a response was not clearly unreasonable in light of the known circumstances.
- B. Records of each sexual harassment investigation, including:
 - 1. A determination of responsibility;
 - 2. Disciplinary sanctions imposed on the Respondent;
 - 3. Remedies provided to the Complainant; and
 - 4. Appeal records, if applicable, including results of the appeal.
- C. Records of any informal resolution, including the results of an informal resolution.
- D. All materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process. Training materials must also be maintained on the District's website.

A copy of an investigation report involving a specific employee may also be kept in the employee's personnel file only as required or permitted by the Bullard-Plawecki Employee Right to Know Act, MCL 423.501 et seq.

Employees who document incidents or reports of Title IX sexual harassment should keep a copy of all written reports and documentation.

CLINTONDALE COMMUNITY SCHOOLS

35100 Little Mack – Clinton Township, Michigan 48035 - 586-791-6300 – www.clintondaleschools.net

BOARD POLICY

Student personally identifiable information is protected and must be kept confidential pursuant to state and federal law.

This notice will be posted in the Title IX Coordinator's office. Copies are available in the Title IX Coordinator's office.