

Records Management

RETENTION AND DISPOSAL OF SCHOOL RECORDS

The Superintendent's designated Records Officer shall implement the procedures listed in the *Records Retention/Public School District Schedule*. Any deviation from these procedures shall be submitted in writing by the Superintendent/designee to the Director of Archives and Records. The request must be approved in writing by the State Librarian prior to the disposal or destruction of school records. The following procedures shall be followed in records management:

1. The Superintendent/designee shall notify the Public Records Division in the Department for Libraries and Archives of the name of the District Records Officer who shall represent the District in its relations with that Division.
2. The Records Officer shall prepare a records retention and disposal schedule for the District that is compatible with state statutes and regulations.
3. The Records Officer shall review this schedule with all staff members responsible for school records.
4. Records that have met the retention schedule shall be disposed of by shredding or burning within six (6) months after the required retention period.
5. The disposal or destruction of school records shall be under the supervision of the Records Officer who shall keep a log of all disposed records.
6. Records listed as "permanent" on the schedule shall be kept in a secure location.
7. Both active and inactive records shall be filed in locations that offer reasonable security and accessibility.
8. Electronically received records such as, but not limited to, e-mail, diskettes, CDs, and faxes shall be handled in accordance with the procedures used in the storage, retention, and disposal of other Board records.

EMAIL AND VOICEMAIL DESTRUCTION

All routine email, and any voicemail messages transcribed to the email system, must be retained as routine District correspondence for two years per the Kentucky school records retention schedule.

Destruction and Documentation

Any existing district email, two years or older, will be deleted and destroyed in an ongoing, automated, daily process. The volume of daily emails destroyed will be documented by the technology department and a destruction certificate will be submitted to the District records custodian on a monthly basis.

Preserving Emails and Voicemails

Any email or voicemail which is crucial to the preservation of the administrative history of the school or school District, shall be saved as an electronic or paper file, along with any corresponding messages or attachments, and archived in an appropriate, and text or content-searchable manner.

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EMAIL AND VOICEMAIL DESTRUCTION (CONTINUED)

Preserving Attached or Embedded Files

Any document, video, or audio file embedded or attached within District email that should be retained for organizational, administrative, historical purposes, or as directed by the Kentucky records retention schedule, must be extracted and saved outside of the district email servers before email destruction occurs. Principals and department heads are responsible for extracting and archiving relevant documents. These documents shall be archived in an appropriate, and searchable manner.

Voicemail File Deletion

Voicemail that has been transcribed to email should be manually deleted from the phone system by employees on a daily basis without requiring documentation.

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