

MEMORANDUM

For: Monday Memo

Re: Audio/Video Record Management

From: David Rust, KCSDRecords Manager

All Principals and District Leadership: Copies of video or audio recordings may only be downloaded to local machines for the express purpose of documenting an injury, supporting an investigation or legal matter, or documenting a meeting, educational or extra-curricular activity.

- District building surveillance video is held on district servers for 30 days before being automatically overwritten and destroyed. The destruction of this video is formally documented via a destruction certificate every 30 days.
- Per KRS 160.705*, if an injury to staff or students occurs, and a video or audio recording exists, the digital recording must be retained. To initiate the recording preservation process, please contact Mr. Winkler and Dr. Rust who will assist with the documentation and securing of the pertinent recording. This must be done to ensure any recording can withstand possible scrutiny in court, should that be necessary.
- Any copy of a recording, downloaded from a district server to a local machine, if used in support of student discipline or for other reasons, must be completely deleted (and deleted from electronic trash) during the 30-day overwrite period. The destruction of that recording will then be captured in the 30-day destruction documentation. However, if the video must be retained longer than 30 days due to a continuing investigation or legal activity, please contact Mr. Winkler and Dr. Rust before the 30-day window lapses.
- Any audio/video recording, held longer than 30 days on a local machine, but no longer needed, must be fully deleted and documented with a KCSD destruction certificate by the employee, department or school and submitted to Dr. Rust.

* KRS 160.705: Retain for a minimum of one (1) month in an appropriate format, a master copy of any digital, video, or audio recordings of activities that include, or allegedly include, injury to students or school employees without editing, altering, or destroying any portion of the recordings.