



SRO RECORDS “CHEAT SHEET”

Printed Student Records

- ❖ Any record printed from IC is a “duplicate or copy” of record held within IC.
- ❖ Please dispose of all duplicate copies in the school’s shred bin.

Emails

- ❖ Email or voicemail relevant to the management of your job function must be retained for two years. I.e. SY 2024-25 can be destroyed in July of 2027.
- ❖ Non-business related email or voicemail that is not tied to the management of your job function may be deleted immediately, without documentation.

Video Recording

- A. Recorded videos are either automatically overwritten and destroyed from the server, with documentation submitted by Mr. Winkler, every 30 days. You don’t do anything with these.

OR

- B. For recordings that need to be downloaded and held to support an investigation or document a safety/security event:
 - If the recording needs to be saved long-term (longer than 30 days) and possibly used in a serious legal proceeding, contact Dr. Rust and Matthew Winkler, using the following process, so the video may be processed properly, allowing for authentication and watermark, if recommended by the prosecutor.
 - If a minor event, related to a safety/security issue, discipline, or injury, but not warranting authentication, school administrator or SRO will hold video as long as needed, through any appeal, and destroy, when appropriate, and submit a document destruction certificate.

Video Management Process

This process will be used when recordings need to be downloaded to support an investigation or document an action, and likely held longer than 30 days.

1. Initiate process when surveillance or staff report indicates a safety or

security violation to be investigated and documented.

2. Note the server, camera, location, date/time of event, and known participants.
3. Inform principal and/or law enforcement, as appropriate.
4. Administrators should initiate the digital recording preservation process, **as it becomes necessary, but within the 30-day window** at the school level. If the seriousness of the concern/offense will require authentication and watermark, contact Dr. Rust and Mr. Winkler via email.
5. If law enforcement requests a copy of the recording, submit an email or [open records request](#) from the responding department, CDW or prosecutor to Dr. Rust.
6. Forward any subpoena to Dr. Rust who will manage the response process on behalf of Kenton County Schools.

Contact Information:

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