

Procedures for Records Retention/Destruction:**Classification of Records****1. Class 1 Permanent Records**

Class 1 (Permanent) Record shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022.

2. Class 2 Optional Records

These records are not required by law to be retained permanently, but deemed worthy of further preservation by various departments. They are to be kept in immediate area of originator or in the same building. If these records are deemed invaluable for future use they will be maintained as permanent and treated accordingly. All other optional records will be given a disposal date.

3. Class 3 Disposable

These records have required retention periods and procedures for destruction or transfer of records. They are to be kept in immediate area of originator. The Records Retention manager assists with identifying which records and time periods for originator.

Storage of Records

1. Each site is responsible for records generated by its departments.
2. Each department reviews stored records annually and contacts the Records Retention manager if records are classified as permanent.
3. All non-permanent documents are to be removed from permanent files before forwarding to the office of the Records Retention manager.
4. The Records Retention manager determines the method of record storage - hard copy, microfiche, or CD storage and implements storage and destruction process.

Record Retention Guidelines

1. The Records Retention manager shall ensure that appropriate computer software is used to safeguard any data stored on computers.
2. Before January 1, the Records Retention manager shall review documents and papers originating during the prior school year and classify them as Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable). Records of continuing nature (active and useful for administrative, legal, fiscal or other purposes over a period of years) shall not be classified until such usefulness has ceased. A student's cumulative record is a continuing record until the student ceases to be enrolled in the district.

Procedures to Destroy Records

1. Whenever the destruction of district records is not otherwise authorized or provided for by law, the governing board of the district may destroy such records of the district in accordance with regulations.
2. The Records Retention manager shall make a recommendation to the school board prior to any record being destroyed and school board approval is required to destroy records.