

Records Retention/Destruction

This policy has been developed by various departments of the Morgan Hill Unified School District to provide assistance in determining the retention period of documents used in the District and for timely retention or destruction of documents.

District Records

District records shall be developed, maintained and disposed of in accordance with law and California Department of Education regulations. The Records Retention manager shall establish which records are permanent, optional and disposable and specify how each type of record is to be maintained or destroyed. Any microfilm or electronic copies of original records shall be permanently retained.

The Records Retention manager will ensure confidentiality of records as required by law and safeguard data against damage or loss.

The Records Retention manager shall follow the guidelines set forth in this policy when determining the class of records and the retention period for all data. Departments within the district office and school sites will be notified by the Records Retention manager of directions for index procedures, and length of storage of varying records.

Specific classifications/regulations are identified:

- Class 1 Permanent Records - Student CUM file, report cards, etc.
- Class 2 Optional Records - These records are not required by law to be retained permanently, but deemed worthy of further preservation by various departments
- Class 3 Disposable - These records have required retention periods and procedures for destruction or transfer of records
- Regulations to destroy Records - Whenever the destruction of records of a district 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

Legal References:**EDUCATION CODE**

35145 Public meetings

35163 Official actions, minutes and journal

35250-35255 Records and reports

44031 Personnel file contents and inspection

49065 Reasonable charge for transcripts

GOVERNMENT CODE

6205-6211 Confidentiality of addresses for victims of domestic violence

6252-6265 Inspection of public records

12946 Retention of employment applications and records for two years

CODE OF REGULATIONS, TITLE 5

432 Varieties of pupil records

16020-16022 Records-general provisions

16023-16027 Retention of records