

Windham School District

EHB

**SCHOOL RECORDS RETENTION POLICY**

Proper retention of school records is essential to conduct the business of the schools; to protect the legal interests of the schools, students and employees; and to comply with federal and state laws and regulations concerning record retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of in a timely manner.

The Board will comply with all applicable laws and rules concerning the retention, storage and disposal of specific records, as well as its preservation obligation when litigation is threatened or pending.

The Superintendent is responsible for implementing this policy and for ensuring that procedures for managing all school district records are consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school staff as he/she deems appropriate.

Employees shall be informed of any recordkeeping requirements applicable to their positions and are expected to comply with them.

**Legal References:** NH RSA 189:27-b;189:29-a; NH Code Admin. R. Ed. 302.02; 303.01; 306.04; Cross Reference: EHB-R – Record Retention Guidelines (*if applicable*); JRA – Student Education Records and Information, Ed 1119.01

Windham School Board	Policy Code: EHB
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