

# SECTION 1.06 – RECORDS MANAGEMENT

Contact: Risk & Compliance Services @ Extension 4153

## A. **Overview**

The district is required by law to retain records for specific periods of time. This section provides guidance on the required length of time records are to be kept. In addition, this section defines the process for destruction of records.

## B. **References**

[Board Policy/Procedures 6560/6560P](#) - Records Management and Retention

[Local Government Common Records Retention Schedule \(CORE\)](#)

[Local Government Records Retention Schedule School Districts and Educational Service Districts](#)

## C. **Records Destruction Process**

- Review the Records Retention Schedules.
- Inventory each record by age.
- Determine which records qualify for destruction. (paper records and electronic records hold the same retention policy)
- Prepare a [Records Destruction Authorization form](#). The person filling out the form signs under “Requested by.” The Department Head (Director, Principal, etc.) signs under ‘Building/Program Administrator Approval.’ Send completed form to Brenna Hanson in Risk & Compliance Services for review.
- When the approved copy of the Records Destruction Authorization form is returned, the records may be destroyed. **Do not destroy records prior to receiving the signed authorization.**
- The person who actually destroys or oversees destruction of the records is to sign the form on the ‘Destruction witnessed by’ line.
- Retain the completed, signed Records Destruction Authorization form at the school or department.
- If you require assistance in determining the retention requirements of records, please contact x4153. If additional assistance is necessary, a visit to your site can be scheduled.

## D. **Electronic Mail Provisions**

Email is subject to the same regulatory requirement as paper correspondence. Prior to deleting email, consider the following:

- If the email was in the form of a paper memorandum or letter, would you retain a copy for your records? If yes, then the email should be retained electronically or by paper per the [Records Retention Manual](#).
  - Currently, our system automatically retains emails for 900 days from receipt.
- If there is a paper records request, claim or suit against the district, **all** related emails must be **immediately** saved to a server to protect the legal record.

**NOTE:** If the Disposition Authority Number (DAN) begins with **GS**, that record series will be found in the *Local Government Common Records Retention Schedule (CORE)*.

If the Disposition Authority Number (DAN) begins with **SD**, that record series will be found in the *Local Government Records Retention Schedule School Districts and Educational Service Districts*.

## **E. Archiving Records**

Please follow the instructions to archive records when the designation for your records indicates Archival.

- [How to Archive Records](#)