

EHB - DATA/RECORDS RETENTION

Category P

See Also JRA/GBA

The Superintendent shall develop procedures for a records retention system that is in compliance with State law and relevant Department of Education regulations.

The procedures developed by the Superintendent shall, at a minimum: (1) require that complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe; (2) require that a complete record of all records destroyed or discarded be maintained along with notations of the methods and dates of disposal; and (3) require that access to student records and information comply with federal and state laws and regulations and District policies, including but not limited to, the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g and RSA 91-A.

Legal References:

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed. 306.04 (a)(4), Records Retention

Appendix EHB-R, Records Retention Schedule

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Second Reading 9/23/2008

Adoption 10/28/2008