

**This is a New policy, but is optional. [This policy is optional; however, if the district chooses to adopt it, the regular font language should be retained.]
We currently use Option A**

The Soda Springs School District establishes the following guidelines to provide administrative direction pertaining to the retention and/or disposal of district records.

DEFINITION

“Record” means recorded information, in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business or the conduct of affairs and kept as evidence of such activity. A record can exist in a number of formats, including various sizes of paper (original or photocopy), microfilm or any microform, electronic media, optical disk media, CD, Mylar, sepia, blue line, photograph, audio and video tape, punched cards, books, maps.

DESTRUCTION OF RECORDS

District records maintained on tangible mediums will be shredded or destroyed. Records maintained electronically will be destroyed as determined appropriate by the district’s information technology department.

The district will immediately cease the destruction of all relevant records, even if destruction is authorized by an approved retention schedule, for the following reasons:

1. If the district receives a public records request.
2. If the district believes that an investigation or litigation is imminent.
3. If the district is notified that an investigation or litigation has commenced.

RETENTION SCHEDULE

The district should choose option A or B:

☐ **OPTION A**

This district adopts the *State Board of Education Record Retention Schedule* of the *Idaho Records Management Guide*, revised 2008, and all subsequent amendments to the guide as approved by the Idaho State Board of Education, for the retention and disposal of district records.

The retention schedule authorizes, but does not require, the disposal of records after the expiration of the assigned retention period. Retention may be required beyond the periods listed, and nothing prevents a district from retaining records longer than the period scheduled.

☐ **OPTION B**

District records will be retained and/or disposed of as follows:

[Insert district record retention schedule here.]

ELECTRONIC RECORDS

The district will retain electronic records, such as e-mail messages, according to the following:

Information and reference material such as publications, reports, and memos will be deleted *when no longer useful*.

Non-record correspondence such as personal messages unrelated to district business and spam/unsolicited e-mail will be deleted *at will*.

General correspondence related to the conduct of routine district business will be retained for a period of at least three (3) years after the matter is closed, terminated, completed, expired, settled, or the date of last contact.

Executive correspondence pertaining to the programs and administration of the district such as annual or summary reports, policies and procedures, and meeting minutes will be retained indefinitely.

STUDENT RECORDS

Student records will be maintained in accordance with Policy No. 681, Student Records.



LEGAL REFERENCE:

Idaho Code Section 33-506 – Organization and Government of Board of Trustees

Idaho Records Management Guide (August 2013), available at:

http://history.idaho.gov/sites/default/files/uploads/RC_2014_%202002_%2018%20Idaho%20State%20Records%20Manual.pdf

ADOPTED: May 20, 2015

AMENDED:

The *Idaho Records Management Guide* provides guidance for developing and maintaining a district records management program. It contains information on establishing a records management program, electronic document management, public records access, storage requirements, and e-mail retentions considerations.