

1 **Browning Public Schools**

2
3 **Policy # 8430**

4 **Policy Name:** *Records Management*

5 **Regulation** -----

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7 **Records Management**

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9 The District will retain, in a manner consistent with applicable law and the state's *Rules for*
10 *Disposition of Local Government Records*, such records as are required by law or regulations to
11 be created and/or maintained, and such other records as are related to students, school personnel,
12 and the operations of the schools.

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14 For the purpose of this policy, "records" are all documentary materials, regardless of media or
15 characteristics, made or received and maintained by the school unit in transaction of its business.
16 Records include email and other digital communications sent and received.

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18 Records may be created, received, and stored in multiple formats, including but not limited to
19 print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer
20 disks and CDs, servers, flash drives, etc.).

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22 The Superintendent will be responsible for developing and implementing a records management
23 program for the cataloging, maintenance, storage, retrieval, and disposition of school records.
24 The Superintendent will also be responsible for developing guidelines to assist school employees
25 in understanding the kinds of information that must be saved and those which can be disposed of
26 or deleted. The Superintendent may delegate records-management responsibilities to other
27 school personnel at his/her discretion to facilitate implementation of this policy.

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29 All personnel records made or kept by an employer, including, but not necessarily limited to,
30 application forms and other records related to hiring, promotion, demotion, transfer, layoff or
31 termination, rates of pay or other terms of compensation and selection for training or
32 apprenticeship, shall be preserved for 2 years from the date the record is made or from the date
33 of the personnel action involved, whichever occurs later.

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35 Student records must be permanently kept, and employment records must be kept for 10 years
36 after termination.

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38 **Litigation Holds for Electronic Stored Information (ESI)**

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40 The School District will have an ESI Team. The ESI Team is a designated group of individuals
41 who implement and monitor litigation holds, a directive not to destroy ESI that might be relevant
42 to a pending or imminent legal proceeding. The ESI Team will include a designated school
43 administrator, an attorney, and a member from the Technology Department. In the case of a
44 litigation hold, the ESI Team shall direct employees and the Technology Department, as
45 necessary, to suspend the normal retention procedure for all related records.

Inspections of ESI

Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or designee, in consultation with an attorney if needed, and released in accordance with Montana public records law.

Delegated Authority

The Board delegates to the Superintendent or designees the right to implement and enforce additional procedures or directives relating to ESI retention consistent with this policy, as needed.

Information Security Breach

Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer Security Breach, including, but not limited to, investigations and notifications.

Cross Reference:	1402	School Board Use of Electronic Mail
	3600, 3600P	Student Records
	5231, 5231P	Personnel Records
	5450	Employee Electronic Mail and On-Line Services Usage

Legal Reference:	Montana Secretary of State (Rules for Disposition of Local Government Records)
	Federal Rules of Civil Procedure (FRCP)
	§ 20-1-212, MCA Destruction of records by school officer
	§ 20-9-215, MCA Destruction of certain financial records
	24.9.805 (4), ARM Employment Records
	§ 30-14-1704, MCA Computer Breach Security

Policy History:

Adopted on:

Reviewed on:

Revised on: