

Record Retention Title	Description	PII	Confidential	Minimum Retention	Notes
IT Surveillance Video	<p>Records include any surveillance video that is captured of students, or staff on the district video surveillance system(s).</p> <p>Any information that can identify someone is considered PII.</p>	Yes	No	Surveillance video is retained for 30 days and then overwritten.	<p>According to FERPA, a photo, or video is considered part of a student's education record when the photo or video is directly related to the student.</p> <p>Below are factors that would help determine if a photo or video is directly related to a student.</p> <ul style="list-style-type: none"> -The photo or video is used for disciplinary action involving a student, shows a student in violation of local, state, or federal law, or shows a student being attacked, victimized, or ill. -The student is the specific focus of a photo, or video. -The photo, or video contains personally identifiable information contained in a student's record.