

DOCUMENT RETENTION

The technology center will maintain all documents and records in a manner consistent with current legal requirements and administrative best practices. Technology center employees are required to treat confidential information appropriately and to take reasonable precautions to ensure that private information is not unnecessarily disclosed to those who do not need such access. Health records will always be stored separately from other student and employee files.

Paper records will be stored in secure locations based on the sensitivity of the information. Electronic records will be properly secured and will be archived with adequate safeguards implemented to ensure that technological advancements do not cause the records to become inaccessible. The technology center's technology director will regularly evaluate the technology center's overall document retention program to determine whether its retention practices are current. The technology director is responsible for making recommendations regarding the program as needed to the superintendent.

No document will be destroyed if it pertains to a pending claim, even if the document was otherwise scheduled for destruction.

Education Operations

Director of Instructional Services is responsible for maintaining adequate records to effectively plan, operate, evaluate, and make required reports on the technology center's education program. These records will be maintained as long as Director of Instructional Services determines appropriate based on the specific records.

Student Records

All student education records will be maintained in compliance with the technology center's policy regarding FERPA. In addition to those standards, school personnel will comply with the following document retention standards:

- **Student Transcripts**

Student Services Records Clerk is responsible for maintaining student transcripts for 80 years from the student's last day of enrollment in the technology center. The transcript shall contain the following information:

- Name
- Address
- Telephone listing
- Date / place of birth
- Inventory of courses taken, with grades
- GPA and/or class rank
- Medical

Counselor is responsible for maintaining medical records. Medical records include items such as immunization verifications, allergy or diabetes plans, and child abuse reports. These records will be maintained 5 years from the student's last date of

enrollment.

- **Special Education**

Special Education Counselor is responsible for maintaining special education records. All special education records will be retained for 5 years from the student's last date of special education services. Sixty days prior to destroying any special education record, the technology center will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed.

- **Other**

All other student records will be retained for 5 years from the student's last day of attendance at the technology center. Student Services Records Clerk is responsible for overseeing maintenance and destruction of these records. Thirty days prior to destroying these records, the technology center will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed. This notification will occur by notice to the parent/student's¹ last known email or physical address.

Board Records and District Financial Records

The Secretary to the Superintendent/CEO is responsible for permanently maintaining all board agendas and minutes.

The Chief Financial Officer is responsible for maintaining records related to the technology center's banking transactions and all federal and state program expenditures, as well as the deeds and titles to all technology center owned real property. The duration of records retained under this section will be determined by the schedule maintained in the Chief Financial Officer's office.

Employee Records

The Human Resource Director is responsible for retaining employee records. These records include wage and hour information, routine personnel records, and drug/alcohol testing records. The duration of records retained under this section will be determined by the schedule maintained in the Human Resource Director's office.

Electronic Records

All technology center emails will be retained as long as is practical given the technology center's technology constraints.

¹ Destruction notices will be sent to the parent/guardian if the records pertain to a minor. Notices will be sent to the student if the records pertain to an individual who is over age 18.