

RECORDS MANAGEMENT

- 1.0 **General.** The Adams 12 Five Star Schools Records Management Program provides procedures for consistent and cost effective management of records in all media formats throughout their useful life cycle. Records will be maintained that (1) are required by law, (2) are necessary to support the orderly operation of the district, or (3) provide the basis for recovery from a disaster. Retention and destruction of district records must be carried out according to established policies and in the due course of business.
- 2.0 **Scope of the Records Management Program.** This program applies to all Adams 12 Five Star Schools and departments to assure that all records are addressed in all media and recording formats.
- 3.0 **District Management.** The District Records Management program requires that District Management designate a Records Manager to be functionally responsible for records management across the entire district and support and promote the Records Management Program.
- 4.0 **District Associates.** All District employees should ensure the proper handling of records, whether paper or electronic, in accordance with district records management policies and procedures.
- 5.0 **Records Committee.** The Records Committee will be led by the Records Manager, and include the Chief Academic Officer, Chief Technology Officer, Chief Operating Officer, and General Counsel. Additional members will be included in meetings as they relate to their department/school records and policies. The Committee's focus will be on the statutory requirements of records retention and impact thereof.
- 6.0 **Records Retention Scheduling.** The District Records Manager and Records Committee will ensure there is an approved records retention schedule in place and communicate its use throughout the district.
- 7.0 **Records Classifications & Dispersion.** The District Records Manager will determine which district records are considered "vital" and ensure their protection via dispersion or other method as described in the records procedures.
- 8.0 **On-Site (Active Records) and Off-Site (Inactive Records) Records Management.** Will be managed according to established record procedures and retention guidelines.
- 9.0 **Annual Review and Record Destruction.** Records will be reviewed and destroyed annually based on the records retention schedule and approval by the generating records department and District Records Manager.
- 10.0 **District Internal Audit of Records.** The District Records Manager shall develop an internal audit process to ensure compliance with the Records Management Program.
- 11.0 **Litigation Hold Process.** The District Legal Services Office will issue a written "Document Hold Notice" to hold the appropriate department/school records for the pendency of any litigation or governmental proceedings. Additionally, the District Legal Department will notify these parties of the completion of litigation and provide a written Document Hold Notice Release.
- 12.0 **Disaster Recovery.** The District shall have a disaster recovery plan in place by 2010/2011 to minimize the possible damage or loss of district information assets.

13.0 **Information Security.** The District shall follow Information Technology and Records Management procedures to maintain the necessary confidentiality of information in a manner appropriate to the medium for which it was created.

CROSS REFERENCE:

Code: 1800

Code: 5300

Code: 8300, Exhibit A

Adams 12 Five Star Schools

Most Recent Adoption: September 7, 2010

DEFINITIONS

Record(s) - Recorded information, regardless of medium or characteristics, made, maintained or kept by an organization in pursuance of legal obligations or in the transaction of business. They can be defined to include different types of records, for example: student records, transportation records, etc.

Records Dispersion - Is a means of storing and protecting Vital and Essential records for an extended period of time. Records dispersion can be accomplished thru the use of photocopying, microfilming, digital imaging, and electronic archiving. Once duplicated, the record is stored in two different and geographically separate locations. The minimum distance required between these two separate locations is 5 miles.

Electronic Records – Are any combination of text, graphics, data, audio, pictorial or information in digital form created, modified, maintained, archived, retrieved or distributed by a computer system.

Active Records - Contain information that is used in everyday operation. This characteristic - everyday use - dictates that these records be stored near the people who use them.

Inactive Records - Do not contain current information that is used on a routine basis.

Transitory Records - Are defined as those records that are to be kept only as long as they serve a useful business function. Examples of transitory documents include draft reports, draft policies and procedures, notes, reference files, announcements, etc.

Records Coordinator - Are Individuals most knowledgeable with their department's records and responsible for coordinating records management activities within a department or school and acting as a liaison between the department/school and the District Records Manager.

Office of Record – Is the department listed in the Records Retention Schedule that is fully responsible for the official copy of the record for the duration of the total retention period.

Orphan Files - Are records left behind by employees who have left the department or District, without properly notifying management of the need to transition these files.

Records Retention Schedule – Is a comprehensive lists of records series titles, indicating for each series the length of time it is to be maintained, to include a description of the records series (types of files), duration retention, duration of inactive storage (on or offsite) and whether the records are classified as vital, thereby requiring additional protection.

Records Series – Is a major grouping of related documents, represented by the records title on the Records Retention Schedule.

Records Transfer Form - Paper or electronic form prepared by a department documenting the transfer of inactive records to storage for retention.

Records Destruction Form – Form which gives a brief description of records due for destruction to include approval signatures from the generating records department head and records manager.

Retention Period - Is the period in which an active record must be kept in office, or an inactive record is stored in off-site storage for the time indicated on the retention schedule.

Student Record - Records document a core set of information about an individual student and his/her educational career, birth through age 21. Records include full legal name of the student; student's birth date and place of birth; name of parents/guardians; date of entry into the school; name of school previously attended; subjects taken; marks received; credits earned; attendance; date of withdrawal from school; social security number (as provided on a voluntary basis by parent or eligible student); and such additional information as the educational agency or institution may prescribe.

Vital Record - Records that contain information essential for emergency operations during a disaster, for the resumption and continued functioning of an organization during and after an emergency, for the reestablishment of legal, financial and/or functional status of the organization, or for the protection of the rights and interests of the organization, employees, customers and the public.