

Poplar School District

NON-INSTRUCTIONAL OPERATIONS

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Records Management

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

The Superintendent/designee will be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval and disposition of school records. The Superintendent/designee will also be responsible for developing guidelines to assist school employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted.

At the beginning of each fiscal year, an application for destruction of records, per state statute, may be completed and forwarded to the local government records subcommittee for approval. Upon approval from the local government department, a list of all records having met retention requirements will be presented to the Board for consideration to be destroyed.

All records related to the hiring process shall be retained for at least two (2) years. Student records must be permanently kept, and employment records must be kept for ten (10) years after termination.

Litigation Holds for Electronic Stored Information (ESI)

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

Cross Reference:	1402	School Board Use of Electronic Mail
	3600	Student Records
	5231	Personnel Records
	5450	Employee Electronic Mail
		Administrative Procedures

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Legal Reference:	§ 2-6-403, MCA	Duties and responsibilities
	§ 20-1-212, MCA	Destruction of records by school officer
	§ 20-7-101(2), MCA	Standards of accreditation
	§ 20-9-215, MCA	Destruction of certain financial records
	24.9.805 (4), ARM	Employment Records

Policy History:

Adopted on:

Revised on: 11 July 2016