

**MILLINOCKET SCHOOL BOARD POLICY
SCHOOL RECORDS RETENTION POLICY**

Proper retention of school records to the smooth operation of the schools; to protect the legal interests of the schools, students and employees; and to comply with federal and state laws and rules concerning record retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of in a timely manner.

The Board will comply with all applicable laws and rules concerning the retention, storage and disposal of specific types of records, and acknowledges its duty to preserve records subject to state or federal audit, or when litigation is threatened or pending.

The Superintendent is responsible for implementing this policy and any procedures needed to comply with applicable laws and rules. The Superintendent may delegate specific responsibilities to other school employees as deemed appropriate.

Employees shall be informed of any recordkeeping requirements applicable to their positions and are expected to comply with them.

Legal Reference: 5 M.R.S.A. § 91 et seq. (Archives and Records Management Law)
Maine State Archives, Local Government Records Retention
Schedules 18
Maine Department of Education Rule Chapter 125

Cross Reference: GBJ - Personnel Records and Files
GCSA/GCSA-R - Employee Computer and Internet Use
JRA - Student Education Records

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