

RECORDS MANAGEMENT

MSAD 68 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 records as are required by law or regulations to be created and/or maintained, and such other records as are related to students, school unit personnel, and the operations of the schools.

For the purpose of this policy, "records" are all documentary materials, regardless of media or characteristics, made or received and maintained by the school unit in transaction of its business. Records include email and other digital communications sent and received.

Records may be created, received and stored in multiple formats including but not limited to print, microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs, servers, flash drives, etc.).

The Superintendent shall be responsible for developing and implementing a records management program for the cataloging, maintenance, storage, retrieval and disposition of school unit records. The Superintendent will also be responsible for developing guidelines to assist school unit employees in understanding the kinds of information that must be saved and those which can be disposed of or deleted. The Superintendent may delegate records management responsibilities to other school unit personnel at his/her discretion to facilitate implementation of this policy.

Legal Reference: Maine Secretary of State Rule Chapter 10 (Rules for Disposition of Local Government Records)

Cross Reference: BEA - Board Use of Electronic Mail
JRA - Student Educational Records

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