

# EPHRATA AREA SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED: November 19, 2012

REVISED: September 26, 2016

800. RECORDS MANAGEMENT	
<p>1. Purpose</p>	<p>The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations. This policy applies both to paper and electronically stored records including emails.</p>
<p>2. Authority SC 518</p>	<p>The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.</p> <p>All other district records shall be retained in accordance with state and federal law and regulations.</p>
<p>65 P.S. Sec. 67.901 Pol. 828</p>	<p>The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.</p>
<p>3. Definitions</p>	<p>Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.</p> <p>Litigation Hold - a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.</p>
<p>65 P.S. Sec. 67.102</p>	<p>Records - information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.</p>

<p>4. Delegation of Responsibility</p>	<p>Records Management Plan - the system implemented by the district for the retention, retrieval, and disposition of all records generated by district operations.</p> <p>Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records, and those responsible to implement proper disposal of records.</p> <p><u>Records Coordinator</u></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the Business Manager as the district's Records Coordinator.</p> <p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none"> <li>1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include:             <ol style="list-style-type: none"> <li>a. Operation, care and handling of the equipment and software.</li> <li>b. Requirements of the Records Retention Schedule.</li> <li>c. Protocols for preserving and categorizing district records.</li> <li>d. Procedures and responsibilities of district staff in the event of a litigation hold.</li> <li>e. Identification of what is and what is not a record.</li> <li>f. Disposal of records.</li> </ol> </li> <li>2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.</li> <li>3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of annually.</li> </ol>
<p>5. Guidelines</p>	<p><u>General Requirements</u></p> <p>When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.</p> <p>For any record not covered by the Records Retention Schedule, the Records Coordinator shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.</p>

The district shall maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

When an employee responsible for records management leaves the district or is transferred to a different building, the principal or designee shall be responsible for transferring responsibility of those records to a new employee or for ensuring records are properly archived in accordance with Board policy.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Maintenance and disposal of electronic records, as determined by their content, shall be the responsibility of the district and must be in accordance with guidelines established by the Records Coordinator.

Electronic Mail

Each email user must take responsibility for retaining district records as directed in official records retention and disposition schedules. The district's email servers are not intended for long-term records retention. Email messages and any associated attachment(s) with retention periods greater than one (1) year shall be printed and filed in similar fashion to paper records. Emails will be archived from the current email server for one (1) year.

Backup Files

Information Technology Services shall perform a backup on a regular schedule of the email and electronic files stored on central servers for disaster recovery. Backups shall be used for system restoration purposes only.

References:

School Code – 24 P.S. Sec. 433, 518

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Federal Rules of Civil Procedure – 16, 26, 34, 37, 45

Board Policy – 004, 006, 105.2, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233, 314, 324, 326, 334, 601, 609, 610, 618, 619, 702, 706, 716, 801, 810, 810.1, 828, 830, 912