




2.50.022-AD School Records Retention

- (1) Each school should adhere to the requirements of the School Records Retention Schedule provided by the district. The minimum retention requirements listed in the School Records Retention Schedule must be followed to ensure compliance with state and federal statutes and established district needs.
- (2) Destruction of eligible records after expiration of the minimum retention period and point of usefulness will allow for better use of office space and more efficiency in filing system use. Protection of records of permanent value can also be assured through the use of the schedule.
- (3) All records must be scheduled and minimum retention periods met before they may be legally destroyed. Questions regarding the retention of records not included in the Records Retention Schedule should be directed to the Records Management Office.

Policy Implemented:

History: Adpt. 2/73; Amd. 1/74; Amd 7/75; Amd. 7/77; Amd. 6/80; Amd. 10/83; Amd. 1/86; Amd. 9/01/02

<b>For official use only</b>	
<b>Approved:</b>	
	<u>9/01/02</u>
_____ Superintendent	_____ Date