

## **RECORDS MANAGEMENT**

The Board is aware that records of various kinds are created and received as the school educates its students and manages the operations of its schools.

For the purpose of this policy, “records” are all documentary materials made or received and maintained by the school in accordance with law or rule or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print, handwriting, audio and videotapes, and in various digital forms (on hard drives, servers, CDs/DVDs, disks, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school’s records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school, staff, and students and to ensure that the school is managed effectively.

CRCS will comply with all applicable laws and rules pertaining to the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Principal shall be responsible for developing a records management program for the cataloging/classification, storage, and disposal of the school’ records that are consistent with applicable laws and rules and which allow for retrieval of records when necessary. The Principal will also be responsible, by methods he/she deems appropriate, for informing school employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow.

### **Board Records**

The Board shall keep such records as are necessary for the transaction of its business. The Executive Director shall act as custodian of Board records and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Legal Reference:     5 M.R.S.A. § 91 et seq. (Archives and Records Management Law)  
                               Maine Secretary of State, Maine State Archives Rule Chapter 10  
                               (Rules for Disposition of Local Government Records)  
                               Maine Department of Education Rule Chapter 125 (Basic School  
                               Approval)

Cross Reference:    BEA - Board Use of Electronic Mail  
                               GBJ - Personnel Records and Files  
                               GBJC - Retention of Application Materials  
                               GCSA - Employee Computer and Internet Use  
                               JRA - Student Education Records

Adopted:        9/4/2012