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CETPA CTO Mentor Artifact SSA-05: Demonstrate a working knowledge of the requirements of record maintenance, storage and retrieval.

The CETPA CTO Mentor program's session entitled Staff and Student Centered Aspects provided the CTO candidates with great information related to the requirements of retaining, maintaining, accessing and properly disposing of the records held by a Local Education Agency (LEA) in California. While most entities, be they individuals, corporations or other public sector agencies, have rules and regulations related to the management of their records, the regulations governing the educational records of students in California are particularly complicated. It is important to note, however, that this complexity is directly related to sensitive nature of the records entrusted to an LEA.

The session started with an in depth discussion related to the classification of records held by an LEA. Prior to knowing what to do with any particular record it is important to classify the record into one of 4 classifications as follows:

- Continuing Records are general working files and are retained for as long as they are being used
- Class 1 records are permanent records and must be retained indefinitely
- Class 2 records are considered optional and must be retained for as long as they are actively used and once no longer needed must be classified as Class 1 or Class 3
- Class 3 records are disposable, but must be retained for 3 years past their classification date

Each of these classifications have regulations governing their retention in both paper and electronic formats. Fortunately the California Legislature has allowed for the conversion of a record to an electronic format and subsequent destruction of the paper or physical record if no longer needed. Due to the overwhelming and ever increasing amount of records generated by an LEA, electronic storage is ideal.

Typically an LEA will follow the California Association of School Business Officials (CASBO) guidelines regarding classification and handling of records. While the legislature does mandate classification and retention, they have left many of the details to the LEAs. The CASBO guidelines provide LEAs with a tried and true set of rules and procedures to follow to ensure compliance with the relevant regulations.