

Policy Number 3.01
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(NEPN/NSBA Code: EHB)

RECORDS MANAGEMENT

Proper retention of records is essential to conducting the business of the schools; to protect the legal interests of the schools, students and employees; and to comply with federal and state laws and regulations concerning record retention. It is also important for purposes of efficiency and management of physical and digital storage resources that records that are no longer needed be disposed of in a timely manner.

The School Committee will comply with all applicable laws and rules concerning retention, storage and disposal of specific records, as well as its obligation to preserve records beyond the time scheduled for disposal when litigation is threatened or pending.

The Superintendent is responsible for implementing this policy and for ensuring that procedures for managing the school system's records are consistent with applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school system staff as he/she deems appropriate.

Employees shall be informed of any record keeping requirements applicable to their positions and are expected to comply with them.

Legal Reference: 5 MRSA §91 et seq.
Me. State Archives Rule Ch. 10 (Rules for Disposition of Local
Government Records)
Me. Dept. of Ed. Rule Ch. 125

Cross Reference: GBJ – Personnel Records
GCSA – Employee Computer and Internet Use
JRA – Student Education Records and Information