

Records Management and Archives Program

The Board of Education is committed to establishing and maintaining a records management program which will facilitate the easy retrieval, retention and long term preservation of information in accordance with the district's administrative, operational, legal and financial needs and obligations.

The standards and guidelines as set out in the Records Management Manual will apply to all records maintained for the administration office and for any records stored in the district's records storage area.

All official school district records are to be maintained in filing cabinets or approved filing boxes.

The Records Management Coordinator has responsibility for all aspects of the records management and archives program. Duties include the following:

- Providing assistance and coordination to staff in managing their records.
- Authorizing all changes to the files manual.
- Preparing and distributing filing and retrieval aids such as file lists, indexes, cross references.
- Identifying and providing for the maintenance and security of vital records.

School District records which warrant permanent preservation will be archived and stored in an accessible and safe environment.

Date Adopted: November 1999

Definition:

- *Records - Recorded information regardless of physical form or characteristics including minutes, bylaws, general ledgers, correspondence, maps, plans, photographs, microforms, sound records, video tapes and machine-readable records.*