

What is considered a record?

A record is any document (paper or electronic) created or received by offices or employees that allows them to conduct business. This definition includes, but is not limited to:

Correspondence	Student Records	Academic Improvement plan
Forms	- CUM Folder	IEP
Reports	- Discipline folder	504's
Committee minutes	Personnel documents	Policy statements
Memoranda/newsletters	Phone Logs	Budgets

NOT included are things considered Non-Records (these still need to be shredded but not state approved):

Non-record means extra copies of documents kept solely for convenience of reference, stocks of publications, transitory records, records not usually included within the scope of the official records of an agency or government entity and library material intended only for reference or exhibition. The following specific types of materials are non-records: materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the officer or agency, extra copies of correspondence, preliminary drafts, blank forms, transmittal letters or forms that do not add information, sample letters, and reading file or informational files.

An easy test: If a document helps you perform your job description or documents the history and/or administration of your office, it is probably a record and should be handled appropriately.

What does Retention Mean?

Retention requirements apply to all records throughout the District. The records manual includes a list of requirements as to how long a record should be kept on file.

The Retention schedule is a guide that indicates the minimum amount of time records should be maintained. This keeps us in compliance with State and Federal guidelines however, if there is a legal issue pending, these rules do not apply. Records pertaining to the legal issue will be held until litigation is completed.

Who is your Records Coordinator?

A records coordinator should be assigned to each department/location. The form is emailed out to all executive directors and principals once a year (usually in October) for you to assign the person at your location whom will be the main point of contact in regards to records. This person should also communicate any changes about records information to your department/location.

What does disposition mean?

The process of getting your records approved through the state prior to having them shredded. All shredding of state required documents should be processed through the Records Management Specialist.

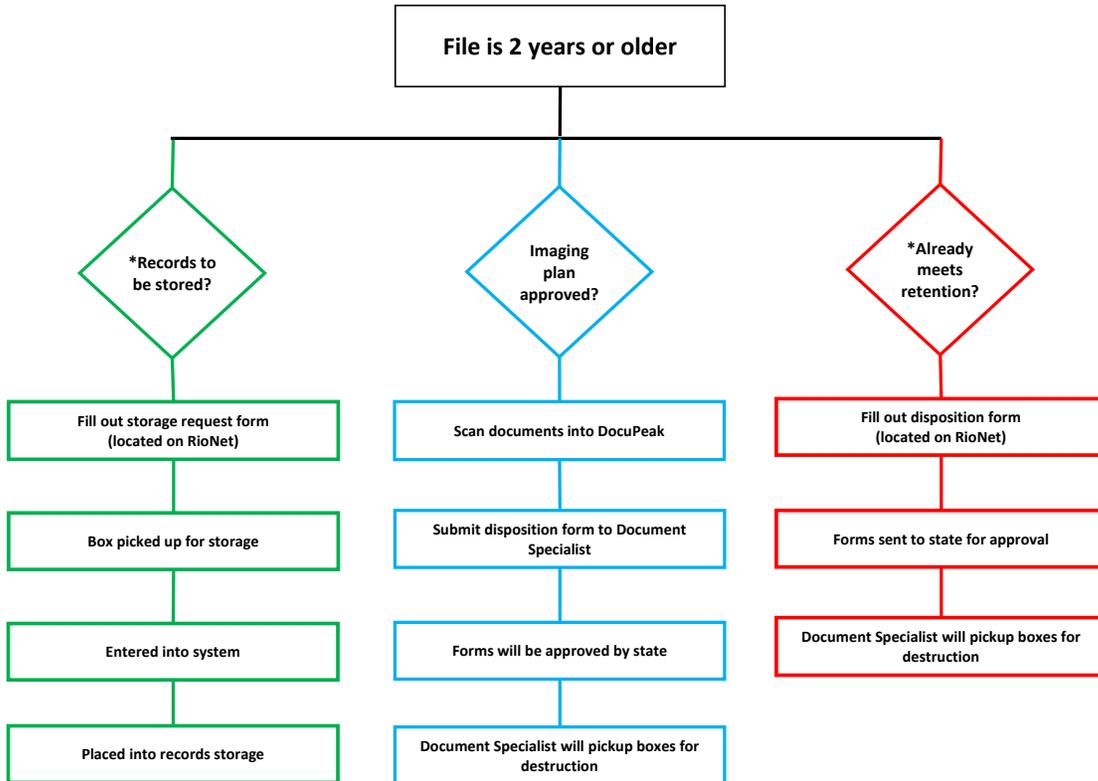
What's to come.....?

We are currently working on a guide to create consistency across all of the schools related to the CUM folder. This will apply to what records to keep and which we can process for destruction.

Additional questions can be referred to Board policy #557
Or Melissa Pitts @ 896-0667 ext 51244 or melissa.pitts@rrps.net

PROCESS FLOWCHART

Warehouse Records Storage



* Please see attached page for further description on these items.

