

## **WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT 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 preservation obligation 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 the 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 recordkeeping 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

Adopted by the WOCSD School Committee: October 2, 2013  
Revised: 01/07/15