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| OYSTER RIVER COOPERATIVE SCHOOL BOARD   | Policy Code: EHB        |
| School Board Second Read/Adoption: April 3, 2013<br>School Board First Read: November 6, 2013<br>School Board Second Read/Adoption: December 4, 2013<br>Policy Committee Review: June 14, 2017- No Change | Page 1 of 1<br>Priority |

## SCHOOL RECORDS RETENTION POLICY

Proper retention of Oyster River Cooperative School District records is essential to conduct 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 unneeded records be disposed of in a timely manner.

The District will comply with all applicable laws and rules concerning the 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 school District records are consistent with the applicable laws and rules. The Superintendent may delegate specific responsibilities to administrators or other school 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:

NH RSA 189:27-b; 189:29-a

NH Code of Administrative Rules ED. 302.02; 303:01; 306.04

### Cross Reference:

JRA – Student Education Records and Information

EHB-R & R1 – School Record Retention Guidelines/NHDOE Schedule