

School Record Retention Guidelines and Schedules
Based on Maine State Local Government Records Retention Schedules
(Schedule 18 - School Records)

General Records Retention Guidelines

1. Check the following Schedule 18 – School Record before disposing of a document/record. If the type of document/record is not listed, consult with the Superintendent before disposing of the document/record. If necessary, the Maine State Archives should be consulted for guidance on disposal.
2. Records (including computer records) will be maintained in accordance with established School Department procedures.
3. Records whose retention period has expired will be destroyed in accordance with established School Department procedures.
4. Only one copy of a document needs to be retained by the party responsible for it. In some cases, the original document, (if available) should be retained.
5. Drafts and notes can be destroyed except when such documents are important to official business or action of the School Department, in which case they will be stored in the official file.
6. Except as noted in the following Schedule 18, the retention period runs from when the record was created or received.
7. No record related to pending or anticipated litigation may be destroyed or altered even if the record is technically past its retention date.
8. E-mails and computerized documents should be treated like any other record and are subject to the same retention schedules.
9. Junk mail and spam are not considered records and can be discarded immediately.