

RECORDS RETENTION

Proper storage, management, preservation and disposal of RSU 2 records are essential for the archival history of district decisions and programming.

Changes to time frames as outlined by new State of Maine statutes will supersede timeframes currently outlined in Records Retention policies.

The RSU #2 Board of Directors adopts the rules for disposition of local government records as set forth in Chapter 10 of the Maine State Archives, effective October 1, 2000 as authorized 5 MRSA Chpt. 6 §95-B.

General Records Retention Guidelines:

1. Check the schedule below before disposing of a document/record. If the type of document/record is not listed, consult with the Central Office Administrative Assistant 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 retention schedule below, 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 of particular student or employee value should be treated like any other record and are subject to the same retention schedules.
9. The RSU will have a specific plan for an ongoing process of migrating long-term and permanent records stored on the system from older to newer hardware and software.
10. Junk mail and "spam" are not considered records and can be discarded immediately.
11. Maine law (20-A M.R.S.A. § 6001-B) requires schools to transfer records when a student enrolls in another school in the state.

Records Storage:

The RSU will have a fire safe area to protect permanently valuable information. "Fireproof" cabinets and/or a digital cabinet or other portable fire resistant records storage equipment may also be utilized within the fire safe area.

Records Destruction:

Unless otherwise specified by statute or rule, records may be destroyed by shredding, pulping, burning, burial, or other effective means. The removal and destruction process shall be supervised by the official in whose custody the records are held in order to prevent the inadvertent removal and destruction of records of continuing value.

Legal Reference: Schedule A – General Disposition for Local Government Records
 Schedule L – School Records
 Chapter 10 Rules for Disposition of Local Government Records

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