

## **SOUHEGAN Policy**

### **EHB - DATA/RECORDS RETENTION**

Members of the School Board shall establish a records retention and disposition schedule for all official records of the School District including electronic files, disposition and access. Complete and accurate records of students' attendance and scholarship shall be permanently kept and safely stored in a fire-resistant file, vault or safe. Access to all student records and information shall be controlled by written procedures designed to protect individual rights and to preserve the confidential nature of various types of records in compliance with the federal "Family Education Rights and Privacy Act" (FERPA) and RSA 91-A, Access to Public Records.

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations. A complete record of all records destroyed or discarded shall be maintained along with notations of the methods and dates of disposal.

#### **Legal References:**

*RSA 189:29-a, Records Retention and Disposition*  
*NH Code of Administrative Rules, Section Ed. 306.04 (a)(4), Records Retention*  
*Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g*  
*RSA 91-A, Access to Public Records*

*Appendix EHB-R, Records Retention Schedule*

**ADOPTED: June 19, 2008**