

Section E Support Services

EHB Records Management

Proper retention and disposal of the school's records is essential to conduct the business of the school, to protect the legal interests of the school, students and employees, and to comply with state law and regulations concerning document retention. It is also important for purposes of efficiency and management of physical and digital storage resources that unneeded records be disposed of on a timely basis.

For the purpose of this policy, "records" are all documentary materials made or received and maintained by the school in accordance with law or rule or in the transaction of its business. Records may be created and received in multiple formats including but not limited to print, handwriting, audio and videotapes, and in various digital forms (on hard drives, servers, CDs, disks, flash drives, etc.). Records specifically include email, instant messages, and other electronic communications that are created, sent, and received.

Attention to the proper retention and disposal of the school's records is essential not only for compliance with laws and regulations, but to protect the legal interests of the school, staff, and students and to ensure that the school is managed effectively.

The school will comply with all applicable laws and rules pertaining to the routine retention, storage, and disposal of records and with its obligation to preserve records when litigation is reasonably anticipated or has commenced.

The Director shall be responsible for developing administrative procedures for the cataloging/classification, storage, and disposal of the school's records that is consistent with applicable laws and rules and which allows for retrieval of records when necessary. The Director will also be responsible, by methods they deem appropriate, for informing school employees of this policy, making them aware of the kinds of documents, data, and materials that must be saved and those which may be disposed of or deleted, and of any specific procedures employees need to follow. The Director may delegate records management responsibilities to the Technology Director, school administrators, or other school personnel as they deem appropriate in order to facilitate the implementation of this policy.

Board Records

The Board shall keep such records as are necessary for the transaction of its business. The Director shall act as custodian of Board records in their role as Secretary of the Board and will be responsible for storing Board and subcommittee minutes, reports, and studies commissioned by the Board, and other Board documents, data, and materials in a manner consistent with this policy and with applicable laws and rules.

Legal Reference: 5 M.R.S. § 91 et seq. (Archives and Records Management Law)
 Maine Secretary of State, Maine State Archives Rule Chapter 10
 (Rules for Disposition of Local Government Records)

Maine Department of Education Rule Chapter 125 (Basic School Approval)

Cross Reference: BEA - Board Use of Electronic Mail
GCSA - Employee Digital Device and Internet Use
JRA - Student Education Records and Information

First Reading: 5/25/11, 11/29/23

Adopted: 6/22/11, 12/20/23

Revised: 11/13/23

Reviewed: 1/14/16, 9/28/20