

**CODE: EHB**

## **RECORDS MANAGEMENT**

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The School Committee is aware that records of various kinds are created and received as the School Department educates its students and manages the operations of its schools.

For the purpose of this policy, “records” are all documentary materials made or received and maintained by the School Department 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 Department’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 Department is managed effectively.

The School Department 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 Superintendent shall be responsible for developing a records management program for the cataloging/classification, storage, and disposal of the School Department’s records that are consistent with applicable laws and rules and which allows for retrieval of records when necessary.

The Superintendent will also be responsible, by methods he/she deems appropriate, for informing School Department 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 Superintendent may delegate records management responsibilities to the Technology Coordinator, school administrators, or other School Department personnel as he/she deems appropriate in order to facilitate the implementation of this policy.

### **School Committee Records**

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

[NOTE: School Committee members should be aware that their email communications sent or received that pertain to School Committee business may be subject to disclosure as public records and discoverable as evidence in the event of litigation.]

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Legal Reference: 5 MRSA § 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 - School Committee Use of Electronic Mail  
GBJ - Personnel Records and Files  
GBJC - Retention of Application Materials  
GCSA - Employee Computer and Internet Use  
JRA - Student Education Records

Adopted: November 15, 2011