

RECORDS RETENTION AND DISPOSAL

FILE: EHB

Purpose

To describe when to store paper or electronic records, when to convert paper records to electronic media, and when to destroy paper or electronic records.

Definitions

Records: are any paper, correspondence, forms, reports, minutes of formal meetings, photographs, films, sound recordings, maps, drawings or other documents, regardless of form or characteristics, that are made or received by public educational agencies of the State of Maryland in the transaction of public business.

Permanent Records: are those of enduring administrative, legal, financial, historical (archival) or research value. They may be active or inactive, but they are not disposable.

Disposable Records: are records which reach a point of inactivity and are of no further administrative, legal, financial, or historical value. They may be disposed of after the retention period specified in the records retention schedule has elapsed.

Non-records: are materials created or acquired for reference, exhibition or “back-up”. See State Government Article §10-649. Non-records include extra copies of records and/or copies of books, magazines, newspapers, bulletins, and other library or museum materials made or acquired for reference or exhibition purposes, stocks of publications, acceptance or refusals of invitations or other personal business of public officials. In addition, non-record status has been extended to include letters of transmittal, routing slips, temporary administrative materials such as suspense (draft) or convenience copies, and stenographic notes that have been transcribed.

Policy Statement

The Allegany County Public Schools (ACPS) acknowledges the responsibility to create, maintain and store records used in the ACPS. Records shall be stored electronically whenever possible. Records may be converted to electronic form whenever possible. When records are stored electronically, the official copy of such record may be the electronic document. Paper copies of records shall be destroyed after the electronic version is created. Records shall be retained and destroyed in accordance with the MSDE Records Retention and Disposition Manual and the Maryland Student Records System Manual. Records that are stored electronically may be kept longer than prescribed. There is no requirement to store non records.

Legal Reference			
Policy Cross Reference	Adopted	Reviewed	Revised June 9, 2015, 1 st Reading April 12, 2016, 2 nd Reading