

RETENTION OF RECORDS

PURPOSE

The purpose of the Retention of Records policy is to specify the length of time that the District must maintain records, to designate the person responsible for the records, and to delineate the process by which records are destroyed.

DESTRUCTION OF RECORDS

Records will be destroyed only after a Public Notice is posted on the District web site. The public notice must specify the type and dates of records to be destroyed and the process by which a person may obtain records prior to destruction. The notice must be posted one month prior to the date on which records will be destroyed; the date of destruction must be noted on the Public Notice. The Public Notice must be posted for two weeks.

CERTIFICATION OF RECORDS DESTRUCTION

Prior to the destruction of any record, a Certification of Records Destruction form must be signed by both the person with primary responsibility and the Superintendent and submitted to the RI State Archives, 337 Westminster Street, Providence, RI 02903. Destruction may only take place after the Certificate has been approved and counter-signed by State Archives. The signed and executed form must be permanently retained in the Office of the Superintendent.

LEGAL BASIS FOR RETENTION AND DESTRUCTION OF RECORDS

The retention and destruction of records, in all possible formats, are governed by R.I.G.L. 38-1 (Public Records – Custody and Protection), R.I.G.L. 38-3 (Public Records – Public Records Administration Act), R.I.G.L. 42-8.1 (State Affairs and Government – State Archives and Historical Records Act), and R.I.G.L. 42-35 (Administrative Procedures Act). Retention and destruction of District records will be in accord with the Municipal Departments Records Retention Schedules, as published by the Rhode Island Office of the Secretary of State (<http://www.sos.ri.gov>).

RESPONSIBILITY FOR RECORDS

TYPE OF RECORD	PRIMARY RESONSIBILITY
Annual Reports and Summaries, Compilation of Surveys, Handbooks, Programs, Promotional Materials	All
Audit and Accounting Records	Director of Administration and Finance
Athletic Records	Athletic Director
Banking and Investment Records	Director of Administration and Finance
Bond Records	Director of Administration and Finance
Budget Records and Reports	Director of Administration and Finance
Correspondence (routine)	All
Food Service Records	Food Service Director
Grant Files	Assistant Superintendent, Director of Special Education, and Director of Administration and Finance
Insurance Records	Director of Administration and Finance
Minutes of Meetings and Hearings	District Clerk
Payroll Records	Director of Administration and Finance
Personnel Files	Administrative Assistant to the Superintendent, Human Resources Administrator
Purchasing Records	Director of Administration and Finance

School Facility Plans	Director of Buildings and Grounds
Student Discipline, Health, Special Education, and Guidance Files (including state assessments)	Principal, Director of Special Education, Guidance Department Chair, School Nurse Teacher
Student Files Maintained by Teacher	Teacher
Student Record Folder	Principal

ELECTRONIC MAIL

Electronic mail includes messages and attached documents composed and transmitted or received via a computer system or computer network. Messages that are not part of the public record may be deleted at the discretion of the sender, recipient, or Director of Technology. Electronic messages generated or received pursuant to law or ordinance or in connection with the transaction of official business of the Chariho Regional School District are part of the public record and must be retained in accord with the Municipal Departments Records Retention Schedules, as published by the Rhode Island Office of the Secretary of State (<http://www.sos.ri.gov>). The responsibility for retention rests with both the sender and recipient and final electronic messages retained must include the complete sequence of exchanges. As a practical matter and at the discretion of the Director of Technology, electronic mail that is part of the public record may be permanently retained.

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