

2
3 **NONINSTRUCTIONAL OPERATIONS**

4
5
6 Records Management

7
8 A fireproof vault will be provided for the permanent retention of records, including Board minutes,
9 annual audit reports, employment records of all staff, and permanent student records.

10
11 At the beginning of each fiscal year, an application for destruction of records, per state statute, is
12 completed and forwarded to the local government records subcommittee for approval. Upon approval
13 from the local government department, a list of all records having met retention requirements will be
14 presented to the Board for consideration to be destroyed. After receiving approval from the Board, the
15 records are shredded. Records may be destroyed as set forth in § 20-1-212, MCA, and 2-6-401, et seq.,
16 MCA.

17
18 All records related to the hiring process shall be retained for at least two (2) years. Student records must
19 be permanently kept, and employment records must be kept for ten (10) years after termination.

20
21 The District will retain, in a manner consistent with applicable law and the state's *Rules for Disposition of*
22 *Local Government Records*, such records as are required by law or regulations to be created and/or
23 maintained, and such other records as are related to students, school personnel, and the operations of the
24 schools.

25
26 For the purpose of this policy, "records" are all documentary materials, regardless of media or
27 characteristics, made or received and maintained by the school unit in transaction of its business. Records
28 include email and other digital communications sent and received.

29
30 Records may be created, received, and stored in multiple formats, including but not limited to print,
31 microfiche, audio and videotapes, and various digital forms (on hard drives, computer disks and CDs,
32 servers, flash drives, etc.).

33
34 The Superintendent will be responsible for developing and implementing a records management program
35 for the cataloging, maintenance, storage, retrieval, and disposition of school records. The Superintendent
36 will also be responsible for developing guidelines to assist school employees in understanding the kinds
37 of information that must be saved and those which can be disposed of or deleted. The Superintendent
38 may delegate records-management responsibilities to other school personnel at his/her discretion to
39 facilitate implementation of this policy.

40
41 All personnel records made or kept by an employer, including, but not necessarily limited to, application
42 forms and other records related to hiring, promotion, demotion, transfer, layoff or termination, rates of
43 pay or other terms of compensation and selection for training or apprenticeship, shall be preserved for 2
44 years from the date the record is made or from the date of the personnel action involved, whichever
45 occurs later.

46
47 Student records must be permanently kept, and employment records must be kept for 10 years after
48 termination.

1
2
3
4 Litigation Holds for Electronic Stored Information (ESI)
5

6 The School District will have an ESI Team. The ESI Team is a designated group of individuals who
7 implement and monitor litigation holds, a directive not to destroy ESI that might be relevant to a pending
8 or imminent legal proceeding. The ESI Team will include a designated school administrator, an attorney,
9 and a member from the Technology Department. In the case of a litigation hold, the ESI Team shall direct
10 employees and the Technology Department, as necessary, to suspend the normal retention procedure for
11 all related records.
12

13 Inspections of ESI
14

15 Any requests for ESI records should be made in writing and will be reviewed by the Superintendent or
16 designee, in consultation with an attorney if needed, and released in accordance with Montana public
17 records law.
18

19 Delegated Authority
20

21 The Board delegates to the Superintendent or designees the right to implement and enforce additional
22 procedures or directives relating to ESI retention consistent with this policy, as needed.
23

24 Information Security Breach
25

26 Information security breaches shall be handled in accordance with 30-14-1704, MCA, Computer Security
27 Breach, including, but not limited to, investigations and notifications.
28
29

30 Cross Reference: 1402 School Board Use of Electronic Mail
31 3600, 3600P Student Records
32 5231, 5231P Personnel Records
33 5450 Employee Electronic Mail and On-Line Services Usage
34

35 Legal Reference: Montana Secretary of State (Rules for Disposition of Local Government
36 Records)
37 Federal Rules of Civil Procedure (FRCP)
38 § 20-1-212, MCA Destruction of records by school officer
39 § 20-9-215, MCA Destruction of certain financial records
40 24.9.805 (4), ARM Employment Records
41 § 30-14-1704, MCA Computer Breach Security
42

43 Policy History:

44 Adopted on: 08/14/1995
45 Revised on: 08/12/2004
46 First reading on: 12/8/21
47 Second reading/Adopted on: 1/12/22