

RECORD RETENTION

The district will maintain all documents and records in a manner consistent with current legal requirements and administrative best practices. School employees are required to treat confidential information appropriately and to take reasonable precautions to ensure that private information is not unnecessarily disclosed to those who are not entitled to such access. Student and employee health records will be stored separately from other student and employee files.

Paper records will be stored in secure locations based on the sensitivity of the information. Electronic records will be properly secured and will be archived with adequate safeguards implemented to ensure that technological advancements do not cause the records to become inaccessible, or vulnerable to unauthorized disclosure. The district's HR department administrator will regularly evaluate the district's overall document maintenance and retention program, as well as keep records of the various departments' document retention schedules. The district's director of technology will provide oversight relative to the district's digital storage and electronic retention capabilities. Recommendations will be made to the Superintendent.

No document will be destroyed if it pertains to a pending investigation, claim or litigation, even if the document was otherwise scheduled for destruction. Such documents will be maintained until the superintendent or Board of Education has deemed that the claim, litigation or investigation has been resolved and the records are no longer necessary nor reasonably likely to become necessary.

Education Operations

The administrator of educational services is responsible for maintaining adequate records to effectively plan, operate, evaluate, and make required reports on the district's education program. These records will be maintained as long as the administrator of educational services determines appropriate based on the specific records.

Student Records

All student education records will be maintained in compliance with EPS policy #4700 regarding the Family Educational Rights Privacy Act (FERPA). In addition to those standards, school personnel will comply with the following document retention standards:

- Student Transcripts

The High School Registrar is responsible for maintaining student transcripts for 80 years from the student's last day of enrollment in the district. The transcript shall contain the following information:

- Name
 - Address
 - Telephone listing
 - Date / place of birth
 - Inventory of courses taken, with grades
 - GPA and/or class rank
- Medical

The School Nurses are responsible for maintaining medical records. Medical records include items such as immunization verifications, allergy or diabetes plans, and child abuse reports. These records will be maintained 5 years from the student's last date of enrollment.

- Special Education

The director of special education is responsible for maintaining special education records. All special education records will be retained for 5 years from the student's last date of special education services. Sixty days prior to destroying any special education record, the district will notify parents and eligible students of their right to retrieve the records rather than having the records destroyed.

- Other

All other student records will be retained for five (5) years from the student's last day of attendance in the district. The Site Principal is responsible for overseeing and working with the technology department regarding the destruction of these records. All EPS families will be notified, through online registration and the annual update, of their right to request non-transcribed records up to five years after the child's last day of enrollment. Additionally, families withdrawing their student(s) from EPS will be notified by email of this policy. Parents have the obligation to request their student records prior to destruction from the school site.

Board Records

The Board Clerk is responsible for permanently maintaining all board agendas and minutes, as well as the deeds and titles to all district owned real property.

District Financial Records

The District Treasurer is responsible for maintaining records related to the district's banking transactions and all federal and state program expenditures. The duration of records retained under this section will be determined by the schedule maintained in the Chief Financial Officer's office.

Employee Records

The administrator of Human Resources is responsible for retaining employee records. These records include wage and hour information, routine personnel records, and drug/alcohol testing records. The duration of records retained under this section will be determined by the schedule maintained in the Human Resources office.

Electronic Records

All district emails will be retained in a manner consistent with the requirements of the district's technology system.