



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6170**

### RECORD RETENTION

The purpose of the Record Retention Policy is to ensure that the District complies in good faith with state and federal laws regarding the preservation of information and records. Records covered by this policy are those created or received by the District that involve:

1. The transaction of official business;
2. The expenditure of public funds; or
3. The administration of public property.

This policy is to be used as a guideline for the retention, preservation and disposal of certain records.

As used in this policy, “record” means any document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business, the expenditure of public funds, or the administration of public property. Record does not mean computer software, non-District personal effects, or (unless public disclosure is required by other laws or regulations), personal financial information, credit reports or other financial data obtained by or submitted to the District for the purpose of evaluating credit worthiness, obtaining a license or permit, or for the purpose of becoming qualified to contract with the District.

#### Records to be Retained

1. Permanent Records are those records that possess continuing value because they document the organization, functions, policies, decisions, procedures, and essential transactions of the District or protect the legal and financial rights of the District and persons directly affected by the District. They must be retained permanently.
2. Essential Records mean those District records necessary to the operation of the District during an emergency created by a disaster or necessary to protect the rights and interests of persons or to establish and affirm powers and duties of the District and its related entities in the resumption of operations after a disaster. Essential records are designated for permanent preservation, and the District should be careful to ensure that a minimum of two copies of the records are maintained at different locations to avoid loss or destruction.
3. Statutorily Required Records mean those District records that are required by state or federal law to be preserved for a finite period of time and in accordance with applicable record keeping requirements.
4. Other Records mean those District records that are not Permanent Records, Essential Records, or Statutorily Required Records. Other Records should be retained, in the District’s discretion, for so long as they are needed.



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6170**

### RECORD RETENTION

5. Convenience or Reference Copies: This policy does not apply to copies of records created for the user's convenience.

#### Format of Retained Records

Retention requirements apply equally to electronic and paper records. This Document Retention Policy does not specify which format shall be used for records creation and retention. The objective of this policy is to provide the District with the discretion to maintain individual records in the most efficient and cost effective format consistent with sound records management principles or as required by law. To the extent the District decides to retain paper records, it will seek to retain original records instead of copies to the extent practical.

1. Micro-format

The District may elect to maintain records on microforms or in electronic format, provided the following conditions are satisfied:

- All microfilming and micro-fiching is performed in accordance with law, including guidance from the Archives and Records Commission;
- The District retains at least one (1) user copy of all master negatives; and
- The use of micro-formats is not prohibited by state or federal law.

2. Optical Imaging Systems

The District may elect to retain records in an optical imaging format, provided the following conditions are satisfied:

- All optical imaging systems and applications are in compliance with guidance from the Archives and Records Commission; and
- The storage of records in optical imaging format is not prohibited by state or federal law.

#### Storage of Records

1. Off-Site Records Storage

The District may store records at an off-site storage center. An off-site storage center may be used, provided:

- Records can be removed from the office environment;
- Access to records is limited to only authorized personnel;
- Information retrieval services are available, including the ability to make copies; and
- The storage of records in an off-site storage center is not prohibited by state or federal law.

2. On-Site Records Storage

The District may store records at an on-site storage center. An on-site storage center may be used, provided:

- Records can be removed from the office environment;
- Access to records is limited to only authorized personnel;
- Information retrieval services are available, including the ability to make copies; and



## **SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6170**

### RECORD RETENTION

- The storage of records in an on-site storage center is not prohibited by state or federal law.

#### Electronic Recordkeeping Systems (except e-mail systems)

If the District elects to store records in an electronic recordkeeping system, the following conditions apply:

1. All electronic records must be backed up on a regular basis, and all back-up media must be stored in separate locations under proper environmental conditions;
2. All data must be secured against accidental or unauthorized addition, modification, or deletions of records; and
3. The maintenance of records in an electronic format is not prohibited by state or federal law.

#### E-Mail Systems

Electronic mail (e-mail) records that need to be preserved should be either:

1. Printed in hard copy and kept in the appropriate file;
2. Downloaded to a computer file and kept electronically or on disk as a separate file; or
3. Stored in an electronic recordkeeping system in accordance with Section IV of the policy.

#### Responsibility for Oversight and implementation and Additional Provisions

Responsibility for oversight and implementation of this policy is vested in the superintendent or such person(s) designated by the superintendent. Nothing within this policy prevents the superintendent or the superintendent's designee from prescribing additional document retention and/or destruction requirement as the need arises. The Broken Arrow Public Schools District Record Retention Chart is incorporated into this policy by reference, and will be reviewed annually to determine if changes are required.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Public Schools policy revised, June 3, 2013.*