



**Responsible Office:** Office of the General Counsel

## **BOARD POLICY 7620**

### **DOCUMENT AND RECORDS MANAGEMENT**

#### **PURPOSE**

The Board of Trustees is committed to ensuring that the necessary records and documents of the District are adequately protected and maintained. This policy shall assist staff in understanding their obligations in retaining documents, to include hard copies, e-mail, web files, text files, sound and movie files, pdf documents and other formatted files.

#### **POLICY**

1. This policy shall establish District guidelines regarding the retention and disposal of records and electronic documents. All records, including those maintained on electronic data processing storage media, shall be covered by this policy.
2. The District shall implement a document management program to:
  - a. Protect the confidentiality of some records, such as student educational records;
  - b. Control the creation and growth of records;
  - c. Preserve the historical "memory" of the District through its archival records;
  - d. Process recorded information efficiently;
  - e. Provide information/records expediently and at the lowest possible cost; and
  - f. Dispose of records which are no longer needed.
3. Retention of Records
  - a. The District shall adhere to the Retention/Destruction schedules as established by the Nevada State Library and Archives Local Government Records Management Program.
  - b. All employees are expected to fully comply with any published records retention or destructions procedures and schedules.

4. Destruction of Records

- a. Destruction of specific records shall be carried out in accordance with state law, or the District's Board Policy and associated administrative regulations and procedures.

5. Legal Claims / Litigation Holds

- a. If a staff member believes, or is informed by the District, that a record(s) is relevant to litigation, or potential litigation, the record(s) shall be preserved until the Office of the General Counsel determines the record(s) is no longer needed.
- b. The destruction of records shall be suspended immediately upon receipt of legal process or other notice of pending or foreseeable investigations or litigation. Upon such notice, all applicable records shall be secured to prevent deliberate destruction of documents. In such a case, no suspension of the destruction of records shall be lifted except upon the written authorization of the Office of the General Counsel.

**DEFINITIONS**

1. A record is anything containing information reflecting District educational and business transactions, regardless of format (paper, digital, photographic, etc.).

**DESIRED OUTCOMES**

1. This policy shall communicate the obligations of staff in retaining documents, to include hard copies, e-mail, web files, text files, sound and movie files, pdf documents and other formatted files.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This policy reflects the goals of the District's Strategic Plan.
2. This policy aligns with the following WCSD governing documents:
  - a. Board Policy 7610, Public Information and Records Requests
3. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
  - a. Chapter 239, Public Records
  - b. Chapter 392, Pupils
4. This policy complies with federal laws and regulations, to include:

- a. Family Educational Rights and Privacy Act (FERPA)
- b. Individuals with Disabilities in Education (IDEA)
- c. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

**REVIEW AND REPORTING**

- 1. This document shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the policy as well as an audit of the accompanying governing documents.
- 2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy.

**REVISION HISTORY**

Date	Revision	Modification
03/10/2015	1.0	Adopted