



Responsible Office: Office of the Chief of Staff

BOARD POLICY 7620

RECORDS MANAGEMENT

PURPOSE

The Board of Trustees (“Board”) is committed to ensuring that proper management of any records created or maintained by the Washoe County School District (“District”). The District’s records management program is designed to ensure the appropriate maintenance and eventual destruction of records. This policy shall express the commitment of the Board in maintaining records, both confidential and public, in a safe and secure manner.

POLICY

1. Guiding Principles

- a. Records Management is the creation, maintenance, control, storage and disposal of records in a way which facilitates their most appropriate, efficient, and effective use.
- b. All records, including those maintained on electronic data processing storage media, shall be covered by this policy. Records may include, but are not limited to, hard copy documents, web files, text files, sound and movie files, pdf documents and other formatted files, and data created and maintained by the District.
- c. The District’s records management program seeks to:
 - i. Protect the confidentiality of applicable records, such as student educational records and personnel records;
 - ii. Control the creation and growth of records;
 - iii. Preserve the historical “memory” of the District through its archival records, as appropriate. Records that may be retained indefinitely include records of meetings of the Board of Trustees;
 - iv. Process recorded information efficiently; and
 - v. Dispose of records which are no longer needed.

2. Guiding Practices

- a. The District’s records management program, to include the creation, maintenance, retention, and destruction of records, shall comply with

applicable state and federal laws and regulations, as well as any applicable Board policies and administrative regulations.

- b. The Superintendent may establish any administrative regulations, procedures, protocols or practices necessary for the efficient and economical control over the creation, organization, maintenance, and destruction of records. This includes, but is not limited to:
 - i. Retention of Records.
 1. All employees are expected to fully comply with any published records retention or destruction procedures and schedules adopted by the District.
 2. The District shall adhere to the Retention/Destruction schedules, for applicable records, as established by the Nevada State Library and Archives Local Government Records Management Program and, as applicable, federal laws and regulations.
 - ii. Destruction of Records.
 1. Based on adopted records retention schedules, destruction of specific records shall be carried out in accordance with state and/or federal laws and regulations, or applicable Board Policy and associated administrative regulations and procedures.
 2. Records shall be destroyed in accordance with an adopted retention schedule as described above. The schedule enables the destruction of those records which have outlived their administrative usefulness and/or hold no significance for the historical or legal record.
 - iii. Legal Claims / Litigation Holds
 1. 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.
 2. 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.).
2. A document is any piece of written information in any form, produced or received by an organization or person. All records start off as documents, but not all documents will ultimately become records.
3. A Retention/Destruction Schedule is a list of records and the appropriate time limits that they must be kept for before they can be confidentially destroyed or transferred to archives for permanent storage. This document also defines which area of the District is responsible for the storage and disposal of records.

DESIRED OUTCOMES

1. Through this policy, the District seeks to:
 - a. communicate the legal responsibilities and obligations of staff in retaining certain records, which may include hard copies, e-mail, web files, text files, sound and movie files, pdf documents and other formatted files; and
 - b. Express the commitment of the District to ensure records are managed in a safe and secure manner.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This policy reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Board Policy 7610, Public Records Requests
 - b. Board Policy 5000, Student Records
 - c. Board Policy 4125, Employee Records and Information
2. This policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. Chapter 239, Public Records
 - b. Chapter 392, Pupils
3. 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 shall receive notification of any required changes to the policy.
2. Administrative regulations, and/or other associated documents, will be developed as necessary to implement this policy. The Board shall receive notification of the adoption and/or revision of any implementing administrative regulations.

REVISION HISTORY

Date	Revision	Modification
03/10/2015	1.0	Adopted
3/12/2019	2.0	Revised: updates definition of "record;" establishes District's records retention and destruction protocols