



Responsible Office: Office of the Superintendent

**BOARD POLICY 7620
RECORDS MANAGEMENT**

PURPOSE

The Board of Trustees (Board) is committed to ensuring the proper management of records created or maintained by the Washoe County School District (District).

DEFINITIONS

1. "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.
2. "A record" is anything containing information reflecting District educational and business transactions, regardless of format such as hard copy documents, web files, text files, sound and movie files, and data created and maintained by the District. (paper, digital, photographic, etc.).
3. "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.

POLICY

1. Records Management is the creation, maintenance, control, storage, and disposal of records in a way which facilitates their most appropriate, efficient, and effective use.
 - a. All records shall be covered by this Board Policy.
 - b. 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;

- iv. Process recorded information efficiently; and
 - v. Dispose of records which are no longer needed.
2. The District's records management program shall comply with applicable state and federal laws and regulations as well as any applicable Board policies and administrative regulations.
 3. The Board hereby directs the Superintendent to adopt an Administrative Regulation to implement and maintain the purpose of this Board Policy. The Superintendent shall include in the Administrative Regulation the following provisions:
 - a. Retention of Records;
 - b. Destruction of Records; and
 - c. Legal Claims / Litigation Holds.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Board 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 and Information; and
 - c. Board Policy 4125, Employee Records and Information.
2. This Board Policy complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) to include:
 - a. NRS Chapter 239, Public Records; and
 - b. NRS Chapter 392, Pupils.
3. This Board Policy complies with federal laws and regulations, to include:
 - a. Family Educational Rights and Privacy Act (FERPA);
 - b. Individuals with Disabilities in Education (IDEA); and
 - c. Health Insurance Portability and Accountability Act of 1996 (HIPAA).

REVISION HISTORY

Date	Revision	Modification
03/10/2015	1.0	Adopted

03/12/2019	2.0	Revised: Update definition of "record;" establishes District's records retention and destruction protocols
10/25/2022	3.0	Revised: Clarify language and update formatting pursuant to BP 9070