

# **The Birches Academy of Academics and Art**

## **Policy and Procedure for Records Retention**

The Birches Academy of Academics and Art and the Head of School has a policy for records retention and a procedure for the disposition of official records that is in compliance with RSA 189:29-a and Department of Education regulations.

### **Policy and Procedure**

- All pertinent records and documents are to be stored safely for the duration as required by law
- Individual rights must be protected at all times
- Confidential information shall be preserved at all times and in all situations.

### **Storage**

Official student and personnel records along with school policies and documents must be filed in a fireproof and secured file cabinet or in secure file cabinets placed in two different locations. All digitally stored records must be copied and stored in two different server sites or on the server and an external hard drive/flash drive.

### **Disposal**

All pertinent records and documents scheduled for disposal shall be destroyed in accordance with state law. The Birches Academy of Academics and Art shall retain a log of all official records destroyed or discarded to include the method of destruction and the date of disposal.

### ***Legal References:***

*RSA 91-A, Right to Know Law*

*RSA 189:29-a, Records Retention and Disposition*

*NH Code of Administrative Rules, Section Ed. 306.04 (a) (4), Records Retention NH*

*Code of Administrative Rules, Section Ed. 306.04 (h), Records Retention*

*20 U.S.C. ~ 1232g, Family Educational Rights and Privacy Act (FERPA)*