Title: **Records Retention**
Code: EHB
Section: Section E: Support Services

Academy District 20 has approved the District's use of the Colorado School District Records Management Manual (records management manual) developed by the Colorado State Archives Department to assist the District in determining the appropriate retention period for various types of records. School district records regarding the District's organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

The District shall retain records for the time periods specified by the records management manual, as may be amended from time to time, unless a longer retention period is required by state or federal law. District staff members and Board members shall be responsible for adhering to the records management manual.

Whenever the District is a party in litigation or reasonably anticipates being a party in litigation, Board members and District staff members in possession of hard copy or electronic documents, email and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails and other evidence until otherwise directed by the superintendent or designee.

Documents and other materials that are not "records" required to be retained by administrative policy, the records management manual, or state or federal law, and are not necessary to the functioning of the District, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or District action, and emails that do not contain information otherwise required to be retained by administrative policy, the records management manual, or state or federal law.

District staff members may be subject to disciplinary action for violation of this policy.

Adopted: December 14, 2020

LEGAL REFS.: 2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

C.R.S. 24-72-113 (*limit on retention of passive surveillance records*)

C.R.S. 24-80-101 et seq. (*State Archives and Public Records Act*)

CROSS REFS.: EGAEA, Electronic Communication

GBJ, Personnel Records and Files

JRA/JRC, Student Records/Release of Information on Students

Adopted: **December 14, 2020**

Attachments EHB Records Retention final 12-14-20.pdf