

The Superintendent shall develop procedures for a records retention system, including electronic files, that is in compliance with RSA 189:29-a and New Hampshire Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

**Legal References:**

*RSA 91-A, Right to Know Law*

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

*NH Code of Administrative Rules, 306.04(a)(4), 306.04(h)*

*20 U.S.C. 123g, Family Educational Rights and Privacy Act (FERPA)*