



Record Retention

School Board Approved: August 7, 2017

School Board Policy Manual

POLICY: EHB

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)

Appendix

EHB-R, Records Retention Schedule