

PELHAM SCHOOL DISTRICT POLICY

EHB – DATA RECORDS RETENTION

Category: Priority

Related Policies: EH, EHAB, JRA, JBJ, GBCD-A

See also: EHB-R (Records Retention Schedule)

The Superintendent shall develop procedures for a records retention system that complies with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records that are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

District Policy History:

Adopted: June 07, 2006

Amended June 5, 2019

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

NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements

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