

## **823.1 RETENTION/DISPOSAL OF SCHOOL DISTRICT RECORDS**

Except as otherwise provided, all records of the school district shall be kept for a minimum of seven years. Pupil records are excluded from this provision.

Before the destruction of obsolete school records, at least 60 days written notice shall be given to the State Historical Society in order that it may preserve those records it deems to be of permanent historical interest.

The Board may submit a request(s) to the Public Records Board for shorter retention periods on certain school district records. Such request(s) shall be made according to established procedures.

The district administrator shall develop regulations providing for the timely and orderly disposal of obsolete district records.

Reviewed, revised, and approved by the Board of Education on January 28, 2008