

## RECORDS MANAGEMENT

Records Management is the inventory and management of all records created throughout the district. It is the ongoing process of identifying records, their locations and their retention schedules, and includes the destruction of records when they become obsolete. This management should optimize the use of storage space while providing efficient access to records.

The Superintendent is authorized and directed to develop and implement a comprehensive system of records management and to appoint a Records Management Officer. The Superintendent shall retain overall responsibility for records management but may delegate duties to other school officials. The Superintendent may appoint a Records Management Advisory Committee to assist in the implementation of this policy. A records management report should be submitted periodically to the Board of Education.

Adopted: May 5, 1997