

EHB – DATA/RECORDS RETENTION

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

Statutory/Regulatory/Policy/Handbook Cross 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)(h)(4) (Records Retention)

Handbook (None)

APPROVED/REVISED: June 14, 2007, August 20, 2009

PREVIOUS POLICY: None