

The Superintendent shall maintain the schedule for SAU #16 District records retention in accordance with RSA requirements and the published list of recommendations from the New Hampshire Department of Education. 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.

Law Reference: 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; 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act (FERPA)

Appendix Reference: EHB-R, Records Retention Schedule

Date Adopted: May 13, 2004

Last Review/Revision Date: November 12, 2015