

Operations Policy #900 Retention and Management of District Records

Purpose:

The purpose of the policy is to:

- ensure that records are retained as long as needed for administrative, legal and fiscal purposes;
- ensure that state and federal record retention requirements are met;
- ensure that records with historical value are identified and retained permanently; and
- encourage and facilitate the systematic disposal of unneeded records.

Definitions:

Records

- The International Standards Organization defines a record as “information created, received and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business”.
- The Federal Records Act defines a record as, “all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form, made or received by an agency in connections with the transaction of public business as evidence of the organization, functions, policies, decisions, procedures, operation, or other activities of the government”.
- E-mail Records – E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depend on the function and content of the individual message. Records on an e-mail system, including messages and attachments, shall be retained and disposed on in accordance with the school’s Records Management Plan. E-mail messages and attachments that do not meet the definition of records shall be deleted as required by the Records Management Plan. E-mail records may be maintained as an electronic record or be printed and maintained as a manual record.
For each e-mail considered to be a records, the following information shall be retained.
 1. Message content
 2. Name of sender
 3. Name of recipient
 4. Date and time of transmission and/or receipt.

Authority:

The Board will support a program that ensures that the Cyber Charter School will comply with applicable record retention and management laws.

Guidelines:

- **Retention Period**
The decision as to how long a record must be retained is based on information available as of the date this Policy is revised. Care has been taken to ensure that the minimum retention periods will meet Cyber School needs to retain documents in order to:
 1. meet legal requirements;
 2. ensure that documents are retained for historical or archival purposes, as further discussed below;

3. ensure that documents are retained as needed to defend the District in legal proceedings or to provide
 4. ensure that documents are available for audit; and
 5. assist the Cyber School in normal management operations.
- Reason for Retention
1. Archival: Records the Cyber School must keep permanently to meet fiscal, legal, administrative or
 2. Litigation: This information may be useful in defending the Cyber School against claims;
 3. IRS: IRS audit periods would suggest that records should be retained for the period noted;
 4. 24P.S. Section 5-518: This section requires the record to be retained for the period noted. At the time this policy is enacted, 24P.S. Section 5-518 provides the following:
 “Every board of school directors shall retain as a permanent record of the district, the minute book, each annual financial report. All other financial records of the district, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders shall be retained by the district for a period of not less than six years. Records may be retained as recorded or copied in accordance with 53 Pa C.S. Ch. 13 Subch. F (relating to records)”;
 5. Administrative: There may be no requirement to keep this document longer than needed to perform the tasks required and the retention period will ensure that records are available during the period they will be needed for administrative purposes; and
 6. Personnel File: Some items should be kept permanently in the personnel file to ensure adequate personnel history.

Delegation of Responsibility:

The Board authorizes the CEO, or designee, to establish administrative regulations, and maintain said administrative regulation as needed due to changes in the law. The CEO or designated Records Management Officer shall implement and provide training for the Record Retention Program.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.