

R 11-19-14 Maintenance and Destruction of Education Records

Records may be destroyed subject to the following exceptions:

- ❖ Records will not be destroyed if there is an outstanding request to inspect and review them;
- ❖ Explanations placed in the education record when a hearing is pending or a request for a hearing has been made shall be maintained as long as the record or the contested portion is maintained;
- ❖ The record of access required under *File: R 11-19-2* shall be maintained for as long as the education record to which it pertains is maintained; and
- ❖ For records collected for exceptional students under Policy 2419:
 - The Board shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child;
 - The information must be destroyed at the request of the parents;
 - However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.

The following shall apply to the length of time and special consideration for maintaining student records:

- ❖ Directory information may be maintained in perpetuity;
- ❖ Academic grades and attendance records may be maintained in perpetuity;
- ❖ Records to verify implementation of federally funded programs and services and to demonstrate compliance with program requirements must be maintained for five years after the activity is completed;
- ❖ Other personally identifiable data which is no longer needed to provide education services may be destroyed;
- ❖ Parents and eligible students must be informed through public notice of any timelines established by the educational agency or institution for maintenance and destruction of student records; and
- ❖ Files must be maintained in a secured location. Electronic/digital files must be protected through the use of individual user identification and/or passwords. When user identification and/or passwords have been established, an individual is permitted to use only his or her designated identification and password to gain access to education records.