

# Sylvan Heights Science Charter School

Policy Title: Records Management  
Policy Number: 800  
Adopted: June 28, 2021  
Revised:

## Purpose

The Sylvan Heights Science Charter School (the School) understands the significance of instituting and continuing a Records Management Plan that outlines School staff responsibilities and adheres to federal and state laws and regulations.

## Authority

The Board of Trustees (the Board) shall keep, as a permanent record of the School, Board minutes, annual auditor's reports, as well as annual financial reports. The Board shall also keep all other financial records, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders for a period of no less than six (6) years.

All other School records shall be kept in accordance with state and federal law and regulations as well as the School's Records Management Plan approved by the Board.

The School shall make a sincere effort to observe all appropriate requests for record production. The destruction of records in response to any litigation is *strictly prohibited*.

## Definitions

**Electronic Mail (E-mail) System** – a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through getaways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets, and other electronic documents.

**Litigation Hold** – the preservation of records that are potentially relevant to current or future litigation.

**Records** – information, regardless of physical form or characteristics, that documents a transaction or activity of the School and that is created, received, or retained pursuant to law or in connection with a transaction, business, or activity of the School. The term includes, but is not limited to, a document, paper, letter, map, book, tape, photograph, film or sound recording,

information stored or maintained electronically, and data-processed or image-processed documents.

**Records Management Plan** – The method utilized by the School for the retention, retrieval, and disposition of all records generated by School processes.

### **Delegation of Responsibility**

#### **Records Coordinator**

In order to sustain a Records Management Plan that adheres to federal and state laws and regulations, as well as Board policy, the Board designates the Principal/CAO as the School's Records Coordinator.

The Records Coordinator will be responsible for the following:

1. Making certain that training appropriate to the user's position and level of responsibility is provided. Such training may include, but not be limited to:
  - a. Conditions of the record retention schedule;
  - b. Procedures relating to the preservation and categorization of School records;
  - c. Protocols and responsibilities needed to be followed by School staff in the event of a litigation hold;
  - d. An understanding and association of what is and what is not considered a "record;" and
  - e. Proper disposal of records.
2. Reviewing and periodically assessing the Records Management Plan to make sure that any record descriptions and retention periods are updated as needed.
3. Ascertaining the records to be disposed of when a retention period is to expire and ensuring that all identified records are properly disposed of, in accordance with the School's Records Management Plan.

### **Guidelines**

#### **Records Management Plan**

The School's Records Management Plan will be considered the primary means for outlining the retention, retrieval, and disposal of all manual and electronic records.

The Records Management Plan shall include:

1. A complete list of records and data relating to the School.

2. Standards necessary to distinguish records of the School from any supplemental personal records of individual employees.
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced, and disposed.
4. Maintenance and preservation measures necessary to protect the integrity of all School records and data.
5. Procedures and criteria for determining when an item is a record.
6. Procedures for adding, revising, or deleting records and data, and any other details necessary to implement the Records Management Plan.
7. A records retention schedule.
8. Provisions for the storage and retrieval of records in the event of an emergency or disaster.
9. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim.

Relative to any record that is not covered under the records retention schedule, the Records Coordinator shall determine how long the record shall be kept as well as suggest any essential revisions to the records retention schedule.

The School shall maintain and dispose of records to ensure that all sensitive, private, or confidential information or individual privacy rights are stringently protected.

#### Contractors

Records that are created or preserved by contractors who are employed by the Board shall be retained and disposed of in accordance with the School's Records Management Plan.

#### **References:**

20 U.S.C. 1232g

24 P.S. Sec. 433

24 P.S. Sec. 518

65 P.S. Sec. 67.101 et seq

65 P.S. Sec. 67.102

65 P.S. Sec. 67.506

65 P.S. Sec. 67.708

65 P.S. Sec. 67.901

15 Pa. C.S.A. 5508

Federal Rules of Civil Procedure – 16, 24, 34, 37, 45

Pol. 314

Pol. 324

Pol. 601

Pol. 801