

**EASTERN
WESTMORELAND
CAREER &
TECHNOLOGY CENTER**

SECTION: OPERATIONS
TITLE: RECORDS RETENTION
ADOPTED: AUGUST 19, 2015
REVISED:

800. RECORDS RETENTION	
1. Purpose	It is the policy of Eastern Westmoreland Career and Technology Center that its records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit and management requirements. In each case, the official retention periods shall be as short as possible in order to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the center, and reduce the cost of storage for unneeded records inventory.
2. Authority	This Records Retention Policy and Schedule has been formulated and approved by the Joint Operating Committee.
3. Delegation of Responsibility	This Records Retention Policy and Schedule shall be under the day-to-day supervision of the Administrative Director, who may delegate responsibilities to others while maintaining the ultimate authority to enforce the policy and schedule.
4. Guidelines	<p><u>Training</u></p> <p>Employees will be provided a copy of the Records Retention Policy and Schedule and periodically receive training on how it should be applied. Litigation hold requirements must be a predominate topic in the training sessions.</p> <p><u>Litigation Hold</u></p> <p>When the center has been given notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) must be suspended immediately. Notice could occur before the filing of a complaint.</p> <p>The Administrative Director and solicitor must be made aware of events or incidents that are likely to lead to legal action. If applicable, outside counsel must be notified immediately. Counsel and the solicitor will be responsible for evaluating the defenses available to the center, identifying the records (documents) that may be relevant to a legal action, and responding to the suspension of the retention and destruction policies and schedule.</p>

Interpretation

The Administrative Director will be responsible for interpreting any portions of this policy statement or the center's Records Retention Schedule as they may apply to specific situations.

Exceptions

Requests for exceptions from this policy should be submitted to the Joint Operating Committee. In order to obtain an exception from this policy, there must be a program that will assure compliance with the basic objectives stated above, at least as effectively as the center's Records Retention Schedule.

Review

The Administrative Director or designee must review this policy and the Records Retention Schedule annually. Suggested changes should be submitted to the Joint Operating Committee. Changes in the Records Retention Schedule, made necessary by changes or addition to the law, must be communicated directly by the Administrative Director to the Joint Operating Committee who must cause appropriate changes to be made in the Records Retention Policy and Schedule.

Audit

The Administrative Director or designee is responsible for auditing the existence and content of the written Records Retention Policy and Schedule. The Administrative Director or designee is responsible for auditing the actual implementation of the policy and schedule.

The center may hire an outside party to conduct an audit on compliance with this Records Retention Policy and Schedule and prepare a written audit report.

Storage

Designating appropriate storage is an important consideration. Documents must not only be preserved, they must be reasonably accessible. A storage system should permit the necessary records to be easily located, managed, searched, retrieved, and produced.

Storage is a critical consideration in responding to subpoenas, discovery requests, investigations, regulatory requests educational and business needs. Accessibility can also facilitate the document destruction component of the records retention program.

Security of the records is critical for confidential records, particularly records pertaining to some transactions, financial and tax records; employee records such as personnel files, medical records, compensation records and insurance forms; student records; and government records designated as confidential and having restricted accessibility and protected privacy.

Preservation is an important storage consideration. A proper environment conducive to maintaining the integrity of the records is critical. This may include, but is not limited to, secure software, electronic security protections, acid-free folders, climate control, antimagnetic interference, and fire protection. Off-site storage of vital records is permitted. Antivirus, antispymware, antispam, and other software should be maintained and updated regularly.

Disaster Recovery

The Document Retention Program seeks to identify and preserve documents for disaster recovery where the informational value to the center is so great, and the consequence of loss is potentially so severe to the continuity of the school district, that special protection is warranted. Records that qualify as disaster recovery records are:

1. Legal, financial, tax and organizational status records.
2. Obligations to employees, vendors, and students.
3. Ownership of assets and inventory.
4. Intellectual property and achievements not recognized elsewhere; and information on critical decision-making.

Records Retention Due To Pending Litigation

The center records that need to be retained due to pending litigation or government investigations must be reviewed frequently. Contact must be made with the solicitor to verify possession of the most current list of records that should be considered protected (i.e. not to be destroyed) due to pending litigation or in litigation or subject to government investigation. Be aware that the court considers all recorded information as a record regardless of the medium of storage of the information. All records that relate to pending litigation or regulatory proceedings must be retained during the pending litigation and/or proceeding.

<p>Pol. 800.1</p>	<p><u>Destruction</u></p> <p>Proper disposal or destruction of paper and electronic records is required. Records must be destroyed by shredding, erasing, or otherwise modifying the information of the record to make the record unreadable, undecipherable or nonreconstructable through generally available means.</p>
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