

OLDHAM COUNTY BOARD OF EDUCATION POLICY

BOARD RECORDS AND RETENTION OF RECORDS

1032

References: KRS 171.500; 725, KAR 1:040; KRS Chapter 61

SECTION 1

All records of the Oldham County School District are open to public inspection with the exception of:

1. Those records related to impending acquisition of properties;
2. The results of any student tests, examinations, psychological assessments or measures of aptitude which may be personally identifiable or used to individually characterize;
3. Public records containing information of a personal nature where public disclosure thereof would constitute a clearly unwarranted invasion of personal privacy;
4. Recommendations and preliminary memorandum in which opinions are imposed or policies formulated or recommended and;
5. Any other exception listed in KRS 61.878 or KRS 160.700, the Kentucky Family Education Rights and Privacy Act.

SECTION 2

Retention and Disposal Schedule

Definitions

- a. The Oldham County School District follows the Model Record Retention Schedule for public school districts prepared by the Kentucky Department for Libraries and Archives, which includes, but is not limited to the records listed in Section 7.
- b. Permanent Records - All records likely to be of continuing value to educational institutions, to the State Government, or to future researchers must be retained permanently. This includes deeds, bond issue proposals and approvals, policy manuals, master files on teachers, course evaluations, school curriculums and activities, and student cumulative records. Permanent records include annual report, minutes of meetings, special studies, official correspondence and permanent pupil records.
- c. Indefinite Records - Indefinite records do not need to be kept permanently. Their retention period is indefinite or unfixed because it is not possible to destroy all records of this type after the same fixed period of time. For example, the retention period for equipment inventory card is dependent upon the life of the individual piece of equipment. The retention period of a contract is dependent upon the length of the term of the contract. Reference and informational materials remain useful for differing lengths of time.

1. Correspondence

- a. Official correspondence – documents include the Superintendent’s office, the major functions, activities, programs, decisions and events of the office and the important events in its history – Retained permanently.
- b. General Correspondence – Correspondence which is not crucial to the preservation of the administrative history of the office and is generally of a non-policy nature -- retain five (5) years from date of correspondence.

2. Fiscal/Business Records

- a. General ledgers – Permanent.
- b. Annual Financial Report to Ky. Dept. of Education – Permanent.
- c. Annual Budget – Permanent.
- d. Worker’s Comp First Report of Injury – Retain a minimum of ten (10) years after report date.
- e. All Other Business – Retain five (5) years and destroy after audit.

3. Board Records

Public school districts should, for security, maintain a security copy in second storage location within the school district.

- a. Draft Minutes and Videotapes – Destroy after official minutes adopted.
- b. Official Minutes – Permanent.

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- c. Board Agenda Document – Permanent.
- d. Superintendent’s Evaluation – Permanent.

4. Personnel Records

- a. Employee personnel files, including job applications of employees, subsequent personnel action recommendations, and evaluations – Retain 70 years after original hire date.
- b. Payroll Time Sheets – Destroy after two (2) years.
- c. Leave Request Form – Destroy after audit.

5. Reference and Informational Materials

- a. Reference materials are published and unpublished aids of a technical nature used in the conduct of official business. Reference materials may be destroyed when in the opinion of the local officials they become obsolete.
- b. Informational materials are published and unpublished aids of non-technical nature used in the conduct of official business. Informational materials may be destroyed when in the opinion of the local officials they become obsolete.

6. Pupil Personnel Records

- a. Record of Daily Attendance – Retain 20 years and destroy after audit.
- b. School Calendar Amendments – Retain five (5) years and destroy after audit.
- c. Contracts for Non-Resident Pupils – Retain five (5) years and destroy after audit.
- d. Complaints Against Staff – Retain until five (5) years after staff termination or retirement.
- e. Incident Investigations – Destroy three (3) years after incident.
- f. Juvenile Court Records – Destroy after student reaches age 19.
- g. Student Code of Conduct – Permanent.
- h. Suspension and Other Disciplinary Forms – Destroy after five (5) years.

7. Special Education Records

- a. Due Process File – Notify parent of intent to destroy five (5) years after last activity and retain if parent desires that the file not be destroyed.
- b. Federal Assistance Application – Destroy after five (5) years.
- c. Annual Reports – Permanent.

8. Food Service Record – May be destroyed after audit.

9. Transportation

- a. Maintenance Inspection Record – Retain five (5) years.
- b. All Other Transportation Records – According to Schedule.

10. SBDM Records

- a. Minutes of Council or Committee – Permanent.
- b. Official Correspondence – Permanent.
- c. Bylaws and Policies – Permanent.
- d. All Other Records – Retain five (5) years.

11. Any records not defined in the policy are governed by the Model Public School Record Retention Schedule.

SECTION 3

Reports and Directives

- a. Three copies of all published Annual Reports, must be forwarded to the educational institutional archives or to the Division of Archives and Records, as required by KRS 171.500 and by the Rules and Regulations promulgated by the State Archives and Records Commission. Published Annual Reports of sub-units should be kept permanently in the agency. Under no circumstances

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may all copies of published annual reports be destroyed as these reports are of great value to educational institutions in the State government and to researchers. Reports and Directives in public school districts are to be kept in the districts.

- b. Unpublished reports that contain important facts and statistics about the organization, policies and operation of the educational institution must be retained permanently.
- c. Official directives of an educational institution must be retained permanently.
- d. Routine and information directives need not be kept for a period longer than two years unless stipulated in the Specific Agreements section of this schedule.

SECTION 4

Transfer of Records to State Archives Center

Educational Institutions having record storage problems may transfer records to the State Archives and Records Center with the approval of the Division of Archives and Records. The records must be a permanent type and must not be referred to more often than one time per month per ten cubic feet of a single records type. Records transferred to the Archives are placed under Archives control. Public school districts are expected to maintain their own records storage areas except in extreme emergencies.

SECTION 5

Duplicate Records

Duplicate records which have not been assigned a retention period in this schedule, and which function solely as reference of informational material, may be destroyed when no longer useful. Normally the retention period on such records will not exceed two years. Unless otherwise stipulated in the Specific Agreements Section of this schedule, microfilm copies of records shall have a retention period equal to that of the original records.

SECTION 6

Amendment of General Agreements

These General Agreements shall be valid unless altered by the Specific Agreements section of the schedule. The schedule may be amended with the approval of the educational institution unit, the Division of Archives and Records, and the State Archives and Records Commission.

SECTION 7

Information Security Breaches

Information security breaches shall be handled in accordance with KRS 61.931, KRS 61.932, and KRS 61.933 including, but not limited to, investigations and notifications. Within seventy-two (72) hours of the discovery or notification of a security breach, the District shall notify the Commissioner of the Kentucky State Police, the Auditor of Public Accounts, the Attorney General, and the Education Commissioner.