

Records Retention

The Board of Education for Mapleton Public Schools (the “District”) has approved the District’s use of the Colorado School District Records Management Manual (“Records Management Manual”) developed by the Colorado State Archives Department to assist the District in determining the appropriate retention period for various types of records. Records regarding the District’s organization, functions, policies, decisions, procedures, operations, or other activities may be considered public records subject to retention.

Whenever the District is a party in litigation, or reasonably anticipates being a party in litigation, Board members and District employees in possession of hard copy or electronic documents, email, and/or other evidence relevant to the litigation or reasonably anticipated litigation shall retain all such documents, emails, and other evidence until otherwise directed by the Superintendent (or designee).

Documents and other materials that are not “records” required to be retained by District policy, the Records Management Manual, or State or Federal law, and are not necessary to the functioning of the District, may be destroyed when no longer needed. Examples include telephone message slips, miscellaneous correspondence not requiring follow-up or District action, and emails that do not contain information otherwise required to be retained by District policy, the Records Management Manual, or State or Federal law.

District employees may be subject to disciplinary action for violation of this policy.

Adopted June 27, 2017, by the Board of Education for Mapleton Public Schools.

LEGAL REFERENCES:

2 C.F.R. 200.333 (*retention requirements for federal fiscal records*)

C.R.S. § 24-72-113 (*limit on retention of passive surveillance records*)

C.R.S. §§ 24-80-101 *et seq.* (*State Archives and Public Records Act*)

CROSS REFERENCES:

EGAEA: Electronic Communication

GBJ: Personnel Records and Files

JRA/JRC: Student Records/Release of Information on Students