

A.W. BEATTIE CAREER CENTER

SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

FIRST READING: April 26, 2011

ADOPTED: May 26, 2011

| RECORDS MANAGEMENT | |
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| <p>1. Purpose</p> | <p>The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines Beattie’s staff responsibilities and complies with federal and state laws and regulations.</p> |
| <p>2. Authority SC 518 53 Pa.C.S. Ch. 13, sub chapter F 65 P.S. Sec. 67.901</p> | <p>The Board shall retain, as a permanent record of Beattie, Board minutes, annual auditor’s reports, and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts, and purchase orders, shall be retained by Beattie for a period of not less than six (6) years.</p> <p>All other Beattie records shall be retained in accordance with federal and state law and regulations and Beattie’s Records Management Plan and Records Retention Schedule approved by the Board.</p> <p>Beattie shall make a good faith effort to comply with proper requests for record production. Selective destruction of records in anticipation of litigation is strictly forbidden.</p> |
| <p>3. Definitions 65 P.S. Sec. 67.102</p> | <p>Electronic Mail (E-Mail) System – system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways 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.</p> <p>Litigation Hold – a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.</p> <p>Records – information, regardless of physical form or a characteristic, that documents a transaction or activity of Beattie and that is created, received, or retained pursuant to law or in connection with a transaction, business or activity of Beattie. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.</p> |

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| <p>4. Delegation of Responsibility</p> | <p>Records Management Plan and Administrative Regulations– the system implemented by Beattie for the retention, retrieval and disposition of all records generated by Beattie operations.</p> <p>Records Retention Schedule – a comprehensive listing stating retention periods and proper disposition of records.</p> <p>Implementation of the Records Management Plan and the Records Retention Schedule shall be supervised by the Executive Director, who may delegate responsibilities to other individuals, as designated by the Board, while maintaining the ultimate authority to enforce said Policy and Schedule.</p> <p><u>Records Management Committee</u></p> <p>A committee responsible for the development and recommendation of Beattie’s Records Management Policy shall be established by the Executive Director.</p> <p>The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include, but not necessarily be limited to, the following personnel:</p> <ol style="list-style-type: none">1. Executive Director or designee;2. Records Coordinator;3. Open Records Officer;4. Board Secretary;5. Legal Counsel;6. Technology Director or designee;7. Chief of Operations or designee. <p>The Records Management Committee will meet periodically to evaluate the effectiveness and implementation of the Records Management Policy and plan and recommend changes as needed to the Executive Director and the Board.</p> |
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| <p>5. Guidelines</p> <p>65 P.S. Sec. 67.708 20 U.S.C. Sec. 1232g</p> | <p><u>Records Coordinator</u></p> <p>The Executive Director shall designate a Records Coordinator, as the primary contact for the following:</p> <ol style="list-style-type: none"> 1. Training for Beattie personnel regarding the handling of records in accordance with the Records Management Policy and plan including procedures for records descriptions, categorization, preservation, retirement and responsibilities in the event of a litigation hold; 2. Periodic review of the Records Management Policy and Plan to ensure accurate and updated records descriptions and retention protocols; 3. Annual review of record categories for retirement/disposal and supervision of such categorization and destruction. <p><u>Records Management Plan</u></p> <p>Beattie’s Records Management Plan will provide retention, retrieval and disposal guidelines for manual and electronic records. The Records Management Plan should include the following:</p> <ol style="list-style-type: none"> 1. A inventory of Beattie records and data and the applicable retention periods for such records (the “Records Retention Schedule”); 2. Procedure to distinguish school Beattie records from employee records; 3. An inventory of systems which store records and the format in which such records are stored and can be retrieved; 4. Data maps and/or flow charts detailing the sources, routes and destinations of Beattie electronic records; 5. Procedures for records storage and retrieval in the event of an emergency or disaster; 6. Security measures to authorize access specific Beattie records and protect the integrity of records and data; 7. Procedures for determining whether an item is a record; 8. Procedures for the destruction of records; 9. Procedures relating to litigation holds. |
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For any record not covered by the retention schedule, the Records Management Committee will determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.

When possible, records and data should be stored in original format, including metadata, such as creation date, author and file type.

Beattie will, as far as possible, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.

Beattie will, as far as possible, maintain the confidentiality of student records in accordance with all applicable federal and state laws and Beattie policies.

Manual Records

Manual records, which include all records not stored electronically, will be retained and disposed of in accordance with the Records Management Plan and related procedures.

Manual records will be indexed in an organized and consistent manner, documenting the way records are retained and referenced for later retrieval. Up-to-date documentation should be maintained for each manual record system, which should define the contents of the system, identify vital records and information maintained in the system, and determine restrictions on access and use of the records.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan and related procedures.

Electronic records shall be indexed in an organized and consistent manner documenting the way records are retained and referenced for later retrieval. Up-to-date documentation should be maintained for each manual record system, which should define the contents of the system, identify vital records and information maintained in the system, and determine restrictions on access and use of the records.

E-mail Records

E-mail messages, in and of themselves, do not constitute records. Retention and disposition of e-mail messages depends upon the function and content of the specific message. Records on Beattie e-mail systems will be retained and

disposed of in the manner proscribed in the Records Management Plan and procedures.

Contractors

Records created or maintained by contractors employed by the Board shall be retained and disposed of in accordance with the Records Management Plan and related procedures.

References:

School Code – 24 P.S. Sec. 518

Federal Rules of Civil Procedure – 16 26, 34, 37 and 45

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g