

RECORDS RETENTION

The District adopts the Wisconsin School District Records Retention Schedule through this policy. This schedule provides recommended retention periods for records common to all school districts, denotes records of historical significance, and outlines a process for the orderly transfer of records to the State Historical Society. If such records are not accepted by the State Historical Society, they shall be offered to the Eager Free Public Library before being destroyed.

Adoption of the School District Records Retention Schedule will:

- Enable the District to dispose of some records in less time than seven years, the generally accepted time frame.
- Determine the minimum amount of time that the District must maintain a record.
- Provide guidance regarding district records that should be preserved locally and may be of interest to the State Historical Society.
- Eliminate paperwork for both the District and State Historical Society.

This schedule brings order to the requirement to retain public records and clearly explains the options which may permit destruction of public records. The record retention schedule is made available through the district website.

Legal Ref.: Chapter 19, Subchapters II and IV Wisconsin Statutes

Sections: 103.13 (Records Open to Employee)
103.15 (Restrictions on use of an HIV Test)
118.125 (Pupil Records)
118.126 (Privileged Communications)
120.13(28) (School Board Powers)
146.81-146.84 (Miscellaneous Health Provisions)
252.15 (Restrictions on use of an HIV Test)
767.41(7) (Medical and Medical History Information)
938.396 (Law Enforcement Records)

ADM 12, Wisconsin Administrative Code
Family Educational Rights and Privacy Act (FERPA)
Americans With Disabilities Act of 1990
Health Insurance Portability and Accountability Act (HIPPA)
USA Patriot Act of 2001