

-- 4600 --Files and Record Management

The organization will retain records in an orderly fashion for time periods that comply with legal and governmental requirements and as needed for general business requirements.

A. Record Retention and Long-Term Storage

Storage of archived records will be maintained in the locked storage area of the organization or on the designated shared drive. Access to this area will be limited to the school operations manager or designee.

Adopted: July 10, 2023

