

# Thomas Buzbee Charter School Records Management Essentials

For Directors, Officers and Members of a Committee with Board Delegated Powers

## Article I – Purpose

1. The purpose of this Records Management Essentials Policy is to establish effective procedures to preserve records of permanent value, improve efficiency, reduce costs and minimize legal risk.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing records management applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify what does or does not constitute records.

## Article II – Definitions

1. **Record:** Any transaction of school business, any transaction created or received by a local government, this includes open and closed business. Records include any medium such as paper, spreadsheet, email, digital photo, audiovisual, microfilm, text, tweet, social media and others.
2. **Non Records:** Any convenience copies (extra identical copies of documents created only for alternative dispute resolution working files.
3. **Records Retention Schedule:** Lists the records of an organization with mandatory minimum retention periods.
4. **Local Schedule GR:** Retention schedule for records common to local governments.
  - Part I: Administrative Records
  - Part II: Financial Records
  - Part III: Personnel & Payroll Records
  - Part IV: Support Services Records
  - Part V: Information Technology Records
5. **Local Schedule SD:** Retention schedule for records of public-school districts.
  - Part I: Student Academic Records
  - Part II: FERPA Records
  - Part III: Records of Special Populations & Services
  - Part IV: Attendance Records
  - Part V: Student Health Records
  - Part VI: Instruction and Grade Reporting Records
  - Part VII: Discipline & Counseling Records
  - Part VIII: Adult & Vocational Records
  - Part IX: Drivers Education Records
  - Part X: Accreditation Records
  - Part XI: Food Service Records
  - Part XII: Textbook Records
  - Part XIII: Transportation Records
  - Part XIV: School Safety Records
  - Part XV: Financial Records
  - Part XVI: Personnel & Staffing Records
  - Part XVII: Reports & Surveys
  - Part XVIII: Miscellaneous Records
  - Part XIX: Library Records
6. **Electronic Records:** Includes scanning, email, junk mail, personal email, and CC's on emails

### Article III – Procedures

1. **Records Control Schedule:** Lone Star Success Academy will utilize a Permanent Retention Schedule. It is illegal to destroy any records without permission. SLR 501 destruction request must be filled out and approved by school principal prior to record destruction.
2. **Records Disposition:** “Non-Records” and other records approved via SLR 501 destruction request will be destroyed by shredding. Shred documents will be maintained in a secure container and be disposed on pre-designated “Shred Days”. A Records Disposition Log (Word doc: <http://bit.ly/dispositionlog>) will be maintained with other school administration records.
3. **Destruction Holds:** It is illegal to destroy any record regarding litigation, claim, negotiation, Public Information Request or audit. It is a Class A Misdemeanor if records are not maintained or destroyed via approved schedule, not held for retention period, Destruction Hold is ignored or alienation of records.

### Article IV – Electronic Records

1. Records may be kept electronically instead of in hard copy and retention procedure above applies regardless of the format.
2. When scanning records, you must comply with Electronics Records Standards and Procedures. Procedures can be reviewed at <http://bit.ly/bulletinb>. Original document should be maintained by the Records Control Schedule (Article III(1)).
3. Emails are considered records when they document any kind of school business and proceeding, however minor.
4. You can delete the following:
  - a. Junk mail or personal email that has no relevance to Lone Star Success Academy.
  - b. It is the responsibility of someone else if you are cc'd on an email.
  - c. Convenience copies, original record and/or communication is retained elsewhere.
5. Administrative emails will be maintained for 4 years. Administrative emails include formulation, planning, implementation, modification, or redefinition of programs, service, or project.
  - a. Emails should be organized by year.
  - b. Save emails as part of the administrative or student file either electronically or hard copy.
  - c. DO NOT use personal email account for school matters.

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Policy approved by the Board of Directors on