

Concord School District Policy #249

Data/Records Retention

The Superintendent shall develop procedures for a records retention system that is in compliance with **RSA 189:29-a** and New Hampshire Department of Education regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Legal References:

RSA 91A, Right to Know Law

RSA 189:29-a, Records Retention and Disposition

NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention

NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention

20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)

Appendix:

#249 Records Retention Schedule

Adopted October 2004. Revised May 4, 2009; Reviewed July 10, 2017
Corresponds to NHSBA Policy EHB