

Policies for Review - 1st Reading

April 3, 2023

JICL-R - Computer Network, Internet & 3rd Party Sites Application for Accounts

EHB - Data/Records Retention

EHB-R - Local Records Retention Schedule

EBBD - Indoor Air Quality

BEDH - Public Participation at Board Meetings

Computer Network, Internet & 3rd Party Sites Application for Accounts

Your Name (print) _____ Year of Graduation (YOG) _____ Date _____

~~** Return only the first page to the front desk unless otherwise directed by your teacher.~~

Computer Network, Internet & 3rd Party Sites Application for Accounts

I, _____, a student in Gilford School District agree to abide by the *Agreement for Use of Computer Accounts and the Network* guidelines. I understand that if I violate these guidelines that I may lose my account on the network and be removed from my computer courses.

Requesting Internet & 3rd Party Site Accounts - On acceptance of an account, users will be given an account name and password. User name will be the 2 last numbers of your year of graduation followed by your last name and the initial of your first name.

I understand and will abide by the Gilford School District *Acceptable Internet Use Guidelines* and electronic mail guidelines on pages #2-#4 of this document. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked; district disciplinary action and/or appropriate legal action may be taken.

***** PRINT NEATLY!** *If we cannot read your name or password, we will not process your request.*

Desktop Computer Example: Name: Byron Johnson (Class of 2024) Login Name: 24johnsonb
Google Account Example: Name: Byron Johnson (Class of 2024) Login Name: 24johnsonb@sau73.org

USER NAME _____ Network & Google Password: _____
(Print neatly) Minimum of 8 characters with (1) number and **ALL LOWER CASE**

- Check here if you are a NEW student to Gilford School District
- Check here if your **current** password does not match what you chose above

If you feel your password has been compromised or would like it changed, please visit your school library or contact Technology Department at gsgdit@sau73.org

Student Signature _____ Date _____
DIGITALLY SIGNED

Guardian Permission

If you are under the age of 18 or a dependent student, a parent or guardian must also read and sign this agreement.

Network: I have read the guidelines for the computer network on page 2 and understand that my ~~son/daughter~~ **child** may lose their computer account **and be removed from computer courses if guidelines are violated.** ~~if he/she violates these guidelines and will be removed from their computer courses.~~

Internet / 3rd Party Accounts for Classroom Use: As the parent or guardian of this student, I have read the *Internet Acceptable Use Guidelines & E-mail Guidelines* on pages 2-4 of this document. I understand that this access is designed for educational purposes. I recognize it is impossible for Gilford School District to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network or ~~for access to 3rd party sites.~~ **These sites may include but are not limited to that require logins such as Google Core Services for sau73.org, Eureka Math, Google Maps/Earth/Takeout/Transfer, Youtube and additional Google services, sau73.org, Quizlet, and Kahn Academy.** Further, I accept full responsibility for supervision ~~if and~~ when my child's use is not in a school setting. I hereby give permission to issue accounts for my child for internet access and 3rd party accounts that are for educational purposes and certify that the information contained on this form is correct. **For a more comprehensive list of applications and software, please contact the GSD Technology Department at gsgdit@sau73.org**

Guardian's Name _____ Guardian's E-mail Address: _____

Guardian's Signature _____ Date: _____
DIGITALLY SIGNED

Gilford School District

Agreement for Use of Computer Accounts, 3rd Party Sites & Internet Access

Gilford School District has a computer network for staff and student use. ~~Certain~~ **These** guidelines must be followed to have an account on the network. Carefully read the guidelines before signing on the application form.

1. Your accounts are for storing data files of schoolwork only. You may not have any programs, games, network, zipped, or hidden files in your accounts.
2. Appropriate use of the computers, network, and internet is expected of all students. It is NOT appropriate to alter the files or settings on individual computers, send messages, or access other peoples' files. If you have any doubts about the appropriate use of an account, please check with ~~Ms. McGee~~ **the Director of Technology**.
3. Access to your network account is limited to the network supervisors, staff and yourself. Your files **and accounts** are not private **and the district reserves the right to change your password at any time to investigate misuse or violations**.
4. If you lose the privilege of using the network for any length of time, all of your files will be deleted.
5. Accounts will be cleaned out at the end of the year. If you have files on the network at that time, you should upload them to your Google Drive.
6. Games and/or music files are not allowed to be played on the network or downloaded at any time unless for approved course work.
7. Users may not login under any account other than their own or allow other individuals to use their accounts.
8. Users may not copy software to or from the network or local hard drives.
9. Users are not allowed to grant rights to other users or obtain directory rights from another user.
10. Users may not deliberately damage the computer network or equipment. Users will be responsible for the repair costs of the damage.
11. Any other actions deemed inappropriate by the network supervisors may result in a penalty ranging from a warning to the loss of your computer account for a length of time deemed appropriate by the network supervisors in consultation with Assistant Principals.

Each offense will be considered individually and consequences may result in the loss of the computer network privilege and removal from your computer courses.

Gilford School District Internet Acceptable Use Guidelines

Overview & Philosophy

The Gilford School District has ~~adopted~~ a 1-to-1 Chromebook Program **which includes the use of Google Workspace for Education**, an extensive collection of productivity and collaborative tools used in our classrooms to enhance teaching and learning in innovative ways. **In addition to Google Workspace for Education**, our teachers use a variety of ~~other~~ online educational apps/tools with students. ~~In today's technological landscape~~ There are inherent risks with online technology use, particularly as it relates to student data privacy and security. The Gilford School District recognizes its ethical and legal responsibility to adequately protect student data and privacy as required under federal and state laws and district policies. In addition, the District believes that transparency with all district stakeholders with regard to policies and practices around technology use and student data and privacy is important. **The District holds membership in the Student Data Privacy Consortium (SDPC), a collaborative of schools and districts that addresses and vets privacy concerns in 3rd party tools and applications.**

Electronic information alters the information landscape for schools by opening doors to an unlimited array of resources. ~~In the past, instructional materials have been screened and approved, consistent with district guidelines and the developmental levels of students.~~ The internet makes available electronic information that has not been screened for content, curriculum, or age level. Staff will provide guidance and instruction in the use of material gleaned from electronic sources. Internet research skills are now fundamental to citizenship and employment in the Information Age. In addition, students are responsible for appropriate behavior on the school computer networks and their mobile devices, just as they are in the classroom or any school facility. Access is provided to those students who agree to act in accordance with the standards for ~~behavior and communication~~ **the guidelines above.**

Acceptable Use for Internet Access & Related Tools

1. Use of software or web sites that bypass or ignore network or internet security is prohibited.
2. All Acceptable Use Guidelines must be followed for utilization of 3rd party sites/tools. ~~Usernames and passwords must be given to the staff member utilizing the 3rd party sites and not change.~~
3. ~~All use of the Internet usage~~ must be in support of **education and research** and consistent with the ~~purposes~~ **vision** of Gilford School District. Streaming videos, TV shows, movies, YouTube or related services is restricted for educational use only.
4. ~~Use of web based e-mail accounts other than the schools is prohibited on the school network.~~
5. Computer accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not allow other individuals to access the system through their accounts. **Attempts to use another person's account will result in cancellation of user privileges.**
6. **Users shall not** disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. ~~No use of the network shall serve to~~ **Users shall not** disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
8. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system or damage the software components of a computer or computing system is prohibited.
9. Hate ~~mail~~ **speech**, harassment, discriminatory remarks and other ~~antisocial~~ behaviors **that violate district policy** are prohibited on the network.
10. The illegal installation of copyrighted software for use on district computers is prohibited.
11. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the ~~local area~~ network is prohibited.
12. Do not reveal your personal address, phone number last name or date of birth **or any other personal identifiable information** of you or others on the network.
13. If you identify a problem on the network, you need to notify a system administrator immediately. Do not show or identify the problem to others.
14. Any user identified by the network administrators as a security risk or having a history of problems with other computer systems in the school may be denied access to the Internet.
15. Playing games and the downloading of files including shareware is prohibited.
16. Network administrators will log your internet use.
17. Any use of the network for commercial or for-profit purposes or personal and private business is prohibited.
18. Any use of the network for product advertisement or political lobbying is prohibited.
19. Attempts to logon to the network or Internet as system administrator will result in cancellation of user privileges.

Electronic Mail Account Guidelines

Students will have an electronic mail account to use as a tool for communications. Middle school students will have an electronic mail account to use for internal school use only. You ~~should~~ **shall** be responsible for checking and reading messages on a regular basis at least once a day. Communications over the network are often public in nature therefore general rules and standards for professional behavior and communication will apply. Copies of all e-mails that are sent and received to any sau73.org account are archived.

Network administrators will review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should **not** expect that files stored on the district servers ~~would~~ **will** be private. ~~There have been occasions when your e-mail was erroneously sent to the wrong individuals.~~

The following behaviors are not permitted on the district network:

1. Using e-mail for other than academic / school use
2. Profile pictures should be pictures of yourself or an icon representing yourself. Photos of other individuals or material are not allowed
3. Altering of your displayed name or other e-mail settings with your account
4. Sending or displaying offensive messages or pictures or funny stories/jokes or chain letters or using obscene language
5. Harassing, insulting or attacking others in your e-mail communications
6. Forgery or attempted forgery of electronic messages
7. Using others' passwords or trespassing others' folders, documents, or files
8. Engaging in practice that threatens the network (e.g., loading files that may introduce a virus)
9. Violating copyright laws
10. Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
11. Employing the network for commercial purposes
12. Promoting, supporting or celebrating religion or religious institutions

Whenever you send e-mail, your name and user ID are included in each mail message. You are responsible for all e-mail originating from your ID. By accepting an account, the applicant acknowledges that the designated system administrators will have access to the applicant's e-mail and that e-mail may be made available to district, local, state and federal officials in conjunction with any investigation.

Violations will result in a loss of e-mail access and disciplinary action. When applicable, law enforcement agencies will be involved.

~~From time to time, Gilford School District will make determinations on whether specific uses of the network are consistent with the acceptable use practice.~~

Sanctions:

1. Suspension or revocation of network / internet access privileges
2. Removal from a class project or activity
3. Removal from a course for the remainder of the year
4. Student detention, suspension or expulsion
5. Referral to appropriate legal authorities for possible criminal prosecution
6. School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

Procedures for Use

Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to initiate access to such material. If it is accidentally accessed, the user shall inform the instructor immediately and then access an acceptable area.

No Warranty

The Gilford School District makes no warranties of any kind, whether expressed or implied for the service it is providing. The district will not be responsible for any damages a user may suffer, including loss of data, no-deliveries, mis-deliveries or service interruptions. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection. All terms and conditions as stated in this document are applicable to all users of the network.

**(Adopted 1/5/2009)
(Revised: 9/7/2010, 8/5/2019)**

Current GSD policy. Suggest replacing with sample policy to include more specific provision relating to the destruction of records and clarify relation to the District Record Retention Schedule.

3-10-2023 Policy Committee

4-3-2023 First Reading

DATA/RECORDS RETENTION

The Superintendent shall develop and maintain procedures for a records retention system that is in compliance with RSA 189:29-a and 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. The School District shall keep a complete record of all records destroyed or discarded along with notations of the methods and dates of disposal. Additionally, the Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

A. Special Education Records.

The District shall retain a student's special education records until at least the student's twenty-fifth (25th) birthday, unless written consent, or a written request to destroy the records, is received from the parent/guardian or, when applicable, the adult (eligible) student.

The District shall inform parents/guardians when personally identifiable information collected, maintained, or used in relation to the provision of special education for their student is no longer needed to provide educational services to the child. The information must be destroyed at the request of the parents/guardians. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.

The District shall maintain a copy of the last Individualized Education Plan ("IEP") that was in effect prior to the student's exit from special education until the student's sixtieth (60th) birthday.

The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

The District shall provide public notice of its document destruction policy at least annually.

B. Litigation Hold.

On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those in accordance with the retention requirements of this policy and the associated procedures.

Current GSD policy. Suggest replacing with sample policy to include more specific provision relating to the destruction of records and clarify relation to the District Record Retention Schedule.

3-10-2023 Policy Committee

4-3-2023 First Reading

C. Right-to-Know Request Hold.

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

Legal References:

RSA 91-A, 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

NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements

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

(Adopted 10/1/2018)

NHSBA Sample Policy – suggest replacing current policy with this sample to include more specific provisions relating to the destruction of records and clarify relation to the District Record Retention Schedule.

3-10-2023 Policy Committee

4-3-2023 First Reading

EHB

DATA/RECORDS RETENTION AND DESTRUCTION

Category: Priority/Required by Law

See also: EHB-R (Records Retention Schedule)

The Superintendent shall develop and maintain (a) a schedule for the minimum retention of various district records (“Record Retention Schedule”) as required under RSA 189:29-a, and (2) procedures for records retention and/or destruction. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by state or federal law. The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy applies to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc..

- A. Record Retention Schedule.** Records of the District shall be retained no less than the time prescribed in District’s Record Retention Schedule EHB-R. The Superintendent shall update the Record Retention Schedule from time-to-time in accordance with legislative or regulatory changes, directives of the Board, as recommended by the New Hampshire School Boards Association, or upon advice of counsel. ~~The Superintendent shall inform the Board of any revisions to EHB-R no later than the second School Board meeting after the changes were made.~~
- B. Special Holding or Destruction Provisions.** Notwithstanding the District’s Record Retention Schedule, (a) special destruction rules may apply to student special education records, and, (b) for other records, the normal retention periods may be suspended when the records are implicated by either a litigation hold or a request for records under the New Hampshire Right to Know law, RSA 91-A.

1. Special Education Records.

- a) Upon a student's graduation from high school, ~~his or her~~ parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
- b) The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
- c) Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
- d) A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.

NHSBA Sample Policy – suggest replacing current policy with this sample to include more specific provisions relating to the destruction of records and clarify relation to the District Record Retention Schedule.

3-10-2023 Policy Committee

4-3-2023 First Reading

EHB

DATA/RECORDS RETENTION AND DESTRUCTION

- e) The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
 - f) The District shall provide public notice of its document destruction policy at least annually.
- 2. Litigation Hold.** On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.
- 3. Right-to-Know Request Hold.** On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.
- C. Disposal of Sensitive Information & Media Sanitization.** District records which include “Sensitive Information” shall be destroyed as provided in this paragraph. All electronic devices with storage capacity shall be deemed to contain sensitive information. For purposes of this section, “Sensitive Information” shall mean and include:
- Records containing student or employee personally identifiable information (PII) as defined in RSA 189:65, VII and VII-a;
 - Criminal History Records Information (see Board policy GBCD);
 - Drug test records;
 - Child labor permits;
 - Cobra notices;
 - Accident reports;
 - Special education student records;
 - Records pertaining to civil rights investigations;

NHSBA Sample Policy – suggest replacing current policy with this sample to include more specific provisions relating to the destruction of records and clarify relation to the District Record Retention Schedule.

3-10-2023 Policy Committee

4-3-2023 First Reading

EHB

DATA/RECORDS RETENTION AND DESTRUCTION

- Bonds and continuation certificates;
- Accident reports;
- Banking records;
- Business correspondence including confidential information such as account numbers, banking or digital transaction information;
- Tax forms, unemployment records, etc. with confidential data; and
- Any other information that would be exempt from disclosure under RSA 91-A:5 or deemed sensitive information by the Board, the Superintendent, Building Principal or their designees.

1. Physical media (i.e., “hard copies”, print-outs, etc.) including sensitive information shall be destroyed by one of the following:

- Shredding using District issued cross-cut shredders;
- Placed in locked shredding bins approved by the Superintendent to come on-site and shred, witnessed by District personnel throughout the entire process; or
- Incineration using District incinerators or if conducted by non-authorized personnel offsite, witnessed by the Superintendent or Superintendent’s designee.

2. Electronic media. *All electronic media should be assumed to contain sensitive information.* When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, and other similar items used to process, store and/or transmit district records with sensitive data shall be disposed of as follows:

- Overwriting (at least three times)
- Degaussing (removal of magnetism)
- Physical destruction (i.e., dismantling by methods of crushing, disassembling, etc., ensuring that the platter or other storage device has have been physically destroyed so that no data can be extracted).

D. Destruction of District Records with No Sensitive Information. All records which do not include sensitive information should be destroyed as soon as practicable upon the expiration of the applicable retention period and in a manner deemed most efficient and practical.

Legal References:

RSA 91-A, 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

NHSBA Sample Policy – suggest replacing current policy with this sample to include more specific provisions relating to the destruction of records and clarify relation to the District Record Retention Schedule.

3-10-2023 Policy Committee

4-3-2023 First Reading

EHB

DATA/RECORDS RETENTION AND DESTRUCTION

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

NH Code of Administrative Rules, Section Ed. 1119.01, Confidentiality Requirements

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

NHSBA history: Revised: Aug. 2022; Sept. 2018; May 2018; May 2017; May 2008; Oct. 2005.

NHSBA revision note: **Aug. 2022**, revised to include more specific provisions relating to destruction of records, and clarify relation to District Record Retention Schedule. **Sept. 2018**, revised to (1) reflect the 2018 passage of HB 1551 which added new section RSA 186-C:10-a regarding destruction of special education records and (2) include information pertaining to digital or electronic records. **May 2018**, minor style and grammatical changes. **May 2017**, revised to (1) comply with 2017 N.H. DOE rule requiring a policy on the retention and destruction of special education records and (2) add information regarding litigation holds or receipt of a Right-to-Know law request.

w/p-update/2022-U2 Fall/EHB Data-Records Retention 2022-U2 (F)

DISCLAIMER: This sample policy is copyrighted to the New Hampshire School Boards Association and is intended for the sole and exclusive use of NHSBA Policy Service Subscribers. This sample is provided for general information only and as a resource to assist subscribing Districts with policy development. School Districts and boards of education should consult with legal counsel and revise all sample policies and regulations to address local facts and circumstances prior to adoption. NHSBA continually makes revisions based on school Districts' needs and local, state and federal laws, regulations and court decisions, and other relevant education activity.

LOCAL RECORDS RETENTION SCHEDULE

Litigation Hold

On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of public information, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

Right-to-Know Request – Hold

On receipt of a Right-to-Know law request to inspect or copy public information, the Superintendent shall cease any destruction of public information which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.

Retention Periods

The recommended retention periods in the NHSBA sample regulation, except where another statute or rule are cited, are based on the New Hampshire requirements for municipalities as set forth in RSA 33-a:3-a where a category of records is listed in that statute which is not addressed in school law, consideration of the civil statutes of limitation in New Hampshire, and the guidance last issued several years ago by the New Hampshire Department of Education.

Where different retention periods are required or recommended by different sources of legal authority, the longest retention period is recommended, but the shorter period is cited with the source of legal authority.

The General Education Provisions Act (GEPA) 20 U.S.C. 1232f requires that district “shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit for three years after the completion of the activity for which the funds are used.” Therefore, while other authorities suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time. We have tried to flag with

an “*” categories of records which may include documents related to the use of federal funds and require retention of those documents for a longer period. Districts will need to decide whether to

simply apply the longer period to all documents in the category or to have a system of segregating for longer retention those documents related to use of federal funds.

The NHSBA is engaged in an ongoing effort to identify legal authority, where it exists, for the retention period for each category of records. We plan to issue further updates as this work progresses. This update is being released now, even though that research is not yet complete, because the existing sample regulation has retention periods which we know are not consistent with current law and regulation.

Prior to destroying any class of records for which no definitive legal authority regarding retention is identified, we recommend that each District consult with local legal counsel and your insurance carrier for any recommendations they may have on retention periods. The recommended retention period is a minimum. Unless destruction is required by law, where public information have historical value or other considerations warrant retention, the records may be retained for a longer period or permanently.

EMAIL RETENTION

Effective July 1, 2019, district email accounts will no longer retain items older than two years (730 days). The District’s email systems will begin automatically deleting the items once they have reached two years in age on a perpetual basis. This includes all items stored within a mailbox with the exceptions noted below. All District email accounts will be subject to the retention policy including individual employee accounts, school site accounts, departmental accounts, shared accounts and email accounts for any other purpose hosted on the District’s email systems.

Items exempted from automatic deletion	Items to be automatically deleted
Contacts Tasks Notes	Email messages (both sent and received) Calendar Items Voicemail messages Instant Messages Deleted Items File Attachments RSS Feeds All other items not specifically listed as exempt

Employees who wish to retain a specific item longer than two years must archive that item on to their cloud or network drive, in PDF or file format. Employees are expected to archive only

those items that are essential to the employee’s ongoing work. In addition, items that are classified as a District record according to Board Policy must be stored in a safe location outside of an email mailbox.

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period
Business Records		
Accident Reports:		
• Employee		Term of employment, plus 6 years
• Student		Age of majority, plus 6 years
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year
Annual Audit	RSA 33-A:3-a (10 years)	Permanent
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent
Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years
Architectural Plans		Permanent
Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent
Budget Worksheets		End of budget year, plus 1 year
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until Audited and at least 6 years after last entry
Child Labor Permits		1 year
Work-study	29 C.F.R. §570.37	3 years from date of enrollment
Contracts:*	RSA 33-A:3-a (Life of project or purchase)	Life of contract plus 3 years

<ul style="list-style-type: none"> Construction Contracts, Capital projects, fixed assets that require accountability after acquired* 	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years
<ul style="list-style-type: none"> Engineering Surveys 		Permanent
<ul style="list-style-type: none"> Unsuccessful bids 	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years
Certified Educator		Permanent
COBRA Notices	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years) ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue
Collective Bargaining Agreements		Permanent
Correspondence for Business transactions*		Life of subject matter plus 4 years
Correspondence - General		3 years or longer when historic/useful
Correspondence Transitory	RSA 33-A:3-a	As needed for reference
Deeds		Permanent
District Meeting Minutes & Warrant		Permanent
Insurance policies	RSA 33-A:3-a	Permanent
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years
Enrollment Reports:		
<ul style="list-style-type: none"> Fall Reports A12A (RSA 189:28) 		Permanent
<ul style="list-style-type: none"> Pupil Registers 	RSA 189:27-b	Permanent
<ul style="list-style-type: none"> Resident Pupil Membership Forms 		14 years
<ul style="list-style-type: none"> School Opening Reports 		3 years
<ul style="list-style-type: none"> Statistical Report A-3 (RSA 189:28) 		Permanent
Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity	5 years after submission of final audit report and

	for which the funds are used), other authorities may apply	documentation for expenditures, unless there is an ongoing audit
FICA Reports – monthly		7 years
Fixed Trip Requests/Confirmation		1 year
Fixed Assets Schedule		Permanent/as updated
Form C-2 Unemployment		6 years
Wage Report (DES 100)		6 years
Invoices*	Until Audited, plus 1 year	3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent
Purchase Orders*		Until Audited, plus 1 year
Request for Payment Vouchers*		Until Audited, plus 1 year
Requisitions*		Until Audited, plus 1 year
Retirement Reports – Monthly		1 year
Time Cards:		
• Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years
• Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years
• Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years
• Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years
Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years	6 years
Travel Reimbursements*	Until Audit, plus 1 year	3 years*
Treasurer’s Receipts – canceled checks		6 years
Treasurer’s Report		6 years

Vocational Education:		
• AVI Forms		1 year
• Vocational Center Regional Contracts		20 years
• Federal Vocational Forms*		6 years
Vouchers Manifests*		Until Audit, plus 1 year
Tax Forms:		
• W-2's, 1099 *	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	7 years
• W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
• W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
• 941-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 50 years	Term of Employment, plus 50 years
Application for employment - Successful	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.	Term of Employment, plus 50 years
Attendance Records:		
• Leaves	Family Medical Leave Act – 3 years	3 years
• Request for Leaves		1 year
Class Observation Forms		1 year
Criminal Record Check:		
• No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review
• Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt

Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years
Deferred Compensation plans	RSA 33-A:3-a	7 years
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Employment test papers with results	29 C.F.R. §1627.3	One year from date of personnel action
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
HIPPA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment, plus 50 years
Labor-PELRB actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent
Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment, plus 50 years
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years

School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year
Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years
Substitute Teacher Lists		7 years
Student Records:		
Applications for Free/Reduced Lunch		6 years
Assessment Results	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Attendance	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Disciplinary Records		Term of Enrollment, plus 3 years
Early Dismissal		1 year
Emergency Information Form		1 year/as updated
Grades	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Health and Physical Records		Term of Enrollment, plus 3 years
Immunization Record		Term of Enrollment, plus 3 years

Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained
Medical Reports		Term of Enrollment, plus 3 years
Registration Form		Term of Enrollment, plus 3 years
Student Handbook		1 copy of each edition Permanent
Transcripts	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Internal Records:		
Child Abuse Reports/Allegations		Permanent
Criminal Investigation		Permanent
Personnel Investigations		Permanent
Sexual Harassment		Permanent
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years

Special Education Records

Dept of Education Administrative Rule 1119.01, Confidentiality Requirements, section (b)(1)

“An LEA shall not destroy a student’s special education records prior to the student’s 25th birthday, except with prior written consent of the parent or, where applicable, the adult student, pursuant to 34 CFR 300.624(b). The LEA must maintain a copy of the last IEP that was in effect prior to the student’s exit from special education until the student’s 60th birthday. An LEA may retain and store the student’s special education records in electronic form or any other form. An LEA shall provide a parent or adult student a written notice of its document destruction policies upon the student’s graduation with a regular high school diploma or at the transfer of rights or whichever occurs first. The LEA shall provide public notice of its document destruction policy at least annually.”

* = If record related to federal funds:

Federal Funds

Records of amounts and disposition/use of federal funds, 20 U.S.C. 1232f, (a):

“Each recipient of Federal funds under any applicable program through any grant, subgrant, cooperative agreement, loan, or other arrangement shall keep records which fully disclose the

amount and disposition by the recipient of those funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit. The recipient shall maintain such records for three years after the completion of the activity for which the funds are used.” (emphasis added).

Electronic Records

The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: “Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by the record committee of the municipality responsible for the records. The municipality is responsible for assuring the accessibility of the records for the mandated period.”

(Adopted 12/5/2005)

(Revised 10/1/2018, 8/5/2019)

LOCAL RECORDS RETENTION SCHEDULE

EHB-R

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc. Also see policy EHB.

A. Special Education Records.

- ~~1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.~~
- ~~2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.~~
- ~~3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.~~
- ~~4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. 34 CFR 300.624.~~
- ~~5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.~~
- ~~6. The District shall provide public notice of its document destruction policy at least annually.~~

B. Litigation Hold.

~~On receipt of notice from legal counsel representing the District that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.~~

C. Right to Know Request Hold.

~~On receipt of a Right to Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right to Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than 90 days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the District authorizing destruction of the records has been received.~~

A. Electronic Records.

For legal purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI and designated on the disposition schedule under RSA 33-A:3-a to be retained for more than 10 years shall be transferred to paper or microfilm, or stored in portable document format/archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than 10 years may be retained solely electronically if so approved by [Superintendent as the party] responsible for the records. The [Superintendent] is responsible for assuring the accessibility of the records for the mandated period." [Italics represent modified language to reflect Superintendent's responsibility for record retention and access.]

B. Retention Period Schedule.

The following schedule shall apply to all records obtained, created or maintained by the District, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.. [The superintendent should include language to this administrative procedure identifying one or more persons responsible for either assuring retention/destruction in accordance with the schedule, as well as any specific means of retention/destruction]

Note regarding records relating to federal funds (items marked below with "*"): Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit . . . for three years after the completion of the activity for which the funds are used." Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited, plus 1 year, if the purchase is in part or in whole with federal funds the record must be retained for three years after the completion of the activity for which the funds are used, a much longer period of time.

C. Email Retention

Effective July 1, 2019, district email accounts will no longer retain items older than two years (730 days). The District's email systems will begin automatically deleting the items once they have reached two years in age on a perpetual basis. This includes all items stored

within a mailbox with the exceptions noted below. All District email accounts will be subject to the retention policy including individual employee accounts, school site accounts, departmental accounts, shared accounts and email accounts for any other purpose hosted on the District's email systems.

Items exempted from automatic deletion	Items to be automatically deleted
Contacts Tasks Notes	Email messages (both sent and received) Calendar Items Voicemail messages Instant Messages Deleted Items File Attachments RSS Feeds All other items not specifically listed as exempt

Employees who wish to retain a specific item longer than two years must archive that item on to their cloud or network drive, in PDF or file format. Employees are expected to archive only those items that are essential to the employee's ongoing work. In addition, items that are classified as a District record according to Board Policy must be stored in a safe location outside of an email mailbox.

Type of Record	Statute, Rule, or other legal authority – if none listed the retention period is a recommendation	Retention Period
Business Records		
Accident Reports:		
Employee		Term of employment, plus 6 years
Student		Age of majority, plus 6 years
Accounts Receivable	RSA 33-A:3-a	Until audited, plus 1 year
Annual Audit	RSA 33-A:3-a (10 years)	Permanent
Annual Report (District), Warrants, Annual Meeting Minutes, Budgets (District & SAU)	RSA 33-A:3-a	Permanent
Application for Federal Grants	20 U.S.C. 1232f., (three years after the completion of the activity for which the funds are used) other authorities may apply	5 years
Architectural Plans		Permanent

Asbestos Removal		Permanent
Bank Deposit Slips	RSA 33-A:3-a	6 years
Bonds and continuation certificates	RSA 33-A:3-a (expiration plus 2 years)	Permanent
Budget Worksheets		End of budget year, plus 1 year
Cash receipts, disbursement records, checks	RSA 33-A:3-a	Until Audited and at least 6 years after last entry
Child Labor Permits		1 year

Work-study	29 C.F.R. §570.37	3 years from date of enrollment
Construction Contracts, Capital projects, fixed assets that require accountability after acquired*	RSA 33-A:3-a (Life of project/asset)	Life of contract, building, asset plus 20 years
Engineering Surveys		Permanent
Unsuccessful bids	RSA 33-A:3-a (Completion of project, plus one year)	Life of contract plus 3 years
Certified Educator		Permanent
COBRA Notices	42 U.S.C. 300bb-1, <i>et. seq.</i> (3 years) ERISA 29 U.S.C. §1027 (6 years)	6 years from date of issue
Collective Bargaining Agreements		Permanent
Correspondence for Business transactions*		Life of subject matter plus 4 years
Correspondence - General		3 years or longer when historic/useful
Correspondence Transitory	RSA 33-A:3-a	As needed for reference
Deeds		Permanent
District Meeting Minutes & Warrant		Permanent
Insurance policies	RSA 33-A:3-a	Permanent
Notes (loan documents)	RSA 33-A:3-a	Until paid, Audited, plus 3 years
Student Activities Records/Accounts	RSA 33-A:3-a (bank deposit slips and statements 6 years)	Until Audited, plus 6 years
Enrollment Reports:		
Fall Reports A12A (RSA 189:28)		Permanent
Pupil Registers	RSA 189:27-b	Permanent

Resident Pupil Membership Forms		14 years
School Opening Reports		3 years

Statistical Report A-3 (RSA 189:28)		Permanent
Federal Projects Documents	Review specific project/grant program requirements. 20 U.S.C. 1232f, (three years after the completion of the activity for which the funds are used), other authorities may apply	5 years after submission of final audit report and documentation for expenditures, unless there is an ongoing audit
FICA Reports – monthly		7 years
Fixed Trip Requests/Confirmation		1 year
Fixed Assets Schedule		Permanent/as updated
Form C-2 Unemployment		6 years
Wage Report (DES 100)		6 years
Invoices*	Until Audited, plus 1 year	3 years*
MS-22 Budget Form		6 years
MS-23 Budget Form		6 years
MS-25 Budget Form		Permanent
Minutes of Board Meetings, Board Committees	RSA 91-A:2, II, RSA 33-A:3-a	Permanent
Purchase Orders*		Until Audited, plus 1 year
Request for Payment Vouchers*		Until Audited, plus 1 year
Requisitions*		Until Audited, plus 1 year
Retirement Reports – Monthly		1 year
Time Cards:		
Bus Drivers	Lab 803.03. Notification and Records no less than 4 years	5 years
Custodial	Lab 803.03. Notification and Records no less than 4 years	5 years
Secretarial	Lab 803.03. Notification and Records no less than 4 years	5 years
Substitute Teachers pay slips	Lab 803.03. Notification and Records no less than 4 years	5 years

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Payroll Records	RSA 33-A:3-a Audited, plus 2 year 29 C.F.R. §1627.3 (3 years) ADEA: 29 U.S.C. §626, 29 CFR Part 1602 (2 years from job action); 29 C.F.R § 825.500 FMLA, 29 U.S.C.§2616, 3 years	6 years
Travel Reimbursements*	Until Audit, plus 1 year	3 years*

Treasurer's Receipts – canceled checks		6 years
Treasurer's Report		6 years
Vocational Education:		
AVI Forms		1 year
Vocational Center Regional Contracts		20 years
Federal Vocational Forms*		6 years
Vouchers Manifests*		Until Audit, plus 1 year
Tax Forms:		
W-2's, 1099 *	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2)(tax advisors say 7 years)	7 years
W-4 Withholding Exemption Certificate	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
W-9	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
941-E Quarterly Taxes	Keep all records of employment taxes for at least four years after filing the 4th quarter for the year. – 26 C.F.R § 31.6001-1 (e)(2) (tax advisors say 7 years)	7 years
Personnel Records	RSA 33-A:3-a. Retirement or termination, plus 50 years	Term of Employment, plus 50 years

Application for employment - Successful	RSA 33-A:3-a Unsuccessful applicants: current year, plus 3 years.	Term of Employment, plus 50 years
Attendance Records:		
Leaves	Family Medical Leave Act – 3 years	3 years
Request for Leaves		1 year
Class Observation Forms		1 year
Criminal Record Check:		
No criminal record	RSA 189:13-a (Superintendent only)	Destroy immediately after review
Criminal record	RSA 189:13-a (Superintendent only)	Destroy within 30 days of receipt

Civil Rights Forms, Discrimination claims, accommodation under ADA, information used for EEO-5 report, EEO-5 report	29 C.F.R. §1602.40; 42 U.S.C. 12117; 42 U.S.C. § §§ 2000e-8-2000e-12; 42 U.S.C. § 2000ff-6; (final disposition, 2 years, 3 years)	6 years
Deferred Compensation plans	RSA 33-A:3-a	7 years
Dues Authorization	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Employment test papers with results	29 C.F.R. §1627.3	One year from date of personnel action
Evaluations	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
HIPPA Documentation	RSA 33-A:3-a. – Personnel record HIPPA: 45 C.F.R. §164,316(b) & .530(j) – 6 years. HITECH 42 U.S.C. §17938	Term of Employment, plus 50 years
Labor-PELRB actions	RSA 33-A:3-a	Permanent
Labor Negotiations	RSA 33-A:3-a	Permanent
Legal Actions - lawsuits	RSA 33-A:3-a	Permanent

Medical Benefits Application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Medical exams, Physical examinations used for personnel action	29 C.F.R. §1627.3(One year from date of personnel action) RSA 33-A:3-a. – Personnel record 29 C.F.R. §1910.1020 (term of employment plus 30 years)	Term of Employment, plus 50 years
Oaths of Office	RSA 33-A:3-a Term, plus 3 years	Permanent
Promotion, demotion, transfer, selection for training, layoff, recall, or discharge	29 C.F.R. §1627.3 (1 year from date of action) RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Recruitment Documents	29 C.F.R. §1627.3	One year from date of personnel action
Re-employment Letter of Assurance	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Retirement application	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years

School Bus Driver Drug Tests – positive results & records of administration of test	49 C.F.R. §382.401; 49 C.F.R. § 40.333	5 years
School Bus Driver Drug tests – negative & cancelled	49 C.F.R. §382.401	1 year
Separation from Employment Form/Letter	RSA 33-A:3-a. – Personnel record	Term of Employment, plus 50 years
Settlement agreements, even if in anticipation of a lawsuit	RSA 91-A:4, VI (10 years)	Permanent
Staff Development Plan	Term of Employment, plus 50 years	Term of Employment, plus 50 years
Substitute Teacher Lists		7 years
Student Records:		
Applications for Free/Reduced Lunch		6 years
Assessment Results	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students'	Permanent

	attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	
Attendance	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Disciplinary Records		Term of Enrollment, plus 3 years
Early Dismissal		1 year
Emergency Information Form		1 year/as updated
Grades	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Health and Physical Records		Term of Enrollment, plus 3 years
Immunization Record		Term of Enrollment, plus 3 years
Log of requests for access to education records	FERPA 20 U.S.C. §1232g (b)(4)(A)	As long as the education record is retained

Medical Reports		Term of Enrollment, plus 3 years
Registration Form		Term of Enrollment, plus 3 years
Student Handbook		1 copy of each edition, Permanent
Transcripts	Ed 306.04 <u>Policy Development</u> , (h) complete and accurate records of students' attendance and scholarship be permanently kept and safely stored in a fire-resistant file, vault, or safe.	Permanent
Internal Records:		
Child Abuse Reports/Allegations		Permanent

Criminal Investigation		Permanent
Personnel Investigations		Permanent
Sexual Harassment		Permanent
Records Management, transfer to storage or disposal	RSA 33-A:3-a (summary report of what category of records, for what range of dates, was put in storage or destroyed)	Permanent
Vehicle maintenance	RSA 33-A:3-a	Life of vehicle, plus 3 years

NHSBA history: Revised: September 2018; May 2017

NHSBA revision note, September 2018: Administrative procedures/appendix EHB-R has been generally reorganized, and also amended to reflect new RSA 186-C:10-a. See September 2018 revision notes to Policy EHB for further information.

NHSBA Note, September 2017: The recommended retention periods in the NHSBA sample regulation, except where another statute or rule are cited, are based on the New Hampshire requirements for municipalities as set forth in RSA 33-a:3-a where a category of records is listed in that statute which is not addressed in school law, consideration of the civil statutes of limitation in New Hampshire, and the guidance last issued several years ago by the New Hampshire Department of Education.

Where different retention periods are required or recommended by different sources of legal authority, the longest retention period is recommended, but the shorter period is cited with the source of legal authority.

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Current GSD policy. Need to update to comply with HB 1421 regarding "Water Quality and Access"

3-10-2023 Policy Committee

4-3-2023 First Reading

INDOOR AIR QUALITY

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to Building & Grounds Supervisor. The Board encourages the Superintendent to utilize methods and recommendations established by various State agencies.

In addition to addressing methods of eliminating emissions, Building & Grounds Supervisor is directed to annually investigate air quality in the districts school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

(Adopted: 2/7/2011)

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board encourages citizens of the district to attend its sessions so that they may become better acquainted with the operation and programs of the schools and that the Board may have the opportunity to hear the comments and suggestions of the public. ~~The board, however, reserves the right to meet in non-public session in accordance with RSA 91-~~

Consistent with RSA 189:74, the Board will provide the opportunity for members of the public to comment on school district matters at all Board meetings with the exception of emergency meetings called under RSA 91-A:2, II, or at meetings for which the sole purpose is to address one or more issues in non-public session under RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard ~~and, at the same time while~~, conducting its meeting properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at board meetings.

1. The chairperson shall designate a portion of each agenda for public input purposes.
2. Any individual desiring to speak shall give ~~his or her~~ **a or their** name, address, and the group, ~~if any, that he/she represents.~~ **they represent, if any.**
3. The presentation should be as brief as possible. The Board reserves the right to place time limits on any presentation.
4. Speakers may offer comments, suggestions, or objective criticism of school operations, policies, and programs.
5. The Board will not hear complaints against any person connected with the school system. Other channels provide for board consideration and disposition of legitimate complaints involving individuals.
6. **The Board will provide a minimum of thirty minutes to hear public comment at each meeting.**
7. **Individual speakers will be allotted three minutes per person and each speaker will be permitted equal time.**

The Board vests in its chairperson or other presiding officer authority to terminate the remarks of any individual when they do not adhere to the rules established above.

~~Persons appearing before the Board are reminded, as a point of information, that Members of the Board are without authority to act independently as individuals in official matters.~~ **With the approval of the chairperson, a question may be answered by an individual Board member or administrator.**

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3, Non-Public Sessions

(Adopted: 2/18/91

(Revised: 9/12/98, 4/4/05, 6/6/05, 10/2/17)

(Ref. 9120)

INDOOR AIR QUALITY & WATER QUALITY

Category: Priority/Required by Law

A. Indoor Air Quality. In order to ensure that all school buildings have adequate indoor air quality, the Board directs the Superintendent or the Superintendent’s designee to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent/designee may delegate the implementation of these methods to building principals. The Board encourages the Superintendent/designee to utilize methods and recommendations established by various State agencies.

In addition to addressing methods eliminating emissions, building principals are directed to annually investigate, and report to the Superintendent/designee, air quality in their respective school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the Superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clear air measures aimed at improving indoor air quality.

B. Water Quality and Access. The Board directs the Superintendent/designee to take measures to limit lead exposure in school drinking water and ensure compliance with RSA 485:17-a, III, and consistent with regulations and guidance of the N.H. Departments of Environmental Services and of Education.

Water stations in school buildings shall be installed in accordance with Ed Rule 321.18(h) relative to the number of drinking fountains required.

The Superintendent/designee will make recommendations to the Board for any modifications that involve expenditures greater than _____.^[1 Delete Fn.]

Legal References:

RSA 200:11-a, Investigation of Air Quality

RSA 200:48, Air Quality in Schools

NH Code of Administrative Rules, Section Ed. 306.04(a)(24), Air Quality in School Buildings

NH Code of Administrative Rules, Section 306.07(a)(4), School Facilities

RSA 485:17-a, Lead in Drinking Water in Schools and Licensed Child Care Facilities

¹ [Delete Fn.] A Board can remove the expenditure threshold altogether or set it as it deems appropriate.

NHSBA Sample Policy. Need to update current GSD policy with section B – Water Quality and Access.

3-10-2023 Policy Committee

4-3-2023 First Reading

EBBD

INDOOR AIR QUALITY & WATER QUALITY

NHSBA history: Revised Aug. 2022, May 2014, May 2012, Sept. 2010

NHSBA revision notes, August 2022, revised policy to add section B on Water Quality and Access reflective of HB 1421 (2022 N.H. Laws Ch. 325), which seeks to limit exposure to lead in drinking water and requires schools to install compliant water bottle filling stations or to test and remediate all water outlets in the facility. **May 2014**, only changes are to Legal References.

w/p-update/2022-U2 Fall/EBBD Air & Water Quality 2022-U2 (F)

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