

# ADDISON NORTHWEST SCHOOL DISTRICT POLICY

**SECTION: NON-INSTRUCTIONAL OPERATIONS**

**CODE: F50**

**TITLE: RECORD RETENTION**

## **Policy**

All Vermont public agencies are responsible for creating, managing and disposing of records in accordance with State and Federal laws and regulations. This policy is to ensure that all Addison Northwest School District employees conform with and are aware of those mandates. The Superintendent will make all employees aware of this policy and District procedures at least once per year and in writing in Staff Handbooks.

## **Definitions**

It is the policy of Addison Northwest School District to comply with 1 V.S.A. Chapter 5, Subchapter 317 (referred to as "Vermont's Public Records Laws".) All written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the normal course of school district business, shall be managed in accordance with the Record Retention Schedule Procedure.

*Date Warned: 11/19/18*

*Date Adopted: 12/10/18*

*Legal Reference(s): 1 V.S.A §§315-320: Access to Public Records, including V.S.A. § 317A: Disposition of Public Records*

*3 V.S.A. § 117: Vermont State Archives and Records Administration*

*3 V.S.A. § 218: Agency/Department Records Management Program*