

**CANDIA SCHOOL DISTRICT
RECORDS RETENTION**

The Candia School District shall develop 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. Additionally, the Candia School District shall develop procedures necessary to protect individual rights and preserve confidential information.

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

Legal References:

RSA 91-A, Right to Know Law, RSA 189.29-a, Records Retention and Disposition, NH Admin Rules, Sec Ed 306.04(a)(4)(h) 20 U.S.C. § 1232g, FERPA

Adopted: June 1, 2006

Revised: December 3, 2009

Revised: January 31, 2019