



Renaissance Academy

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No. 800
SECTION: Operations
TITLE: Record Management
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Record Management

1 PURPOSE

The Renaissance Academy Charter School Board of Trustees recognizes that school records, including both paper and electronic, will be retained only as long as determined necessary to meet legal, audit, district policy and management requirements. It is the intention of the school, through implementation of this policy, to minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the school, and reduce the cost of storage for unneeded records inventory.

SC 1301 Title 22 Sec. 11.12, 12.1

2 AUTHORITY

All school records shall be retained in accordance with state and federal law and regulations and the schools Record Management Plan approved by the Board.

The school shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.

SC518 65 P.S. Sec. 67.901

3 DELEGATION OF RESPONSIBILITY

The day-to-day supervision of the retention and destruction of records, as governed by this policy, shall be designated to the CEO and/or the Business Manager, who may delegate responsibilities to others, while maintaining the ultimate authority to enforce the policy.

4 GUIDELINES

TRAINING

Employees will be provided annually with an electronic copy of the records retention policy and guidelines, and will receive training every three (3) years on their application

within the school. Litigation hold requirements will be a predominant topic in the training sessions.

LITIGATION HOLD

When the school has been put on notice that a legal action is either pending or imminent or a government investigation will occur, destruction of records (documents) pertinent or in any way related to the subject of such litigation will be suspended immediately. All records that relate to pending litigation or regulatory proceedings, regardless of form or the media on/in which they are stored, must be retained throughout the entirety of the pending litigation and /or proceeding.

Any employee of the school who receives information regarding actual or possible legal action against the school, including incidents that are likely to be lead to legal action, must immediately notify the CEO, who shall then promptly notify the school's legal counsel. Counsel will be responsible for evaluating the defenses available to the school, identifying the records (documents) that may be relevant to a legal action and responding to the suspension of the retention and destruction policies.

INTERPRETATION

The CEO and/or Business Manager will be responsible for interpreting any portions of the policy statement or the school's guidelines regarding record retention and destruction as they may apply to specific situations. Where necessary, the CEO shall recommend to the Board any potential revisions of this policy for purposes of clarity.

EXCEPTIONS

Requests for exceptions from this policy should be submitted to the CEO and/or Business Manager in writing. Exceptions shall be granted on a case-by-case basis to those requests that ensure compliance with the basic objectives of this policy.

REVIEW

The CEO and/or Business Manager shall review annually the guidelines for the retention and destruction of records and make necessary changes consistent with this policy and with current laws and regulations.

STORAGE

Designating appropriate storage is an important consideration. Retained documents must be preserved and be reasonably accessible. A storage system should permit the necessary records to be easily located, managed, searched, retrieved and produced.

Storage is a critical consideration in responding to subpoenas, discovery requests, investigations, regulatory requests, educational and business needs.

Security of records is critical for confidential records, particularly records pertaining to transactions relating to financial and tax records; employee records such as personnel files, compensation records and insurance forms; student records and governmental records that are designated as confidential and having restricted accessibility and protected privacy.

Preservation is an important storage component. A proper environment conducive to maintaining the integrity of the records is critical. This includes, but is not limited to, secure software, electronic security protections, controlled climate, and fire protection. Off-site storage is permitted. Anti-virus, anti-spyware, anti-spam, and other software should be maintained and updated regularly.

DISASTER RECOVERY

The records retention schedule seeks to identify and preserve documents for disaster recovery where the informational value to the school is so great and the consequence of loss is potentially so severe to the continuity of the school that special protection is warranted. Records that qualify as disaster recovery records are:

- Legal, financial, tax and organizational status records.
- Obligations to employees, vendors and students.
- Ownership of assets and inventory.
- Intellectual property and achievements not recognized elsewhere; and information on critical decision-making.

ARCHIVAL RECORDS

Records that have value beyond their original purpose because they document significant business activities, should be safeguarded as a permanent resource. The following considerations should apply to the preservation of archival records:

1. An archival collection should be prepared that includes, minute books, annual auditor's report, annual financial report, trademarks, copyrights, deeds, financial records and photographs.
2. Consideration should be made as to whether in-school or outside protection is best.
3. Loaned or gifted archival materials to other sources should be maintained by the CEO and/or Business Manager.

DESTRUCTION

Proper disposal or destruction of paper and electronic records, as set forth in the school's guidelines regarding the retention and destruction of records, is required. Records must be destroyed by shredding, erasing, or otherwise modifying the information of the record to make the record unreadable, undecipherable or unable to be reconstructed.

CONSEQUENCES FOR VIOLATION

Violations of this policy by school employees may result in disciplinary action, including but not limited to warnings, position reassignment, oral or written reprimands, suspension, dismissal and/or legal proceedings. Where necessary and/or applicable, violations of this policy may be reported to appropriate legal authorities. The school will cooperate to the extent legally required with authorities in such investigations.

School Code – 24 P.S. Sec. 433, 518 Right-to-Know Act – 65 P.S. Sec. 67.101 et seq.
Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g Federal Rules of Civil Procedure – 16, 26, 34, 37, 45