

ANCHORAGE SCHOOL DISTRICT  
ANCHORAGE, ALASKA

ASD MEMORANDUM #293 (2008-2009)

April 13, 2009

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: SCHOOL BOARD POLICY ADDITION: SECTION 780  
RECORDS MANAGEMENT (FIRST READING)

*ASD Goal: Ensure public accountability through effective communication with students, staff, parents, community and government at all levels.*

RECOMMENDATION:

It is the Policy Committee's recommendation that the School Board approve on First Reading the proposed addition to Anchorage School Board Policy, Section 780 on Records Management. (Attachment A)

PERTINENT FACTS:

The primary purpose of the Records Management Department is the archiving and retention of permanent records, retrieval of records as requested, and providing destruction of records when the retention period has been met.

The Anchorage School District is firmly committed to excellence in all records management, forms management, student records, and document imaging. The primary goal is that all records, in all formats and media types, shall be efficiently created, managed, and retained to meet all legal, financial, auditing, administrative, research, and historical needs. This new policy sets forth guidance and expectations in the area of Records Management.

CC/RG/JB/DB

Attachment

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Approved by: Rhonda Gardner, Assistant Superintendent, Instruction

**780 Records Management**

- a. Records management is important to the overall function of the school district.
- b. Appropriate records management does the following:
  - 1. facilitates identification and retrieval,
  - 2. reduces the volume stored,
  - 3. improves storage and retrieval systems,
  - 4. increases the efficiency of operations,
  - 5. reduces costs,
  - 6. protects essential records,
  - 7. improves accountability and customer service,
  - 8. reduces liability,
  - 9. protects confidential and personally identifiable information, and
  - 10. insures compliance with applicable laws and regulations
- c. District records shall be developed, maintained, and disposed of according to the requirements of federal and state laws and regulations.
- d. The School Board adopts as a component of its records management system the Model Records Retention Schedule for Alaska School Districts.
- e. The Superintendent or designee will implement a records retention program consistent with this Schedule and may make adjustments to the Schedule as necessary to effectively manage District records. Changes to the Schedule, if any, shall be in writing.
- f. The School Board authorizes the destruction of records having no legal or administrative value or historical interest, following retention for those periods prescribed in the records retention schedule.
- g. The Superintendent or designee shall undertake the preservation and retention of records and data, including electronically stored information, when there becomes a likelihood of litigation.