

The Policy Committee approved changes in blue at its public work session on 5/9/24.

File: EHB

## RECORDS RETENTION AND DISPOSITION

### I. Purpose

The purpose of Policy EHB is to establish procedures for the retention and disposition of the school system's records.

### II. Background

The Board of Education recognizes the importance of maintaining a uniform system for the retention and/or disposition of the school system's records. A formal system is required to ensure compliance with documentary and reporting requirements established by federal and state law and regulations.

### III. Policy Statement/Procedures

- A. All records of Washington County Public Schools shall be retained and/or disposed of in accordance with the current and subsequent editions of the *Records Retention and Disposal Manual for Public School Systems of Maryland* and the *Maryland Student Records System Manual* published by the Maryland State Department of Education.
- B. Documents associated with the Maryland Public School Construction Program must be kept in accordance with schedule 2057 of the Department of General Services Record Retention and Disposal Schedule.
- C. All other records will be kept in accordance with the administrative regulation the Superintendent is authorized to promulgate.

See also: Policy JOB and Administrative Regulation JOB-R: "Student Records"

Policy adopted: February 13, 1979. Amended: November 4, 1991. Amended March 6, 2001. Amended: November 7, 2002. Amended: January 15, 2013. Amended: November 4, 2014. Revised:  
Board of Education of Washington County