Outline of Record Retention and Record Management Procedure for Student Files and Personnel Files

Student Files:

1. Student files are to be retained as per the ED Code
2. Files are kept under lock and access is granted only to personnel on a “need to access” basis. This would include:
   1. SPED Personnel assessing or providing services to that student.
   2. CPS or Law Enforcement Officials with work pertaining to that student
   3. The student themselves (16 years old or older)
   4. Parents or guardians requesting to see their student’s file
   5. Teachers or school officials having a need for access to that file
   6. Other personnel requiring access will need permission from the School Director.
3. Files are to be signed out and returned within that same day
4. Files are not to be taken off-site without a need and without permission of the School Director.

Personnel Files:

1. All personnel files are to be kept under lock and are under the management of the School Director.
2. Employees may access their own files, however, they must review their files under the supervision of the School Director
3. The School Secretary will have access to the files only for adding information and managing files as directed by the School Director.
4. A copy of the School Director’s file will be managed and uploaded to a secure web site location, accessible only by the Board and School Director, however, only the Board Secretary will have editing privileges.
5. The Board may access personnel files as needed, however, files will not be taken off site
6. For the sake of Board Review, copies of personnel files may be made and the copies taken to a meeting site, however, upon conclusion of the meeting the copies are to be destroyed.
7. The School Director will be notified of any copies of personnel files being taken off-site.
8. Any exceptions to the above to be determined by the School Director.