

**Human Resources and Financial Records Storage Plan**

Upon the closing of Zion City School, its HR, student and financial records will be stored at Lanier Elementary, a Redesign School at 4705 Lanier Dr. Baton Rouge, LA 70812. The records will be retained at least seven years from the date the record was created.

The Custodian of Records is Ashley Eason, aeason@rsl.org.