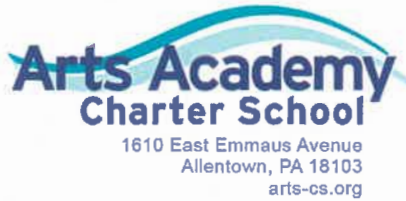


Adoption Date:	05/21/2018
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## Board Policy 4.11

# Records Retention

### **Purpose:**

It is the policy of the Arts Academy Charter Middle School ("Charter School") that its records, including both paper and electronic, be retained only as long as determined necessary to meet legal, audit, management, or operational requirements or needs. In each case, the records retention schedule shall, to the best extent possible, minimize the use of valuable space, promote efficiency, assist in the day-to-day operations of the Charter School, and reduce the cost of storage for unneeded records inventory.

### **Delegation/Guidelines:**

The Executive Director or designee shall:

1. develop and implement a records retention schedule consistent with this Policy;
2. ensure that all relevant staff members receive a copy of the records retention schedule; and
3. oversee the implementation of the records retention schedule to ensure consistent implementation.