



EHB - RECORDS RETENTION

All District records except audio and video recordings, regardless of their location, shall be retained for the periods specified in the Colorado School District Records Management Manual prepared by the Colorado State Archives, as may be amended from time to time, unless a longer retention period is specified in state or federal law. With respect to audio and video recordings, the following retention periods shall apply:

- Audio and/or video recordings of Board of Education meetings shall be retained for one year, except that audio and/or video recordings of executive sessions shall only be retained for 90 days.
- Audio and/or video recordings of hearings concerning employment matters and student matters shall be retained until the time for appeal has expired or until all appeals have been exhausted.
- All other audio and/or video recordings shall be retained until no longer needed.

The District Records Center shall be the central repository and storage facility for all records the District is required to maintain but which are no longer needed at the District's schools and other sites. The records manager shall maintain a current copy of the Colorado School District Records Management Manual and shall assist the District's schools and other sites in complying with the record retention requirements specified in the Manual. The director of records and risk management shall be responsible for developing and enforcing procedures for the proper handling, storage and destruction of records received at the Records Center.

Notwithstanding the foregoing, whenever the District is a party in litigation or reasonably anticipates being a party in litigation, every Board member and employee in possession of hard copy or electronic documents, e-mails and/or other records relevant to the litigation or reasonably anticipated litigation shall retain all such documents, e-mails and other records until otherwise directed by the District's director of records and risk management, legal and policy counsel, or outside legal counsel.

Adopted by Board: January 27, 1997
Revised by Superintendent: June 11, 2007

LEGAL REF:
C.R.S. 24-6-402(2)(d.5)(II)(E)
C.R.S. 24-80-101, et seq.