

17.0 ARCHIVAL OF ELECTRONIC AND PAPER FILES

17.1 The Superintendent of School shall cause to be established guidelines for dealing with matters of the archival of electronic and paper files. The guidelines shall be readily available to all staff members and shall, as a minimum, address the following matters.

17.1.1 The district guidelines shall reflect the guidelines in the Colorado State Archives Colorado School District's Management Manual at the following website; <http://www.colorado.gov/dpa/doit/archives/rm/schools/toc.htm>, which includes the following: School Board Records, General Administrative Records of the District, Student Services Records, Special Services (Special Education) Records, Building and Grounds Records, Student Activities Records, Financial Records, Transportation Records, Instruction Records, Library and Media Records, Food Service Records, and Personnel Records.

17.1.2 E-mail records for staff and students shall be archived for five years.

Adopted: July 13, 2011

CROSS REFS.: G-a-6 Staff Use of the Internet and Electronic Communications